



program handbook 2012

POLYSOMNOGRAPHIC TECHNOLOGY
certificate program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

2221 Madison Avenue
Toledo, Ohio 43604
419.251.1313
888.80.MERCY
www.mercycollege.edu



MercyCollege

OUR MISSION

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

OUR VISION

We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and life long learning.

OUR VALUES

Compassion - Displaying respect, empathy, and a willingness to listen.

Human Dignity - Respecting the significance of each individual.

Excellence - Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

Service - Engaging the college community to enrich the lives of students through professional and community service.

Sacredness of Life - Revering all life through our thoughts, words, and actions.

Justice - Acting with integrity, fairness, honesty, and truthfulness.

CREDIT CERTIFICATE PROGRAM

POLYSOMNOGRAPHIC TECHNOLOGY

STUDENT HANDBOOK

THE PURPOSE OF THIS HANDBOOK IS TO FAMILIARIZE THE STUDENT WITH THE POLICIES OF THE POLYSOMNOGRAPHIC TECHNOLOGY (PSG) PROGRAM AND TO GIVE DIRECTION TO THE STUDENT THROUGHOUT THEIR COURSE OF STUDY.

Mercy College
2221 Madison Avenue
Toledo, Ohio 43604
1-888-80-MERCY

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DISCLAIMER

Information contained in this handbook is subject to change at any time. The College will make every effort to inform students in the program of any changes in advance of implementation. Questions concerning policies and procedures covered in this handbook should be referred to the Program Lead or Director of Short Term Education Programs.

MERCY COLLEGE

WHO WE ARE

Mercy College is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by the Mercy system. Our focus is to provide health care and health science related programs, Short Term Education Programs, and other community services. Mercy College values and provides the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

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INSTITUTIONAL LEARNING OUTCOMES

1. Exhibit proficiency and competency within one's discipline and in service to others.
2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.
3. Communicate clearly in both written and oral forms of expression.
4. Demonstrate an understanding of Catholic beliefs and faith within one's ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the global community.

POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM

The faculty and staff of the Polysomnographic Technology Program welcome you to an educational experience in the expanding field of Polysomnographic Technology. During your plan of study, we will be interacting closely with you to prepare you for independent work as well as the ability to function as an integral part of a quality healthcare team. If you need additional information or assistance while in this program, we encourage you to ask.

INTRODUCTION

The Handbook for the Polysomnographic Technology (PSG) Program is provided to give complete and accurate information for students accepted into Mercy College's Polysomnographic Technology Program. Students in this program are required to be aware of ALL the material contained in this handbook.

ACCREDITATION STATUS

Mercy College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Certificate Program in Polysomnographic Technology at Mercy College has been approved by the Ohio Board of Regents and the Higher Learning Commission. Program accreditation has also been granted through the Committee on Accreditation for Polysomnographic Technology Education (CoA-PSG) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

GENERAL COLLEGE INFORMATION AND STUDENT SERVICES

The College Catalog is the source for all information regarding the College's policies, procedures, and student services. The following list is a sample of information located in the Catalog.

- ACADEMIC ADVISING
- ACADEMIC CALENDARS
- CLASS STANDING
- GRADING SYSTEM
- ACADEMIC PROBATION
- ACADEMIC INTEGRITY
- COUNSELING
- CIVILITY STATEMENT
- ATTENDANCE POLICY
- CLASSROOM AND ONLINE ETIQUETTE
- STUDENT RECORDS AND REGISTRATION (SCHEDULING OF COURSES)
- ADDING AND DROPPING COURSES
- CHANGE OF ADDRESS
- TUITION AND FEES
- REFUND POLICY
- FINANCIAL AID
- STUDENT ID BADGES
- FERPA
- DRUG AND ALCOHOL POLICY
- STUDENT CODE OF CONDUCT

TUTORING

Math, Science, and Writing tutoring is available to all students free of charge. For more information, call the Division of Student Formation at 419-251-1734.

BASIC SERVICES

Basic office supplies are available for student use in the Mercy College Library including: pencil sharpeners, 3-ring hole punchers, staplers, and copy machines. Copy Cards are required to print from all College computers and copy machines. Cards are available for purchase at the Library and are re-loadable.

Vending machines are located in a variety of locations around the campus.

- 5th floor, Student Success Center Kitchen, Madison Building
- Ground Floor, near the Cafeteria, Madison Building
- 2nd Floor, near the Rad Tech Lab, 2nd floor Madison Building
- 3rd Floor, Student Lounge, Jefferson Building

It should be noted that eating in or during a particular class is up to the instructor.

CAFETERIA

An ala carte style Cafeteria is located on the ground floor of the Madison Building. Breakfast is served from 7:00 am to 9:00 am and lunch from 11:00 a.m. to 2:00 p.m. Monday through Friday. The Cafeteria offers hot meal options, deli made to order sandwiches, grab and go items, full salad bar, soup, and a variety of side items and desserts.

PARKING

Free, lighted, and monitored parking is available in College lots and the Mercy Healthcare Center parking garage for Mercy College students. Students are expected to comply with the parking regulations issued by the security departments of any affiliated facility. Students, faculty, and staff of Mercy College are required to register their vehicle. Vehicle registration is completed during orientation, and any time thereafter, by the Division of Student Formation, 419-251-1734. Please note that students are not permitted to park in a designated visitor parking space.

ACADEMIC AND PROFESSIONAL STANDARDS

HONOR CODE

As future professionals, it is expected that students will conduct themselves in an ethical, responsible and honorable manner at all times. Adhering to the Board of Registered Polysomnographic Technologists' Code of Ethics (attached as Appendix A in this handbook), rules and regulations of the Polysomnographic Technology Program, Mercy College Core Values, as well as those established by clinical sites is required. Failure to behave in a professional manner can result in a warning and/or removal from the program.

RETENTION CRITERIA/STANDARDS OF PROGRESS

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a "C" grade, or higher, in all courses of the Polysomnographic Technology Program.

Any grade lower than a "C" is considered a failure. Students who fail a Polysomnographic Technology course or withdraw from a Polysomnographic Technology course failing, may repeat the course one time only. Please refer to

“Progression/Repeating a Course” section in the College Catalog for more information. However, if a student should fail two PSG courses, the Program Lead reserves the right to consider the student for dismissal from the PSG program.

It is the expectation that PSG students should be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the RPSGT examination.

Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the College Catalog. Students who are dismissed from the program can be readmitted as outlined in the College Catalog under “Readmission to the College.”

ACADEMIC DISMISSAL POLICIES

Students in the Polysomnographic Technology Program are subject to the “Dismissal” policy of Mercy College as outlined in the College Catalog.

READMISSION PROCEDURES FOR POLYSOMNOGRAPHIC TECHNOLOGY

Students dismissed from the program for academic reasons may request consideration for reinstatement and will be interviewed by the Admissions, Progression, and Graduation Committee. Complete details of the readmission policy can be found in the College Catalog.

GRIEVANCE POLICY

The grievance policy for student concerns is found in the Student Handbook. The complete policy is available in the library and by contacting the Vice President of Academic Affairs.

LEAVE OF ABSENCE POLICY

A student in good academic standing may request a leave of absence for health or other personal reasons. A “curriculum leave of absence” may be requested by a student needing a course that is not offered until a later term. The student must request the leave of absence in writing through the Student Records Office.

A leave of absence shall not exceed 12 months. After that, the student will be considered as a readmission applicant, unless an extension of the leave of absence has been granted.

POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM

Polysomnographic Technology is a health care field that utilizes diagnostic tests known as sleep studies (polysomnography) to diagnose and treat sleep disorders. Sleep studies are used to gather extensive data concerning an individual’s physiologic activity while sleeping. Sleep Technologists are the health care practitioners who perform and participate in the interpretation of these studies. They provide data and make recommendations to physicians specifically trained in Sleep Medicine so that patients can receive appropriate therapy to treat identified sleep disorders.

POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM DESCRIPTION

The certificate program in Polysomnographic Technology is established as a three (3) semester, full-time program of study. Classes are conveniently offered in a 2 day per week format, generally on Tuesdays and Thursdays, to accommodate the busy adult who often has work and other commitments to balance. In addition, there are courses that are currently being offered online or slated for online development in the near future. The program is designed to train polysomnographic technologists to work as part of a healthcare team under the general supervision of a licensed physician to assist in the education, evaluation, treatment and follow up of sleep disorders patients of all ages.

POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM PHILOSOPHY

In accordance with the college mission statement, the philosophy of the Polysomnographic Technology program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). It is a belief that the education of polysomnographic technologists is responsive to national and community needs that are clearly supported by the national agenda to streamline polysomnographic education and credentialing in the field of sleep medicine.

Course goals and objectives were established based on CoA-PSG and CAAHEP standards and required knowledge clusters and learning domains. The goal is to produce a competent individual ready to become a practitioner who can function in a rapidly changing health care environment as well as pass the RPSGT exam.

Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories and experimental activities within an environment that promotes mutual trust, critical thinking and self-development.

PROGRAM GOALS AND OBJECTIVES

The goal of the Polysomnographic Technology program at Mercy College is:

- To prepare competent entry-level polysomnographic technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

The certificate completer will also be able to:

- Display responsible, ethical and professional patient care.
- Employ components of effective communication.
- Apply an understanding of scientific and mathematical concepts to Polysomnography situations.
- Demonstrate the ability to solve problems and think critically.

CLINICAL STANDARDS AND REQUIREMENTS FOR POLYSOMNOGRAPHIC TECHNOLOGY

In order to meet the program competencies, and for successful completion of the objectives of the PSG program, students must be able to meet the following requirements:

PHYSICAL
<ul style="list-style-type: none">• Must be physically able to operate a variety of types of equipment including computer, calculator, polysomnographic and other medical equipment, etc.
<ul style="list-style-type: none">• Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects.
<ul style="list-style-type: none">• Must be able to lift and/or carry weights up to fifty pounds.
<ul style="list-style-type: none">• Physical demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time.
<ul style="list-style-type: none">• Must possess refined auditory and visual discrimination. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
DATA CONCEPTION
<ul style="list-style-type: none">• Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects
INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none">• Ability of speaking and/or signaling people to convey or exchange information, including

the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same
LANGUAGE ABILITY
<ul style="list-style-type: none"> • Ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.
<ul style="list-style-type: none"> • Ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none"> • Ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence
INTELLIGENCE
<ul style="list-style-type: none"> • Ability to use critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames
<ul style="list-style-type: none"> • Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most obscure classes of concepts.
VERBAL APTITUDE
<ul style="list-style-type: none"> • Ability to record and deliver information and to follow verbal and written instructions
<ul style="list-style-type: none"> • Able to communicate with others via effective verbal communication
<ul style="list-style-type: none"> • Able to integrate multiple abstract concepts and express them in a comprehensive and concise manner
<ul style="list-style-type: none"> • Able to possess knowledge of medical terminology and symbolism
NUMERICAL APTITUDE
<ul style="list-style-type: none"> • Ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics
<ul style="list-style-type: none"> • Ability to utilize metric systems on a regular basis
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> • Ability to inspect items for proper length, width, shape, and depth
MOTOR COORDINATION
<ul style="list-style-type: none"> • Requires fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.
MANUAL DEXTERITY
<ul style="list-style-type: none"> • Requires the ability to grasp, handle, hold, cut, push, pull, and feel. Requires the ability to manipulate a variety of control knobs, switches, etc.
PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk and hear
<ul style="list-style-type: none"> • Must be able to understand various types of nonverbal communication
PERSONAL TRAITS
<ul style="list-style-type: none"> • Requires the ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work
<ul style="list-style-type: none"> • Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity
<ul style="list-style-type: none"> • Maintain confidentiality of patient information
<ul style="list-style-type: none"> • Must demonstrate neatness and good hygiene
<ul style="list-style-type: none"> • Requires a positive attitude when receiving constructive criticism
<ul style="list-style-type: none"> • Must be comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning

TRAVEL

- Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

Students unable to accomplish essential program requirements due to learning, physical, mental or emotional disability should contact the Program Lead/Program Advisor.

Having special needs may not preclude a student from entering the program. Any student with a special need should seek help through the Division of Student Formation. More information can be found in The Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at <http://www.mercycollege.edu/current-students/student-formation/academic-accessibility/>.

SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS

Mercy College is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the policy of Mercy College that no otherwise qualified individual with a disability shall be denied access to, the benefits of, or participation in, any program, service, or activity offered by the college.

As such, individuals with disabilities have a right to request reasonable accommodations. Individuals will receive reasonable accommodations in order to fully participate in or benefit from the college's programs, services, and activities in a non-discriminatory, integrated manner.

All college representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.

INITIATING CONSIDERATION FOR ACCOMMODATION

Students who are seeking assistance from the Office of Academic Accessibility (OAA), on the basis of a specific disability are responsible for:

- Contacting the Office of Academic Accessibility. Students bear the responsibility for disclosure of a disability and the request of services. Official notification usually must be done in person, depending on the nature of the disability.
- Providing complete, adequate, and current documentation from an appropriately qualified professional regarding the disability and the need for accommodations (see OAA Documentation Guidelines).
- Providing notification of disability, request for accommodation, and the supporting documentation within a reasonable time frame. Many accommodations require ample notice to make available.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as acetone, ether, or glutaraldehyde. There may also be skin contact with these substances. Exposure to infectious agents including blood-borne pathogens may also occur.

The American Association of Sleep Technologists (AAST) describes the following skills and competencies required by Sleep Technologists so you, as the student, are aware of job responsibilities and expectations.

Position Summary

A Sleep Technologist works under the general supervision of the clinical director (M.D., D.O., or PhD) or designee to provide comprehensive evaluation and treatment of sleep disorders. This may involve polysomnography, diagnostic and therapeutic services or patient care and education. A Sleep Technologist can perform the duties defined for a Sleep Technician and may provide oversight of other staff.

Domains of Practice

Gather and Analyze Patient Information

- Collect, analyze and integrate patient information in order to identify and meet the patient-specific needs (physical/mental limitations, current emotional/physiological status regarding the testing procedure, pertinent medical/social history), and to determine final testing parameters/procedures in conjunction with the ordering physician or clinical director and laboratory protocols.
- Complete and verify documentation.
- Explain pre-testing, testing, and post-testing procedures to the patient.

Testing Preparation Procedures

- Prepare and calibrate equipment required for testing to determine proper functioning and make adjustments if necessary.
- Apply electrodes and sensors according to accepted published standards.
- Perform appropriate physiologic calibrations to ensure proper signals and make adjustments if necessary.
- Perform positive airway pressure (PAP) mask fitting.

Polysomnographic Procedures

- Follow procedural protocols [such as Multiple Sleep Latency Test (MSLT), Maintenance of Wakefulness Test (MWT), parasomnia studies, PAP, oxygen titration etc.] to ensure collection of appropriate data.
- Follow “lights out” procedures to establish and document baseline values (such as body position, oxyhemoglobin saturation, respiratory and heart rates, etc.)
- Perform polysomnographic data acquisition while monitoring study-tracing quality to ensure signals are artifact-free and make adjustments, if necessary.
- Document routine observations including sleep stages and clinical events, changes in procedure, and significant events in order to facilitate scoring and interpretation of polysomnographic results.
- Implement appropriate interventions (including actions necessary for patient safety and therapeutic intervention such as continuous and bi-level positive airway pressure, oxygen administration, etc.)
- Follow “lights on” procedures to verify integrity of collected data and complete the data collection process (repeats the physiological and instrument calibrations and instructs the patient on completing questionnaires, etc.)
- Demonstrate the knowledge and skills necessary to recognize and provide age specific care in the treatment, assessment, and education of neonatal, pediatric, adolescent, adult, and geriatric patients.
- Oversees and performs difficult and unusual procedures and therapeutic interventions.

Polysomnographic Record Scoring

- Score sleep/wake stages by applying professionally accepted guidelines.
- Score clinical events (such as respiratory events, cardiac events, limb movements, arousals etc.) according to center specific protocols.
- Generate accurate reports by tabulating sleep/wake and clinical event data.

Service Management and Professional Issues

- Comply with applicable laws, regulations, guidelines and standards regarding safety and infection control issues.
- Perform routine and complex equipment care and maintenance.
- Evaluate sleep study related equipment and inventory.
- Maintain current CPR or BCLS certification.
- Demonstrate effective written and spoken communication skills.
- Demonstrate appropriate social skills.
- Respond to study participant's procedural-related inquiries by providing appropriate information.
- Demonstrate the ability to analyze complex situations and apply policy.
- Comply with the BRPT Standards of Conduct.

CAREER OPPORTUNITIES

Polysomnographic Technology career opportunities continue to expand due to the growing attention and diagnoses of sleep disorders. Sources both inside and outside the field of polysomnography indicate that this is a rapidly growing occupational field, due to the increasing awareness, diagnosis and treatment of sleep disorders. Potential area employers indicate that several positions may be open over the next three year period.

Most polysomnographic technologists work in sleep disorder centers, preparing patients for sleep studies, monitoring patients during studies and recording results. Some senior technologists may spend all or part of their time scoring sleep recordings, performing daytime tests or managing a center, but most technologists work during the night, when people normally sleep. Typical shifts are three to four 10 to 12 hour shifts per week.

Polysomnographic Technology careers offer excellent entry-level salaries. Your salary will depend on experience, geographic location, employer and education. According to the American Association of Sleep Technologists 2007 Survey, the starting salary in the Midwest region for a Registered Polysomnographic Technologist (RPSGT) ranges from \$18.63 to \$26.95 per hour, or between \$42,918 and \$61,389 per year. Starting wages for a polysomnographic technician (prior to passing the RPSGT exam) range from \$15.66 to \$23.23 per hour, or between \$39,129 and \$45,682 per year.

POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

28/29* Credit Hours

*A one (1) credit hour course, CIS 101, Introduction to Keyboarding and Computers, may be required if a computer assessment is not passed.

Complete Polysomnographic Technology course descriptions along with a curriculum plan can be found at the back of this handbook.

GRADING POLICY OF THE POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM

The grading scale used in the Polysomnographic Technology Program courses is as follows:

92-100%-	A
84-91% -	B
76-83% -	C
68-75% -	D
67% and below-	F

EXPENSES

Tuition and Fees – See Mercy College Cost Information Sheet

Textbooks and Supplies

Scrub uniforms for clinicals

Miscellaneous Expenses: living expenses, transportation, costs for affiliations, field trips, personal insurance, testing fees, hospitalization, workshops, immunizations, physicals, license fees, announcements, etc.

PROGRAM ASSESSMENT PLAN

The program is assessed in the following ways:

• Institutional assessment plan and the plan for assessment of student academic achievement
• Program assessment plan to assess student learning and program outcomes
• Polysomnographic Advisory Committee supports program planning, evaluation, and improvement
• Student evaluations of the course and the instructor at the end of each semester
• Student evaluations of the course learning objectives at the end of each semester
• Instructors utilize classroom assessment techniques (CATS) during each course
• Students review the clinical component of the program
• Program completers complete an Exit Survey
• Completers are asked to complete a Six-Month Post Completion Survey
• Employers of the program completers are given a satisfaction survey to complete

CLINICALS

Clinicals consist of two (2) semesters of practical experience. Clinical experiences will be available in area hospitals and/or in stand-alone sleep disorder facilities. Clinicals are offered ONLY during the evening/early morning hours (from approximately 6:30 p.m. to 7 a.m., times vary depending on the semester). All facilities used for clinical rotations are AASM accredited.

Supervision and instruction are provided by Polysomnographic Technology staff. Students are visited at least once per semester by a Polysomnographic Technology instructor. It is possible for clinicals to vary considerably from one site to another however; clinical student objectives will be consistent for all sites. Students are responsible for providing their own transportation and other associated expenses for the clinicals, i.e., food/parking.

Placement for clinicals requires “C” grades in all Polysomnographic Technology courses prior to placement. High academic performance does not, in itself, assure placement in the clinical site. Along with academic excellence, Program Lead approval is required for placement in the clinical facility. Inappropriate behavior may preclude clinical placement.

***Not all situations are covered in these guidelines and are left up to the discretion of the Program Lead.**

CLINICAL REGISTRATION

Students register through Empower for clinical courses as they would any other course at the College. Tuition and fees apply to all clinical courses.

REQUIREMENTS PRIOR TO CLINICAL PRACTICUM

A report of sound health is a requirement of the college and must be completed prior to the start of the first clinical course (PSG 112) or the student will not be able to begin their clinical. In accordance with Mercy College of Ohio academic standards, policies and procedures, students who fail to attend clinical as of the terms add/drop date will be issued a grade of IW (Instructor Withdrawal). Once the IW is issued, students may NOT reenroll in the course for that semester. The following are required:

1. Annual history/physical examination by a physician of the student's choice
2. Complete immunization record, including satisfaction of immunization requirements
3. Negative TB test
4. CPR/BLS Certification
5. Background check/fingerprinting

Students are required to complete a course for cardiopulmonary resuscitation for healthcare providers (CPR/BLS) certification prior to beginning the first clinical course. It must be HEALTHCARE PROVIDER certification, *American Heart Association* certification preferred. *American Red Cross* Healthcare Provider certification can be accepted initially, but renewals MUST be American Heart Association Healthcare Provider certification. The CPR card must be copied front and back of the card and must be signed. CPR/BLS courses are offered through the Division of Short Term Education at Mercy College as well as at other community agencies. It is the student's responsibility to maintain certification throughout the entire program.

EVIDENCE (DOCUMENTATION) OF COMPLETION OF ALL ABOVE REQUIREMENTS IS MAINTAINED BY A THIRD PARTY ADMINISTRATOR, CERTIFIED BACKGROUND. THE PROCESS FOR COMPLETING AND SUBMITTING THIS DOCUMENTATION IS OUTLINED IN EMAIL NOTIFICATIONS SENT TO STUDENTS PRIOR TO THE START OF THE FIRST SEMESTER IN THE PROGRAM. STUDENTS FAILING TO COMPLETE THESE REQUIREMENTS BY THE DESIGNATED DATE WILL NOT BE ALLOWED TO ATTEND CLINICAL COURSES.

INDIVIDUAL CLINICAL SITES MAY HAVE ADDITIONAL LEGAL OR MEDICAL REQUIREMENTS FOR STUDENTS TO COMPLETE. THIS INFORMATION WILL BE PROVIDED TO THE STUDENTS ASSIGNED TO THAT SITE BY THE CLINICAL SITE SUPERVISORS.

PERSONAL HEALTH AND LIABILITY INSURANCE

Students are required to provide documentation of personal health insurance. However, if a student does not have health insurance a document must be signed indicating personal responsibility for healthcare related fees. All students admitted to the PSG Program are provided with required liability insurance by the College.

CLINICAL PLACEMENT AND LOCATION

The Program Lead is the College's authorized representative responsible for placing students at clinical sites. The College cannot assure any student placement in the clinical site of his or her choice with regard to geographical location of the facility or the student's residence. However, whenever possible the student may be placed in the site of his or her choice with the final decision being the responsibility of the Program Lead. Clinical sites may be located up to one and a half hour driving distance from the college.

The following criteria are used for placement:

1. Completed clinical requirements-see previous section on Requirements Prior to Clinical Practicum.
2. Students will select clinical day and time once evidence of ALL clinical requirements have been submitted.
3. Student's place of residence
4. Compatibility of a student's schedule with prospective site's schedule
5. Grade point average

Students must accept the clinical placement the semester it is assigned. If the student is unable to accept the assigned clinical, or is not eligible for placement, he or she must direct a letter to the Program Lead stating the reason and a solution as soon as possible and before the end of the semester preceding the clinical. The Program Lead and Director of Short Term Education will evaluate the situation and make recommendations. The student understands that placement is conditional on availability. If the student is unable to meet the requirements of the assigned clinical placement, he or she may be unable to complete the program as prescribed.

DRESS CODE

Students are required to order all clinical uniforms, including scrubs from the Mercy College Clothing Store, located on the 2nd floor of the Madison Building. Mercy College scrubs are required for all Polysomnographic Technology (PSG) Labs and Clinical sites. All scrubs must be kept clean and neat. Students are encouraged to place scrub orders as soon as possible prior to the beginning of Semester 1 and must pay in full before the order will be processed. Students must wear relatively new, clean athletic shoes that are primarily white to PSG clinicals. Croc-like shoes are not permitted.

WHEN AT CLINICALS

- Nametags must be worn at the site at all times.
- Makeup should be natural looking and professional.
- Jewelry should be conservative and in good taste, facial jewelry must be removed if applicable.
- Hair will be a "natural" color (not green, purple, blue, etc.) with hair accessories kept small/tasteful.
- Nails should be clean, of appropriate length, and neutral/business appropriate shades of color. Most healthcare facilities do not allow acrylic nails due to infection hazards.
- Maintain a neat, clean, professional appearance at all times.

Dress code in all PSG clinical sites will be supervised by the individual site. STUDENTS MAY BE DISMISSED FROM A PSG CLINICAL SITE IF DRESS CODE IS VIOLATED.

CLINICAL TIMEKEEPING

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. Falsification of attendance records will result in disciplinary action or possible dismissal from the program.

CLINICAL ABSENCES

Students should notify the designated instructor AND clinical site supervisor if illness or emergency causes them to be absent from clinical time.

Students may be withdrawn from the clinical sites due to excessive absences. All absences must be made up.

CLINICAL GRADING

Details of clinical grading will be included in the PSG clinical practicum syllabi. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine the clinical grade.

CLINICAL EVALUATION

Student academic and clinical progress is evaluated continually throughout the program. The Program Lead or course instructor is informed of the student's progress through the clinical site supervisor. High academic performance does not assure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

Misconduct which will prevent placement in clinical education includes, but is not limited to:

1. Any form of dishonesty, including but not limited to, cheating on written, oral, or practical examinations.
2. Absenteeism
3. Uses of profane or vulgar language
4. Using or being under the influence of alcohol or other drugs
5. Violation of any college, or Polysomnographic Technology Program policy
6. An incomplete or the omission of pertinent information from the health record
7. Omitting pertinent information from the employment record
8. Uncooperative, hostile, negative, or non-constructive attitudes toward college faculty, clinical instructors, or fellow students

Students are required to keep a log (diary) of activities during clinicals. These logs, which are a college requirement, are examined by the Program Lead or course instructor in accordance with the course syllabus.

WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY

Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the college. Students frequently have the false impression that assignment to a site is permanent. The college will immediately withdraw any student from clinicals for reasons of health (physical and/or emotional which is impeding the student's ability to do the work required), attendance, performance, or at the request of the clinical site supervisor.

Misconduct that will result in immediate withdrawal and course failure (and possible program dismissal) from the clinical facility includes, but is not limited to;

• Failure to maintain required 2.0 "C" GPA in all PSG courses. Final letter grades of "D" are not permitted.
• Absenteeism
• Uses of profane or vulgar language
• Cheating on written or practical examinations. Dishonesty, avoiding responsibility and evidence of lying will not be tolerated as well.
• Inconsiderate, unprofessional, discourteous, and disrespectful treatment of patients, clinical instructors, or health information staff.
• Entering the clinical site or college under the influence of alcohol or other drugs.
• Drinking alcoholic beverages on clinical site or College property.
• Illegally obtaining, possessing, selling, or using narcotics, amphetamines, or hallucinogenic substances.
• Using abusive, obscene or threatening language to clinical instructor, health information staff, patients, visitors or fellow students.
• Failure to maintain strict confidentiality of patient records.
• Unsatisfactory technical performance.
• Uncooperative, hostile, negative, or non-constructive attitudes toward clinical instructor(s),

site staff, visitor(s) or fellow students.
• Failure to notify both clinical site and the college when absent.

CELL PHONES AND CALLS DURING PSG CLINICALS

No personal cell phones are to be used during clinicals. Office or clinic business phones are not to be used to make or to receive personal phone calls except in the event of an emergency. Students may make personal calls on their scheduled break or during lunch from pay phones within the office/clinic, or from cell phones outside of the office/clinic.

HAZARDOUS MATERIALS/WASTE MANAGEMENT

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (O.S.H.A.). During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (M.S.D.S.), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect him/her from hazardous materials.

SERVICE WORK POLICY

No stipend is paid to Polysomnographic Technology students during PSG Clinicals. PSG Clinical Practicums are education and, as such, are just as important as time spent in the classroom. Students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.

CERTIFICATE REQUIREMENTS POLYSOMNOGRAPHIC TECHNOLOGY

28/29* credit hours

SEMESTER I

	Lecture	Lab	Practicum	Total Credit Hrs
BIO103: Anatomic and Physiologic Consideration of Sleep	3			3
ALH120: Medical Terminology	2			2
PSG101: Fundamentals of Sleep	3			3
PSG102: Essentials of Polysomnographic Technology	2	2 (1:2hr ratio)		3
CIS101: Introduction to Keyboarding and Computers	1*			1*
Semester I Total = 11/12* credit hours				

SEMESTER II

	Lecture	Lab	Practicum	Total Credit Hrs
PSG110: Polysomnography Analysis	1	4 (1:2hr ratio)		3
PSG111: Respiratory Monitoring	2	2 (1:2hr ratio)		3
PSG112: Polysomnographic Practicum I (90 hrs)			6 (1:3hr ratio)	2
Semester II Total = 8 credit hours				

SEMESTER III

	Lecture	Lab	Practicum	Total Credit Hrs
PSG123: Advanced Topics in Polysomnographic Technology	3			3
PSG124: Polysomnographic Technology Capstone Seminar	2			2
PSG122: Polysomnographic Practicum II (180 hrs)			12 (1:3hr ratio)	4
Semester III Total = 9 credit hours				

Program Total = 28/29* credit hours

POLYSOMNOGRAPHIC COURSE DESCRIPTIONS

Title: Anatomic and Physiologic Considerations of Sleep

BIO 103, 3 HOURS (3-0)

This course explores the organ systems which predominate in the activity of sleep. The course focuses on the structure and function of the brain, systemic nervous, endocrine, cardiovascular and respiratory systems as they relate to sleep. Normal waking and sleeping physiology of these organ systems will be covered.

Prerequisite: None

Title: Fundamentals of Sleep

PSG 101, 3 HOURS (3-0)

This course emphasizes the biological and neurological systems that control sleep and wake in humans, the development of sleep over the life cycle, the function of sleep and the consequences of sleep deprivation, and the various pathologies that lead to sleep disorders. The course will also address the process, function, and content of dreaming from a neurological and psychological perspective.

Prerequisites: none

Co-requisites: BIO103 or equivalent

Title: Essentials of Polysomnographic Technology

PSG 102, 3 HOURS (2-2)

This course will cover the basic duties of a PSG technologist beginning with patient preparation, monitoring, and completing a sleep study. Additional focus will be given to issues concerning: professionalism, ethical behavior, patient safety, confidentiality, safety, and infection control. This course also contains mandatory lab time. Lab time will contain specific instruction on patient hook-up, monitoring and quality control. During this time the 10-20 placement of EEG sensors as well as basic EMG, EKG, and respiratory sensor placement will be covered. In depth instruction on patient monitoring, trouble-shooting and responding to medical emergencies will also be covered during the lab portion.

Prerequisites: none

Co-requisites: BIO103 or equivalent

Title: Polysomnography Analysis

PSG 110, 3 HOURS (1-4)

This is a course on scoring adult and pediatric PSGs including staging, respiratory events, periodic limb movements, artifact recognition, and atypical PSG activity. Protocols for PSG report generation, as well as, MSLT and MWT reports will be covered.

Prerequisites: PSG101, PSG102

Title: Respiratory Monitoring

PSG 111, 3 HOURS (2-2)

This course will review basic respiratory physiology as well as monitoring techniques used during the PSG. The basic electrical/mechanical principles of respiratory monitoring equipment will be presented. The second part of the course will deal specifically with Positive Airway Pressure titrations and modalities (e.g. CPAP, BPAP, BPAP ST, and Adaptive Ventilation) and PSG oxygen titration.

Prerequisites: PSG101, PSG102, BIO103

Title: Polysomnographic Practicum I

PSG 112, 2 HOURS (0-6)

Students will review orders, history and physical characteristics of patients, conduct patient assessments and orientations, organize PSG equipment, perform hook up procedures, calibrate PSG equipment, perform documentation and monitoring, and participate in event recognition.

Prerequisites: BIO 103, PSG 101, PSG 102, PSG 110, PSG 111

Title: Advanced Topics in Polysomnographic Technology

PSG 123, 3 HOURS (3-0)

This course is divided into three primary categories: 1. Advanced Assessment of sleep disorders; 2. Pediatric Sleep and Polysomnography, and 3. Therapeutics and Interventions for Sleep Disorders. From a technical perspective, the course broadens the student's skill set to include alternative testing conducted in a Sleep Center beyond a standard PSG, and extends their skills into the area of sleep studies with children. The last section of the course moves beyond the diagnostics of sleep, and into the treatment phase of sleep services.

Prerequisites: PSG101, PSG102, PSG110, PSG111

Title: Polysomnographic Technology Capstone Seminar

PSG 124, 2 HOURS (2-0)

This course explores a variety of concepts focusing on professional aspects of a Polysomnographic Technologist. Topics such as certification and continuing education, values, personal excellence, self-assessment, discussion of current trends and case studies, and the overall promotion of the field of Sleep Medicine will be addressed.

Prerequisites: PSG101, PSG102, PSG110, PSG111, PSG112

Co-requisites: PSG120, PSG122

Title: Polysomnographic Practicum II

PSG 122, 4 HOUR (0-12)

Students will review orders, history and physical characteristics of patients, conduct patient assessments and orientations, organize PSG equipment, perform hook up procedures, calibrate PSG equipment, perform documentation and monitoring, and participate in event recognition. Students will also gain hands on experience in the following areas: PAP training, titration and end of study procedures.

Prerequisites: PSG101, PSG102, PSG110, PSG111, PSG112

Co-requisites: PSG 120, PSG 121

PROFESSIONAL ASSOCIATION

The American Association of Sleep Technologists (AAST) is the professional organization for those who are employed or who are students in the field of sleep technology. Students are encouraged to join this organization at some point during their course of study or when they are actively employed in the field, as membership is beneficial.

RPSGT EXAM

The PSG program seeks to prepare students for RPSGT credentialing, available through passage of the BRPT exam. The following required domains and tasks of polysomnography are covered throughout the PSG curriculum:

<u>Domains/Tasks</u>	<u>% of Exam</u>	<u># of Items</u>
DOMAIN I: ANALYSIS OF PRE-TESTING INFORMATION	7.5%	15
Task 1: Assess the physician’s polysomnography request in order to determine its completeness and appropriateness to ensure valid data collection.		3
Task 2: Assess the patient’s history to determine if special testing requirements are necessary (e.g., special bed, ancillary equipment).		4
Task 3: Review the patient’s medical history and interview the patient to anticipate the nature and likelihood for medical intervention.		4
Task 4: Inventory the supplies provided to ensure the requirements of the study are met.		2
Task 5: Select indicated ancillary equipment in order to optimize data collection.		2
DOMAIN II: STUDY PERFORMANCE	50%	100
Task 1: Choose the montage and channel parameters on the recording equipment in order to collect data properly.		8
Task 2: Calibrate the recording equipment to assure proper functioning (e.g., polysomnograph, ancillary devices) before, during, and after testing.		9
Task 3: Explain to the patient the testing procedures and possible interventions that might occur in order to prepare him or her for testing.		8
Task 4: Determine the placement site and properly apply the sensors according to established guidelines in order to consistently record quality data.		9
Task 5: Acquire, verify, and document physiological calibrations in order to demonstrate accurate patient data collection.		8
Task 6: Recognize and document relevant data (e.g., lights off and lights on, body position, artifacts, life-threatening events, cardiac/EEG abnormalities, respiratory disturbances) throughout the recording process in order to assist in data analysis.		12
Task 7: Differentiate true physiologic data from recording artifacts and correct artifacts when appropriate, in order to optimize data collection		10
Task 8: Recognize the need for interventions (e.g. PAP, O2 titration, CPR) and perform them according to established guidelines in order to provide appropriate patient care.		14
Task 9: Summarize PSG and clinical observations in order to assist data interpretation.		9
Task 10: Apply standard precautions throughout the patient’s evaluation in order to prevent the spread of infection to patients and staff.		13

DOMAIN III: SCORING	29%	58
Task 1: Identify appropriate documents and data for use in analysis.		8
Task 2: Score sleep stages and arousals in order to facilitate interpretation.		9
Task 3: Score respiratory events in order to facilitate interpretation.		10
Task 4: Score movement events in order to facilitate interpretation.		9
Task 5: Score miscellaneous events in order to facilitate interpretation.		8
Task 6: Generate and validate a report of the scoring of objective and subjective data in order to summarize the polysomnographic procedure.		8
Task 7: Use of acceptable methods to archive data in order to ensure long-term storage and accessibility.		6
DOMAIN IV: PATIENT SUPPORT AND EDUCATION ACTIVITIES	8%	16
Task 1: Coordinate PAP orders with home healthcare provider to facilitate appropriate treatment.		4
Task 2: Suggest solutions to patients who have problems with PAP equipment to maximize PAP benefits.		5
Task 3: Work under the direction of a physician to provide information to the patient regarding his or her treatment.		5
Task 4: Provide information to the public regarding sleep disorders medicine in order to facilitate awareness.		2
DOMAIN V: SITE MANAGEMENT	5.5%	11
Task 1: Inspect PSG and ancillary equipment based on accepted standards in order to assure proper operation and safety		3
Task 2: Apply cleaning and sterilization procedures on reusable laboratory equipment based on established precautions in order to assure patient safety and infection control.		3
Task 3: Follow policies in order to respond appropriately to hazardous situations (e.g., fire, spills, weather, earthquake).		2
Task 4: Follow standards in order to assess quality assurance (e.g., inter-scorer reliability, multidisciplinary patient case review)		1
Task 5: Maintain patient records using government and industry regulations in order to allow appropriate access and protect confidentiality.		2

RST EXAM

The Mercy College of Ohio PSG Program also prepares the student for the newly minted Registered Sleep Technologist (RST) exam. This exam was created as competing credential to the RPSGT. As of this publication, the new credential is not as widely recognized as the RPSGT credential; however, exam fees and credential maintenance fees are much lower. See the BRPT website at www.brpt.org for more information on the RPSGT and/or the ABSM website at www.absm.org for more information on the RST exam. Both credentials recognize the Mercy College of Ohio PSG Technology Program as a viable pathway to their exam.

**BRPT
Code of Ethics**

This Code of Ethics sets forth ethical principles for registered polysomnographic technologists. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the Board of Registered Polysomnographic Technologists, shall be binding on all individuals who hold an RPSGT credential.

Standards of Conduct
Professional Discipline Committee

I. PREAMBLE

1.1 Introduction

The Board of Registered Polysomnographic Technologists ("BRPT") is a nonprofit corporation that provides board certification and re-certification for Polysomnographic Technologists. BRPT is an independent organization, governed by a Board of Directors (the "Board") that includes a diverse group of experts in polysomnographic technology.

For the purposes of these Standards of Conduct (the "Standards"), the term "Committee" shall mean the BRPT Professional Discipline Committee. The term "Profession" shall mean the practice of polysomnography. "RPSGT Applicant/Certificant" shall mean any person who has been awarded or has applied for the Registered Polysomnographic Technologist certification by BRPT.

BRPT seeks to encourage, establish and maintain the highest standards, traditions and principles of polysomnographic technologists. RPSGT Applicants/Certificants should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves. RPSGT Applicants/Certificants are responsible for maintaining and promoting ethical practice. All RPSGT Applicants/Certificants shall abide by BRPT's Standards, Rules and Procedures Regarding Ethical and Professional Discipline Complaints ("Rules and Procedures"), and all other BRPT rules, policies and procedures. BRPT may take disciplinary action against any individual who fails to meet these requirements. Such disciplinary action may include, but not be limited to, suspending or revoking a RPSGT Applicant/Certificant's certification, or declaring a RPSGT Applicant/Certificant candidate ineligible for certification.

1.2 Ethics, Custom, Competency and the Law

Unethical conduct may involve violations of customs and usages of the Profession as well as actions that violate the law. All RPSGT Applicants/Certificants shall provide competent services and shall use all efforts to meet patient's polysomnographic requirements. Failure to conform to these Standards, including conduct that violates moral principles, customs and practices of the profession or the law, shall be subject to disciplinary action as set forth in the Rules and Procedures. The RPSGT Applicant/Certificant shall act in the best interests of the patient at all times. Failure to conform to these Standards, including conduct that violates moral principles, customs and practices of the Profession or the law, shall be subject to disciplinary action and ultimate determination by the adjudicative authority as established in the Rules and Procedures. Such disciplinary action depends upon the particular circumstances involved and how the conduct in question reflects upon the dignity and integrity of the Profession.

Depending upon the circumstances, the Committee will take appropriate action, if any, consistent with the Rules and Procedures. Each RPSGT Applicant/Certificant has a civic and professional obligation to report to the appropriate

governmental body any and all evidence that may come to his/her attention involving the alleged criminal conduct of any RPSGT Applicant/Certificant relating to the practice of polysomnography.

1.3 Disclosure of Other Agency Actions

Each RPSGT Applicant/Certificant must promptly, fully and accurately disclose to BRPT any and all findings and actions by any government agency, quasi-government agency, licensing board or other similar health related agency or body responsible for national, state or local licensing and/or oversight of health or other polysomnographic licenses, certifications or the like ("Other Agencies"). Each RPSGT Applicant/Certificant must make such disclosure within thirty (30) days from the date of action by any Other Agency. Each RPSGT Applicant/Certificant must promptly and fully cooperate with BRPT and with Other Agencies.

II. RESPONSIBILITIES TO THE PATIENT

2.1 Confidential Information

All information relating to a patient's background, condition, treatment or management plan or any other information relating to the RPSGT Applicant/Certificant / patient relationship is and shall always remain confidential and may not be communicated to any third party not involved in the patient's care without the prior written consent of the patient or patient's legal guardian.

All patient information derived in a work place from a working relationship among RPSGT Applicants/Certificants relating to any patient shall be held and always remain confidential by all parties. The confidentiality requirements set forth in this Section 2.1 shall be strictly adhered to by all RPSGT Applicants/Certificants unless the information is required by court order or it becomes necessary to disclose such information to protect the welfare of the patient and/or the community. In such an event, all disclosures of confidential information shall be in accordance with applicable legal requirements.

2.2 Trust and Honesty

The RPSGT Applicant/Certificant shall be truthful and honest to the patient, the BRPT, their employer and the public in general.

2.3 Fees and Compensation

Fees for polysomnographic services should be reasonable for the services performed, taking into consideration the setting in which the services are provided, the practice costs in the geographic area, the judgment of other related or similar organizations, and other relevant factors. The RPSGT Applicant/Certificant shall never place his/her own financial interest above the welfare of the patient. The RPSGT Applicant/Certificant shall not engage in false, misleading or deceptive actions in relation to the ultimate cost of the services undertaken or furnished. The RPSGT Applicant/Certificant shall not knowingly submit false or misleading information in requesting reimbursement from third-party payers, including Medicare and private insurers.

2.4 Practice Arrangements

RPSGT Applicants/Certificants shall not: (i) directly or indirectly request, receive or participate in dividing, transferring, assigning or rebating any funds derived from a referral of a patient to any other individual or entity, whether affiliated with the RPSGT Applicant/Certificant or otherwise; or (ii) except for the reasonable and customary fees earned for

services performed for the patient, profit by means of a credit or other valuable consideration, such as an unearned commission, discount or gratuity for providing polysomnographic services.

2.5 Compliance with Laws and Regulations

RPSGT Applicants/Certificants shall provide evaluation and therapeutic intervention in accordance with the laws and regulations of the jurisdictions in which they practice.

2.6 Reporting

The RPSGT Applicant/Certificant shall report to BRPT any conduct that appears to violate these Standards.

2.7 Delegation of Responsibility

The RPSGT Applicant/Certificant shall not delegate any responsibility requiring unique skills, knowledge or judgment that compromises patient care and safety to a less than qualified person. The primary responsibility for polysomnographic care performed by supporting personnel rests with the delegating RPSGT Applicant/Certificant. Adequate supervision is required to make certain the patient receives the necessary and appropriate care.

2.8 Public Communication

RPSGT Applicants/Certificants shall not use, nor participate in any use of, any form of communication containing a false, fraudulent, misleading, deceptive, unfair or sensational statement or claim. RPSGT Applicants/Certificants shall not provide any consideration to any member of the press, radio or television, or other communication medium in exchange for professional publicity in a news item. Each advertisement shall be identified as an advertisement unless it is absolutely clear from the context that it is a paid advertisement.

2.9 Illegal Discrimination

The RPSGT Applicant/Certificant shall not decline to accept a patient on the basis of race, gender, color, religion or national origin or on any basis that would constitute illegal discrimination.

2.10 Sexual Relations with Patient Prohibited

The RPSGT Applicant/Certificant shall not have consensual or nonconsensual sexual relations with a current or former patient of the RPSGT Applicant/Certificant unless a consensual sexual relationship existed between the RPSGT Applicant/Certificant and the patient prior to the provision of any polysomnographic services or the RPSGT Applicant/Certificant has not provided any polysomnographic services to the patient for the one year period preceding the beginning of the sexual relationship. The RPSGT Applicant/Certificant shall not engage in, require, or demand sexual relations with a patient incidental to or as a condition of any polysomnographic services.

2.11 Sexual Relations with Key Third Parties Prohibited

The RPSGT Applicant/Certificant shall not have consensual or nonconsensual sexual relations with a Key Third Party when such relations are based on the use or exploitation of trust, knowledge, influence or emotions derived from a professional relationship. A "Key Third Party" is a person who is closely related to the patient and shall include, but is not limited to, spouses or partners, parents, guardians, surrogates and proxies. Each matter shall be evaluated on a case-by-case basis. Factors to be considered shall include: (i) the length of the professional relationship; (ii) the degree of the Key

Third Party's emotional dependence on the RPSGT Applicant/Certificant; and (iii) the importance of the clinical encounter to the Key Third Party and the patient.

III. RESPONSIBILITIES TO COLLEAGUES AND THE PROFESSION

3.1 Dignity

The RPSGT Applicant/Certificant has the personal responsibility to conduct himself/herself in a manner that will assure the dignity and status of the Profession. Examples of unacceptable behavior include, but are not limited to, misusing the certification credential; slandering or libeling another; disparaging former employers; disparaging former employees; and misrepresenting one's capacity as a provider of services.

3.2 Solicitation

The RPSGT Applicant/Certificant shall not, either directly or indirectly, solicit the patronage of individual patients by way of intimidation, threats, harassing conduct, undue influence, coercion, duress, unwarranted promises of benefits or solicitation of a patient who is apparently in a mental condition that impairs his/her personal judgment to make decisions concerning the products or services being offered. The RPSGT Applicant/Certificant shall not solicit a patient in a manner that is inconsistent with his/her obligation to act in a dignified manner as set forth in Standard 3.1 above.

3.3 Examination

The RPSGT Applicant/Certificant shall maintain the security and prevent the disclosure of RPSGT credentialing examinations and their content.

IV. PATIENT CARE BY OTHER HEALTHCARE PROFESSIONALS

4.1 Concern About Care by Other Healthcare Professionals

The RPSGT Applicant/Certificant should exercise appropriate respect for other healthcare professionals. Except in the case of emergencies, concerns regarding patient care provided by other such professionals shall be addressed directly to those professionals rather than to the patient. If such concerns rise to the level of criminal violation, incompetence or malpractice, the RPSGT Applicant/Certificant must immediately notify appropriate facility management .

V. CREDENTIAL

5.1 Use of Credential

The RPSGT Applicant/Certificant shall use the fact that they are credentialed only as evidence of meeting the requisite standard of knowledge and competency in the Profession as defined by BRPT.

APPENDIX B

MERCY COLLEGE CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION POLICIES

The following information is important to anyone having access to patient information. Civil (monetary sanctions) and criminal penalties (large fines and jail time) may be charged for a “wrongful disclosure” of patient information. Please read and incorporate the following into your practice. If you have any questions, refer to Mercy Health Partner’s Policy and Procedure Manual or the Policy and Procedure Manual at the clinical site to which you are assigned.

In 1996, Congress adopted the Health Insurance Portability and Accountability Act (HIPAA) to help people obtain and maintain their health insurance benefits when they changed jobs. HIPAA also includes rules that are meant to make the management of healthcare information easier, protect the privacy of patients’ health information, and protect the security of patients’ health information.

Protected Health Information (PHI) is individually identifiable health information transmitted or maintained, in any form or medium, by an entity covered under HIPAA. This is information that is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse.

PHI elements include: name, address, names of relatives, employer, date of birth, telephone number, fax number, social security number, web URL, email address, internet protocol (IP) address, medical record number, account number, certificate/license number, photos, finger or voiceprints, and other unique identifying number, characteristic or code.

Confidentiality of Protected Health Information: Review, Release, and Transmission

Purpose: To maintain and ensure the integrity and confidentiality of all PHI within Mercy Health Partners.

Policy: PHI is maintained by MHP to serve the individual, the health care providers, and the Organized Health Care Arrangement (OHCA) in accordance with legal, accrediting, and regulatory requirements. All PHI is confidential and is safeguarded against unauthorized disclosures.

Overview: The types and amount of PHI disclosed is limited to that information needed for treatment, payment, and health care operations, for purposes authorized by the individuals or otherwise required disclosures.

All PHI is housed in physically secure areas.

PHI is confidential. Communication between the individual/appropriate individual(s) and the health care provider is privileged and protected from disclosure. PHI is accessed by personnel when necessary to perform their job duties and is not to be discussed outside the department. It is expected this will be observed at all times including non-work (non-school) and off-duty.

All PHI that is no longer needed must be destroyed in the appropriate manner. Paper containing PHI will be shredded or incinerated and not placed in trash bins. Electronic media, tapes, discs, CD, and hard drives will be demagnetized or incinerated.

Security and confidentiality of PHI must be addressed in all contracts and business associate agreements with vendors, consultants, and contract staff who have access to PHI. This includes, but is not limited to, record courier, information services, nursing, shredding, storage services, transcription, and correspondence vendors. (See Business Associate agreements)

Health Information Management/Medical Records coordinates and provides direction to individuals for review, release, and transmission of PHI.

VIOLATION OF THE MHP POLICIES MAY RESULT IN DISCIPLINE UP TO AND INCLUDING DISMISSAL FROM THE COLLEGE.

DE-IDENTIFIED PROTECTED HEALTH INFORMATION

Purpose: To establish guidelines for converting Protected Health Information (PHI) to de-identified information.

Policy: Mercy Health Partners (MHP) may disclose PHI without the individual’s permission if all individually identifiable elements are removed.

Overview: Only health information that “identifies” an individual is subject to the HIPAA Privacy Rule. MHP may use and disclose PHI without an individual’s authorization for uses Other than for treatment, payment and health care operations if the health information is de-identified.

De-identified PHI is not affected by HIPAA if:

The health information does not identify an individual, and there is very little or no risk of re-identifying an individual.
The following identifiers have been removed:
<ul style="list-style-type: none"> • Names • all geographical subdivisions smaller than a state • all elements of dates (except year) • telephone numbers • fax numbers • electronic mail addresses • social security number • medical records number • account numbers • certificate/license numbers • vehicle identifiers • full face photographic images • any other unique identifying number, characteristic or code.

APPENDIX C

Notice of Privacy Practices

Individuals' Rights to Request Privacy Protection of PHI Uses and Disclosures

ORAL PERMISSION

Purpose:

To ensure and protect:

- 1) An individual's right to receive adequate and appropriate notice of MHP privacy practices
- 2) An individual's right to request privacy protection of uses/disclosures of his/her PHI
- 3) And individual's right to give oral permission for the use and disclosure of his/her PHI

Policy:

MHP protects an individual's right to receive MHP's Notice of Privacy Practices, which describes how the individual's PHI will be used and disclosed. MHP also protects an individual's right to privacy protection of uses and disclosures of his/her PHI, which allows the individual to request restrictions on uses or disclosures of PHI. Finally, MHP also protects an individual's right to receive confidential communications, thus allowing individuals to specify how they will receive communications from MHP. MHP also ensures that individuals are provided with the opportunity to give oral permission on the use and disclosure of PHI, thus allowing individuals the opportunity to agree or object to a particular use or disclosure of their PHI.

Notice of Privacy Practices:

MHP provides individuals with a Notice of Privacy Practices (Notice), describing the uses and disclosures that may be made of their PHI, and their rights over their PHI. MHP will utilize the acknowledgment of receipt of the Notice in order to utilize PHI for treatment, payment, and health care operations.

In emergency situations, the Notice will be provided as soon as is reasonably practical, and an acknowledgment is not required.

MHP will attempt to obtain the Notice no later than the date of first service delivery, including service delivered electronically. If the first treatment encounter is conducted over the telephone, the Notice may be mailed no later than the day following the telephone conversation.

The Notice will include:

- 1) Header stating, "This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully"
- 2) Describe uses and disclosures, individual's rights, MHP's duties
- 3) Inform individuals of how to file a complaint
- 4) Identify a point of contact for additional information
- 5) Will state the effective date of the Notice.

Individuals' Right to Request Privacy Protection of PHI Uses and Disclosures:

MHP recognizes that an individual has two (2) rights by which he/she may prevent PHI from being used or disclosed against his/her will. First, an individual has the right to request restrictions of uses or disclosures of PHI. Second, an individual has the right to receive confidential communications regarding his/her PHI. This allows an individual to specify how she/he will receive communication from MHP.

Right to Request Restrictions

MHP will provide individuals an opportunity to request a restriction on the use or disclosure of his/her PHI. MHP will make every attempt to honor a request for restriction; however, MHP has the right to refuse.

Terminating a Restriction on the Use or Disclosure of PHI

MHP may terminate the restriction agreement if: 1) the individual agrees to or requests the termination in writing, 2) the individual orally agrees to the termination and the oral agreement is documented, or 3) MHP informs the individual that it is terminating its agreement of a restriction.

Right to Receive Confidential Communications

An individual may request that MHP communicate with him/her by alternative means. An individual need only make a reasonable request to MHP to receive information by alternate means.

Oral Permission

In certain situations, the individual need only be given an opportunity to agree or object to a particular use or disclosure of the PHI. In these instances, MHP may orally inform the individual of a use or disclosure, and the individual may respond orally in agreement or objection.

Business Associates

Purpose:

To allow disclosures of protected health information (PHI) to be made by Mercy Health Partners (MHP) business associates under contracts containing required elements. In order to accomplish this, MHP establishes the general obligations of its business associates, identifies its business associates, and secures business associate agreements.

Policy:

A Business Associate (BA) is a person/entity who, on behalf of MHP:

Performs or assists in the performance of a function or activity involving the use or disclosure of PHI. Performs any other function or activity regulated by the HIPAA Privacy Final Rule.

Overview:

Before MHP discloses information to a BA, MHP obtains satisfactory assurances that the BA will appropriately safeguard the information. The BA provides these assurances by the signing of a business associate agreement that documents the permitted and required uses and disclosures of PHI. The BA cannot use or disclose the information in any manner that would not be permissible for MHP under the HIPAA privacy regulations. MHP will identify all business associates and have signed agreements in place.

APPENDIX D

MERCY COLLEGE
POLYSOMNOGRAPHIC TECHNOLOGY (PSG) PROGRAM

Acknowledgment Statement

I, _____ have received a copy of the Student Handbook for the Polysomnographic Technology (PSG) Program at Mercy College of Ohio. I agree to abide by the regulations described within. I have been given the opportunity to ask questions for clarification of all policies.

Date

Student Signature

Date

Witness Signature