



## Program Handbook 2024

# **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.

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## HANDBOOK POLICY/RIGHTS RESERVED

The Mercy College of Ohio Polysomnographic Technology Handbook is published by the Mercy College of Ohio Health Science Division and is the Polysomnographic Technology's official notification of its policies, procedures and standards of conduct applicable to students. Each student is responsible for knowledge of the policies, procedures and standards of conduct described in the Handbook; enrollment is considered acceptance of all conditions discussed in this Handbook. However, the provisions of this Handbook do not constitute a contract between any student and Mercy College of Ohio. The College reserves the right to change any of the policies, procedures and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this Handbook. If a material revision to a policy, procedure or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Questions regarding this Handbook should be directed to the Director of Allied Health Certificate Programs, Tim Depinet, 419-251-1796.

## CIVIL RIGHTS/NONDISCRIMINATION STATEMENT

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, gender identity, disability, age, marital status, military status, religion, pregnancy, genetic information, citizenship status, and any other legally-protected class in employment, admissions and other educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance and consumer information, please visit [www.mercycollege.edu/compliance](http://www.mercycollege.edu/compliance). Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, OH 43604.

## TITLE IX STATEMENT

In accordance with the Education Amendments of 1972, 34 CFR PART 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown Location) to ensure compliance regarding sex/gender discrimination of any type. Discrimination on the basis of sex can include pregnancy and pregnancy-related conditions. Please direct questions/concerns to:

STACEY BROWN, TITLE IX COORDINATOR  
419-251-1710

[Stacey.Brown@mercycollege.edu](mailto:Stacey.Brown@mercycollege.edu) or [titleIX@mercycollege.edu](mailto:titleIX@mercycollege.edu)

BETSY CARDWELL, DEPUTY TITLE IX COORDINATOR  
330-480-2170

[Elizabeth.Cardwell@mercycollege.edu](mailto:Elizabeth.Cardwell@mercycollege.edu)

## PROGRAM HANDBOOK

The Program Handbook is provided to allow students who are enrolled in the Mercy College of Ohio's Polysomnographic Technology Certificate Program to better understand the program and its policies. It contains information about the program goals, course requirements, evaluation methods, policies and procedures. Students are expected to be familiar with the material contained in this Program Handbook.

## COLLEGE CATALOG

In addition to this reference tool, the 2023/24 undergraduate College Catalog is an important resource during your time here at Mercy College. The College Catalog is available on the college's website at the following:

<https://mercycollege.edu/academics/college-catalog>.

## PROGRAM PHILOSOPHY

It is a belief that the education of Polysomnographic Technologists is responsive to national and community needs that are supported by the national agenda to streamline polysomnographic education and credentialing in the field of sleep medicine. Course goals and objectives are determined for each student based on CoA-PSG and CAAHEP standards and required knowledge clusters and learning domains. The goal is to produce a competent practitioner who can function in a rapidly changing healthcare environment as well as pass the RPSGT and/or RST 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.

Students completing the program will be able to:

- Demonstrate entry-level cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies required in polysomnography.
- Display responsible, ethical, and professional patient care.
- Use effective communication skills.
- Demonstrate the ability to solve problems and think critically.

## 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 a Graduate/Alumni Survey six months after completion
• Employers of Program Completers are given a satisfaction survey to complete

## 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 in the Polysomnographic Technology program of study.

Students who fail to achieve a “C” in a polysomnographic course or withdraw from a polysomnographic course may not complete the program and may repeat the course one time only. Please refer to “progression” in the polysomnographic section of the College Catalog for more information. Please note that should a student fail two polysomnographic courses the Program Lead reserves the right to consider the student for dismissal from the program.

It is the expectation that polysomnographic students should be maintaining grades far higher than the minimum requirements if they expect to be successful in the field.

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 Mercy College.”

## ACADEMIC DISMISSAL

Students are subject to the academic dismissal policy of Mercy College of Ohio as outlined in the College Catalog.

## READMISSION

Students dismissed from the program for academic reasons should refer to details of the readmission policy which can be found in the College Catalog.

## SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or completion should be brought to the attention of the Program Director. Consideration will be handled on a case-by-case basis and enforced with as much consistency as possible, in accordance with related policies.

## PROGRAM GRADING POLICY

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

All courses in the program of study must be passed with a grade of “C” or better to successfully complete the Polysomnographic Technology certificate program.

As defined in the College Catalog under the heading “Types of Course Delivery Methods,” the following instructional delivery methods may be implemented, as determined by course faculty, to reach course objectives for course requirements including but not limited to clinical, laboratory, practicum, and other course requirements: Face to Face, Web-Enhanced (also Web-Facilitated), Blended (also Hybrid), Online, and/or Accelerated.

## TECHNICAL STANDARDS AND REQUIREMENTS

<b>PHYSICAL</b>
<ul style="list-style-type: none"> <li>Physically able to operate a variety of types of equipment including computer, calculator, polysomnographic and other medical equipment, etc.</li> <li>Physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects.</li> <li>Able to lift and/or carry weights up to fifty pounds.</li> <li>Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time.</li> <li>Utilize refined auditory and visual discrimination including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.</li> </ul>
<b>DATA CONCEPTION</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>INTERPERSONAL COMMUNICATION</b>
<ul style="list-style-type: none"> <li>Ability to speak and/or signal 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.</li> </ul>
<b>LANGUAGE ABILITY</b>
<ul style="list-style-type: none"> <li>Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.</li> <li>Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar.</li> <li>Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.</li> </ul>
<b>INTELLIGENCE</b>
<ul style="list-style-type: none"> <li>Utilization of critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames.</li> <li>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.</li> </ul>
<b>VERBAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Record and deliver information and to follow verbal and written instructions.</li> <li>Communicate with others via effective verbal communication.</li> <li>Integrate multiple abstract concepts and express them in a comprehensive and concise manner.</li> <li>Knowledge of medical terminology and symbolism.</li> </ul>
<b>NUMERICAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics.</li> </ul>

<ul style="list-style-type: none"> <li>Utilize metric systems on a regular basis.</li> </ul>
<b>FORM/SPATIAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Inspect items for proper length, width, shape, and depth.</li> </ul>
<b>MOTOR COORDINATION</b>
<ul style="list-style-type: none"> <li>Fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.</li> </ul>
<b>MANUAL DEXTERITY</b>
<ul style="list-style-type: none"> <li>Ability to grasp, handle, hold, cut, push, pull, and feel.</li> <li>Manipulate a variety of control knobs, switches, etc.</li> </ul>
<b>PHYSICAL COMMUNICATION</b>
<ul style="list-style-type: none"> <li>Requires the ability to talk and hear.</li> <li>Must be able to understand various types of nonverbal communication.</li> </ul>
<b>PERSONAL TRAITS</b>
<ul style="list-style-type: none"> <li>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.</li> <li>Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity.</li> <li>Maintain confidentiality of patient information.</li> <li>Demonstrate neatness and good hygiene.</li> <li>Positive attitude when receiving constructive criticism.</li> <li>Comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning .</li> </ul>
<b>TRAVEL</b>
<ul style="list-style-type: none"> <li>Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.</li> </ul>

Please note: College students with documented disabilities have the right to reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Accessibility Services, located on the fifth floor of the Madison Building, or on our website at <https://mercycollege.edu/student-affairs/accessibility>.

To be qualified for the Mercy College Polysomnographic Technology program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at [www.mercycollege.edu/student-affairs/accessibility](http://www.mercycollege.edu/student-affairs/accessibility); requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility at 419-251-1784 or [ADA504@mercycollege.edu](mailto:ADA504@mercycollege.edu). These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations. Please indicate below:

- ☐ I can meet the technical standards with or without reasonable accommodations.
- ☐ I cannot meet the technical standards with or without reasonable accommodations.

## HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Criminal background checks, drug screens, health records, and immunizations are required prior to the start of the clinical experience. Program requirements and instructions are maintained on the College website at <https://www.mercycollege.edu/my-mercy/background-checks-health-records/>.

The Policy can be found at <https://mercycollege.edu/about/compliance-consumer-information>.

**Failing to clear the criminal background check, fingerprinting and drug screen, as a part of a required clinical, may be cause for dismissal from the program. Incomplete health, drug screen or background check requirements may result in program dismissal or suspension of the clinical.**

Any concerns about the outcome of a criminal background check, fingerprints and/or drug screen should be discussed, in advance, with the Program Lead to determine the correct course of action.

## 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 or better in all Polysomnographic Technology courses prior to placement. High academic performance does not 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

Students should have fulfilled criminal background check, drug screen, and health requirements well in advance of the second semester, when the directed clinical practice takes place. In accordance with Mercy College of Ohio academic standards and policies and procedures, if a student fails to attend any session(s) of a course for which registered as of the terms add/drop date, he/she will be *DROPPED* from their course(s) and will not be permitted to re-enroll in the course for that session.

A student cannot participate in the clinical portion of the curriculum in the second semester if they have not completed the didactic/classroom portions in the first semester and achieved a “C” or better for all courses.



**INDIVIDUAL CLINICAL SITES MAY HAVE ADDITIONAL REQUIREMENTS FOR STUDENTS TO COMPLETE. THIS INFORMATION WILL BE PROVIDED TO THE STUDENTS ASSIGNED TO THAT SITE BY THE PROGRAM LEAD AND/OR AUTHORIZED REPRESENTATIVE OF THE COLLEGE.**

## **CLINICAL PLACEMENT AND LOCATION**

The Program Lead or other authorized representative of the College is 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 and 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 or other authorized representative of the College.

The following criteria are used for placement:

1. Completion of all clinical requirements
2. Compatibility of a student's schedule with prospective site's schedule
3. Student's place of residence
4. Grade point average

Students must accept the clinical placement as assigned. If the student is unable to accept the assigned clinical, or is not eligible for placement, he or she must discuss the situation with the Program Lead and/or other authorized representative of the College to resolve the issue. If the issue is not resolved at that point, the student should direct a letter to the Program Lead stating the reason and an alternate solution as soon as possible. The Program Lead 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**

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**

- Mercy College student ID badges must be worn above the waist and visible at all times
- Maintain a neat, clean, professional appearance
- Wear the appropriate uniform/shoes, as described above
- Makeup should be natural-looking and professional
- Jewelry should be conservative and in good taste; no more than two piercings in each ear
- Facial/oral jewelry must be removed
- Hair should be a "natural" color (not green, purple, blue, etc.) with hair accessories kept small/tasteful
- Nails should be clean and of appropriate length; nail color should be neutral/business-appropriate
- Most healthcare facilities do not allow acrylic nails due to infection hazards.
- Visible tattoos should be covered
- Chewing gum is inappropriate

## 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/TARDINESS

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

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

## CLINICAL EVALUATION AND GRADING

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. 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.

## WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY

Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the College. Dress code in all clinical sites will be supervised by the clinical instructor and the individual site. STUDENTS MAY BE EXCUSED FROM THE CLINICAL SITE IF DRESS CODE IS VIOLATED. Failure to maintain required 2.0 "C" GPA or higher in all PSG program courses may result in withdrawal from the clinical site. Final letter grade of "D" in the clinical course will prevent successful program completion. High academic performance does not assure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

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

- Violation of Mercy College of Ohio policies or Student Code of Conduct, or any clinical education site policy
- Absenteeism, including failure to notify the College course instructor and clinical site supervisor/preceptor when absent

*Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.*

## CELL PHONES AND CALLS DURING PSG CLINICALS

The use of personal cell phones during clinicals is highly discouraged and should only be used at appropriate times. Students may make personal calls on their scheduled break or during lunch from cell phones outside of the office/clinic.

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.

## 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 (OSHA), including the Hazard Communication Standard. This standard has been aligned with the Globally Harmonized System of Classification and Labeling of Chemicals, adopted by the United Nations in 2003. During orientation to the clinical education site, the student will be shown the following: the location of the Hazardous Materials/Waste Management manual, the Safety Data Sheets (SDSs), 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 equally 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 (26 CREDIT HOURS)

### SEMESTER I

		<u>Lecture</u>	<u>Lab</u>	<u>Practicum</u>	<u>Total Credit Hours</u>
BIO103	Essentials of Human Anatomy and Physiology	3			3
HIT105	Medical Terminology	3			3
PSG101	Fundamentals of Sleep	3			3
PSG102	Essentials of Polysomnographic Technology	2	1		3

**Semester I Total = 12.0 credit hours**

### SEMESTER II

		<u>Lecture</u>	<u>Lab</u>	<u>Practicum</u>	<u>Total Credit Hours</u>
PSG110	Polysomnography Analysis	1	4 (1:2hr ratio)		3
PSG111	Respiratory Monitoring	1.5	1.5		3
PSG113	Polysomnographic Practicum I (90 hrs)			1	1

**Semester II Total = 7.0 credit hours**

## SEMESTER III

		<u>Lecture</u>	<u>Lab</u>	<u>Practicum</u>	<u>Total Credit Hours</u>
PSG123	Advanced Topics in Polysomnographic Technology	3			3
PSG124	Polysomnographic Technology Capstone Seminar	2			2
PSG125	Polysomnographic Practicum II (180 hrs)			2	2

**Semester III Total = 7.0 credit hours**

**PROGRAM TOTAL = 26.0 credit hours**

### POLYSOMNOGRAPHIC COURSE DESCRIPTIONS

#### **BIO 103: Essentials of Human Anatomy and Physiology**

3 HOURS (3-0-0) SP

This course explores the major organ systems responsible for the maintenance of life, which are monitored in a healthcare setting. The focus is on the structure and function of the brain, systemic nerves, endocrine, cardiovascular, and respiratory systems. Blood and fluid/electrolyte balance are also considered. This will not fulfill BIO 220 and BIO 221 course requirements.

#### **HIT 105: Medical Terminology**

3 HOURS (3-0-0) SP

Introduces the student to the language for the health profession. Emphasis will be on basic principles of medical word building, definitions, spelling, and pronunciation.

#### **PSG 101 Fundamentals of Sleep**

3 HOURS (3-0-0) SP

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, 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. Co-requisites: BIO 103.

#### **PSG 102: Essentials of Polysomnographic Technology**

3 HOURS (2-1-0) SP

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, troubleshooting, and responding to medical emergencies will also be covered during the lab portion. Co-requisites: BIO 103.

**PSG 110: Polysomnography Analysis**

3 HOURS (1-2-0) SU

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: PSG 101; PSG 102.

**PSG 111: Respiratory Monitoring**

3 HOURS (1.5-1.5-0) SU

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: PSG 101; PSG 102; BIO 103.

**PSG 113: Polysomnographic Practicum I**

1 HOURS (0-0-1) SU

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

Co-Requisites: PSG 110, PSG 111

**PSG 123: Advanced Topics in Polysomnographic Technology**

3 HOURS (3-0-0) FA

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: PSG 101; PSG 102; PSG 110; PSG 111.

**PSG 124: Polysomnographic Technology Capstone Seminar**

2 HOURS (2-0-0) FA

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. Co-requisites: PSG 123; PSG 125. Prerequisites: PSG 101; PSG 102; PSG 110; PSG 111, PSG 113.

**PSG 125: Polysomnographic Practicum II**

2 HOURS (0-0-2) FA

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. Co-requisites: PSG 123; PSG 124. Prerequisites: PSG 101; PSG 102; PSG 110; PSG 111, PSG 113.

**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:

### **DOMAIN I: CLINICAL OVERVIEW, EDUCATION, PATIENT SUPPORT**

**17.3%**

#### **TASK A: Patient information and clinical assessment**

- Clinician's orders and testing indications
- History and physical
- Sleep disorders (e.g., Circadian Rhythm Disorders, sleep disordered breathing, parasomnias)
- Medications (e.g., risks, implications, effects on sleep)
- Patient interview and orientation

#### **TASK B: Patient and caregiver education**

- Sleep hygiene
- Importance of therapy
- Sleep disorders

#### **TASK C: Support and compliance**

- PAP desensitization techniques
- PAP therapy (application and mechanics)
- Understand and respond to download report

### **DOMAIN II: SLEEP STUDY PREPARATION AND PERFORMANCE**

**29.3%**

#### **TASK A: Technical preparation**

- Equipment and supplies
- Montages
- Appropriate anatomical locations
- Site preparation and application
- Impedance verification
- Technical specifications and instrumentation

#### **TASK B: Calibrations**

- Recording device
- Ancillary equipment
- Physiologic verification

#### **TASK C: Procedures and practice guidelines**

- Adult PSG
- Pediatric PSG
- Multiple Sleep Latency Test (MSLT)
- Maintenance of Wakefulness Test (MWT)
- Home Sleep Apnea Testing (HSAT)
- PAP-NAP

#### **TASK D: Identify, respond, and document**

- Waveform variations (e.g., abnormal EEG)
- Artifact
- Equipment malfunction
- Physiologic/clinical events
- Settings (e.g., filters, sensitivity, gain)

### **DOMAIN III: SCORING, REPORTING, AND DATA VERIFICATION**

**25%**

#### **TASK A: Adult PSG**

- Sleep stages
- Arousals
- Respiratory events
- Desaturations
- Movements
- Cardiac events

#### **TASK B: Pediatric and infant PSG**

- Sleep stages
- Arousals
- Respiratory events
- Desaturations
- Movements
- Cardiac events

#### **TASK C: Report generation**

- Calculations
- Technologist observation and summary
- Histogram, hypnogram

### **DOMAIN IV: THERAPEUTIC TREATMENT AND INTERVENTION**

**28%**

#### **TASK A: Adult PSG**

- Adult practice guidelines
- Pediatric practice guidelines
- Proper mode of intervention
- Acclimation and proper interface fit
- Troubleshooting (e.g., leak levels, pressure release, humidification)
- Indications and contraindications

#### **TASK B: Oxygen therapy**

- Oxygen titration practice guidelines
- Indications and contraindications

#### **TASK C: Alternative therapies**

- Oral appliances
- Positional therapy
- Surgical options

## APPENDIX A

### 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 recertification for sleep technologists who perform polysomnography and related procedures, score and process data; and initiate and monitor associated therapeutic interventions. BRPT is an independent organization, governed by a Board of Directors (the “Board”) that includes a diverse group of experts in sleep medicine.

For the purposes of these Standards of Conduct (the “Standards”), the term “Committee” shall mean the BRPT Professional Review Committee. The term “Profession” shall mean the field of sleep medicine. “RPSGT Certificant” shall mean any person who has been awarded or has applied for the Registered Polysomnographic Technologist certification by BRPT. “CCSH Certificant” shall mean any person who has been awarded or has applied for the Certification in Clinical Sleep Health certification by BRPT. “CPSGT Certificant” shall mean any person who has been awarded or has applied for the Certified Polysomnographic Technician certification by BRPT.

BRPT seeks to encourage, establish and maintain the highest standards, traditions and principles of sleep technologists. CPSGT; RPSGT and/or CCSH Applicants/Certificants should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves. CPSGT; RPSGT and/or CCSH Applicants/Certificants are responsible for maintaining and promoting ethical practice. All CPSGT; RPSGT and/or CCSH Applicants/Certificants shall abide by BRPT’s Standards, Rules and Procedures Regarding Ethical and Professional Review 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, sanctions suspending or revoking an CPSGT; RPSGT and/or CCSH Certificant’s certification, or declaring an CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificants shall provide competent services and shall use all efforts to meet patient’s sleep medicine 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant relating to the practice of sleep medicine.

### **1.3 Disclosure of Other Agency Actions**

Each CPSGT; RPSGT and/or CCSH 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 sleep medicine licenses, certifications or the like ("Other Agencies"). Each CPSGT; RPSGT and/or CCSH Certificant must make such disclosure within thirty (30) days from the date of action by any Other Agency. Each CPSGT; RPSGT and/or CCSH 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 and/or CCSH 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 workplace from a working relationship among RPSGT and/or CCSH 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 and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 sleep medicine 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 CPSGT; RPSGT and/or CCSH Certificant shall never place his/her own financial interest above the welfare of the patient. The CPSGT; RPSGT and/or CCSH Certificant shall not engage in false, misleading or deceptive actions in relation to the ultimate cost of the services undertaken or furnished. The CPSGT; RPSGT and/or CCSH Certificant shall not knowingly submit false or misleading information in requesting reimbursement from third-party payers, including the Centers for Medicare and Medicaid Services and private insurers.

### **2.4 Practice Arrangements**

CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant or other-wise; 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 sleep medicine services.

## **2.5 Compliance with Laws and Regulations**

CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant shall report to BRPT any conduct that appears to violate these Standards.

## **2.7 Delegation of Responsibility**

The CPSGT; RPSGT and/or CCSH 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 sleep medicine care performed by supporting personnel rests with the delegating CPSGT; RPSGT and/or CCSH Certificant. Adequate supervision is required to make certain the patient receives the necessary and appropriate care.

## **2.8 Public Communication**

CPSGT; RPSGT and/or CCSH 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. CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant shall not decline to accept a patient on the basis of race, gender, color, religion, sexual orientation, national origin or on any basis that would constitute illegal discrimination.

## **2.10 Sexual Relations with Patient Prohibited**

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

## **2.11 Sexual Relations with Key Third Parties Prohibited**

The CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant shall maintain the security and prevent the disclosure of CPSGT; RPSGT and/or CCSH credentialing examinations and their content.

### **IV. Patient Care by Other Healthcare Professionals**

#### **4.1 Concern About Care by Other Healthcare Professionals**

The CPSGT; RPSGT and/or CCSH 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 CPSGT; RPSGT and/or CCSH Certificant must immediately notify appropriate facility management and/or authorities.

### **V. Credential**

#### **5.1 Use of Credential**

The CPSGT; RPSGT and/or CCSH 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 the BRPT.

## APPENDIX B

**Mercy College of Ohio**

**Division of Health Sciences**

**Acknowledgment Statement**

**Polysomnographic Technology Program Handbook**

I, \_\_\_\_\_, understand that the Polysomnographic Technology Program Handbook is located on the Mercy College website. I agree to read and abide by the policies and regulations described within. I have been given the opportunity to ask questions for clarification of all policies and regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## APPENDIX C

<b>PHYSICAL</b>
<ul style="list-style-type: none"> <li>Physically able to operate a variety of types of equipment including computer, calculator, polysomnographic and other medical equipment, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects.</li> </ul>
<ul style="list-style-type: none"> <li>Able to lift and/or carry weights up to fifty pounds.</li> </ul>
<ul style="list-style-type: none"> <li>Demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, etc. for extended periods of time.</li> </ul>
<ul style="list-style-type: none"> <li>Utilize refined auditory and visual discrimination including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.</li> </ul>
<b>DATA CONCEPTION</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>INTERPERSONAL COMMUNICATION</b>
<ul style="list-style-type: none"> <li>Ability to speak and/or signal 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.</li> </ul>
<b>LANGUAGE ABILITY</b>
<ul style="list-style-type: none"> <li>Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar.</li> </ul>
<ul style="list-style-type: none"> <li>Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.</li> </ul>
<b>INTELLIGENCE</b>
<ul style="list-style-type: none"> <li>Utilization of critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>VERBAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Record and deliver information and to follow verbal and written instructions.</li> </ul>
<ul style="list-style-type: none"> <li>Communicate with others via effective verbal communication.</li> </ul>
<ul style="list-style-type: none"> <li>Integrate multiple abstract concepts and express them in a comprehensive and concise manner.</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of medical terminology and symbolism.</li> </ul>
<b>NUMERICAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics.</li> </ul>
<ul style="list-style-type: none"> <li>Utilize metric systems on a regular basis.</li> </ul>
<b>FORM/SPATIAL APTITUDE</b>
<ul style="list-style-type: none"> <li>Inspect items for proper length, width, shape, and depth.</li> </ul>

<b>MOTOR COORDINATION</b>
<ul style="list-style-type: none"> <li>• Fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.</li> </ul>
<b>MANUAL DEXTERITY</b>
<ul style="list-style-type: none"> <li>• Ability to grasp, handle, hold, cut, push, pull, and feel.</li> <li>• Manipulate a variety of control knobs, switches, etc.</li> </ul>
<b>PHYSICAL COMMUNICATION</b>
<ul style="list-style-type: none"> <li>• Requires the ability to talk and hear.</li> <li>• Must be able to understand various types of nonverbal communication.</li> </ul>
<b>PERSONAL TRAITS</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity.</li> <li>• Maintain confidentiality of patient information.</li> <li>• Demonstrate neatness and good hygiene.</li> <li>• Positive attitude when receiving constructive criticism.</li> <li>• Comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning.</li> </ul>
<b>TRAVEL</b>
<ul style="list-style-type: none"> <li>• Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.</li> </ul>

Please note: College students with documented disabilities have the right to reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office Accessibility Services, located on the fifth floor of the Madison Building, or on our website <https://mercycollege.edu/student-affairs/accessibility>.

To be qualified for the Mercy College Polysomnographic Technology program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at [www.mercycollege.edu/student-affairs/accessibility](http://www.mercycollege.edu/student-affairs/accessibility); requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility at 419-251-1784 or [ADA504@mercycollege.edu](mailto:ADA504@mercycollege.edu). These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations. Please indicate below:

- ☐ I can meet the technical standards with or without reasonable accommodations.
- ☐ I cannot meet the technical standards with or without reasonable accommodations.

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Date

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Student Signature