



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, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and 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. 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:

LESLIE ERWIN, TITLE IX COORDINATOR
419-251-1710
leslie.erwin@mercycollege.edu
titleIX@mercycollege.edu

BETSY CARDWELL, DEPUTY TITLE IX COORDINATOR
330-480-2170
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 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 2020/21 undergraduate college catalog is an important resource during your time here at Mercy College. A pdf version of the college catalog is available on the college's website for download: www.mercycollege.edu/catalog.

PROGRAM PHILOSOPHY

It is a belief that the education of Polysomnographic Technologists is responsive to national and community needs that is 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 paramedic 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

PHYSICAL
<ul style="list-style-type: none"> 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"> 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"> Able to lift and/or carry weights up to fifty pounds.
<ul style="list-style-type: none"> 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"> Utilize refined auditory and visual discrimination including 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 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
LANGUAGE ABILITY
<ul style="list-style-type: none"> Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.
<ul style="list-style-type: none"> Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none"> Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence
INTELLIGENCE
<ul style="list-style-type: none"> Utilization of critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames
<ul style="list-style-type: none"> 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"> Record and deliver information and to follow verbal and written instructions
<ul style="list-style-type: none"> Communicate with others via effective verbal communication
<ul style="list-style-type: none"> Integrate multiple abstract concepts and express them in a comprehensive and concise manner
<ul style="list-style-type: none"> Knowledge of medical terminology and symbolism
NUMERICAL APTITUDE
<ul style="list-style-type: none"> 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"> Utilize metric systems on a regular basis
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> Inspect items for proper length, width, shape, and depth
MOTOR COORDINATION
<ul style="list-style-type: none"> Fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.
MANUAL DEXTERITY
<ul style="list-style-type: none"> Ability to grasp, handle, hold, cut, push, pull, and feel. Manipulate a variety of control knobs, switches, etc.
PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> Requires the ability to talk and hear Must be able to understand various types of nonverbal communication
PERSONAL TRAITS
<ul style="list-style-type: none"> 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 Demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity Maintain confidentiality of patient information Demonstrate neatness and good hygiene Positive attitude when receiving constructive criticism Comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning
TRAVEL
<ul style="list-style-type: none"> Ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

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 Academic Accessibility Services Testing Center, located on the fifth floor of the Madison Building, or on our website at <https://www.mercycollege.edu/my-mercy/student-affairs/accessibility-testing/>

See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

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; 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 and Testing Services at 419-251-1784 or 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.

Documentation for health records includes vaccination and other health requirements. Students may request waivers or extensions for vaccinations, which may be approved or denied by clinical facilities. If waivers are denied, it will prevent placement in clinical experiences and progression in the academic program. The College will make a reasonable attempt to find alternate clinical placements for students seeking extensions or waivers of vaccinations, but it is at the discretion of clinical sites whether students are permitted to participate in clinical experiences. Students are responsible for all costs associated with criminal background checks, drug screens, and health requirements. Please see the Clinical Compliance Coordinator with questions regarding documentation for health records, including vaccination requirements.

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
- 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 (28.5 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
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Semester II Total = 7 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 credit hours

PROGRAM TOTAL = 26 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

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, trouble-shooting, 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; PSG 110; PSG 111.

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 Course Descriptions 275 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: PRE-STUDY PROCEDURES

15%

TASK 1: Select equipment and montage

- a. Ensure room is prepared for patient arrival
- b. Select equipment
- c. Inspect equipment
- d. Resolve equipment issue(s)
- e. Select montage

TASK 2: Collect and review paperwork

- a. Review procedure order
- b. Assess patient history and physical information
- c. Clarify discrepancies between order and patient information
- d. Contact a physician to clarify an order
- e. Verify patient identity
- f. Record patient identifier on all documents and systems
- g. Obtain consent(s)
- h. Administer pre-sleep (bedtime) questionnaire

TASK 3: Apply sensors

- a. Identify sensor placements
- b. Prepare sensor sites
- c. Apply sensors
- d. Verify impedances

TASK 4: Educate patients

- a. Orient patient to the facility
- b. Explain procedure to patient
- c. Introduce patient to potential therapy

DOMAIN II: STUDY PERFORMANCE

25%

TASK 1: Calibrate equipment

- a. Calibrate recording equipment prior to lights out
- b. Perform physiological calibrations prior to lights out
- c. Perform physiological calibrations after lights on
- d. Calibrate recording equipment after lights on

TASK 2: Document during testing

- a. Document technologist actions
- b. Document all procedure-related interactions
- c. Document technologist observations
- d. Document lights out and lights on time

TASK 3: Identify and respond to data issues

- a. Identify and respond to artifact
- b. Identify and respond to equipment problems
- c. Maintain optimal amplifier settings

TASK 4: Identify and respond to patient needs

- a. Identify and respond to physiological data

- b. Identify and respond to clinical events
- c. Identify and respond to patient needs
- d. Identify and respond to medical emergencies

DOMAIN III: THERAPEUTIC INTERVENTION

25%

TASK 1: Assess need for treatment and intervention

- a. Determine treatment intervention
- b. Select and fit mask/interface

TASK 2: Titrate PAP and oxygen

- a. Titrate CPAP
- b. Titrate Bi-level PAP
- c. Titrate Bi-level PAP with backup rate
- d. Add airway pressure release ventilation (e.g. C-Flex™, EPR™)
- e. Titrate supplemental oxygen

TASK 3: Troubleshooting

- a. Identify and resolve titration, mask/interface and leak values
- b. Apply PAP humidification

DOMAIN IV: POST-STUDY PROCEDURES

10%

TASK 1: Remove, clean, and disinfect sensors and interfaces

TASK 2: Perform patient discharge procedures

- a. Ensure completion of patient questionnaires
- b. Explain follow-up care and next steps to patient

TASK 3: Summarize and store data

- a. Complete technologist summary
- b. Save raw data
- c. Securely store protected patient information
- d. Identify records requiring immediate review and notify physicians
- e. Participate in quality assurance activities

DOMAIN V: SCORING AND DATA ANALYSIS

25%

TASK 1: Staging sleep and arousal

- a. Score sleep stages
- b. Score arousals
- c. Associate arousals with events

TASK 2: Score respiratory events

- a. Score respiratory events
- b. Score desaturations

TASK 3: Score movements

- a. Score periodic limb movements
- b. Score rhythmic movements
- c. Score bruxism

TASK 4: Score cardiac

- a. Score cardiac events

TASK 5: Identify waveform variations and artifact

- a. Identify variations in waveform morphology
- b. Differentiate artifact from physiological data
- c. Identify REM- and NREM-related parasomnia features

TASK 6: Generate report

- a. Verify accuracy of scored data
- b. Tabulate reporting parameters
- c. Calculate indices
- d. Summarize data
- e. Document and respond to abnormal behavior and findings
- f. Create a report and verify accuracy

TASK 7: Archive data

- a. Verify scored data is saved
- b. Archive study

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 Deans (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.

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 - TECHNICAL STANDARDS AND REQUIREMENTS

PHYSICAL
<ul style="list-style-type: none"> 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"> 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"> Able to lift and/or carry weights up to fifty pounds.
<ul style="list-style-type: none"> 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"> Utilize refined auditory and visual discrimination including 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 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
LANGUAGE ABILITY
<ul style="list-style-type: none"> Read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.
<ul style="list-style-type: none"> Prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none"> Communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence
INTELLIGENCE
<ul style="list-style-type: none"> Utilization of critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames
<ul style="list-style-type: none"> 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"> Record and deliver information and to follow verbal and written instructions
<ul style="list-style-type: none"> Communicate with others via effective verbal communication
<ul style="list-style-type: none"> Integrate multiple abstract concepts and express them in a comprehensive and concise manner
<ul style="list-style-type: none"> Knowledge of medical terminology and symbolism
NUMERICAL APTITUDE
<ul style="list-style-type: none"> 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"> Utilize metric systems on a regular basis
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> Inspect items for proper length, width, shape, and depth
MOTOR COORDINATION

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

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 Academic Accessibility Services Testing Center, located on the fifth floor of the Madison Building, or on our website at <https://www.mercycollege.edu/my-mercy/student-affairs/accessibility-testing/>

See section SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS for additional information on this process.

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; 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 and Testing Services at 419-251-1784 or 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.

Date

Student Signature