



**SCHOOL OF POLYSOMNOGRAPHY**

**STUDENT HANDBOOK**

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# Course Schedule

- Classes are held weekly for eight hours each day; four days per week.
- Sunday night of the following week will start the first of three observation rotations. There will be no classroom scheduled on the Monday following.
- A 6 hour segment included in each course to accommodate CPR certification (9am-4pm)

## Didactic Training

- 98 hours didactic training, (including *AHA BCLS for the Healthcare Provider* certification).

## Practical Experience

- Equipment Application
- Data Acquisition
- PAP Equipment
- Record Scoring

## Observation

- 36 hours observation in a working sleep lab
  - Three nights, scheduled beginning, middle and end of course
  - Sundays or Fridays

# Tuition and Fees

- \$3,000.00 for STEP 1 of A STEP program, due in full before beginning of program
  - 100% refundable up to withdrawal deadline
  - 90% refundable from tuition deadline up to second week of class
- \$50 student fee  
Includes:
  - Classroom materials
  - Lab supplies

OPTIONAL: Four Week Practicum \$1,000.00. Four weeks of practical training under the auspices of a R. PSGT three shifts per week post the didactic portion of training. Space is limited.

## Withdrawal

- Withdrawals must be done in writing, and should be sent to the Program Director.
- Any withdrawal made before the withdrawal deadline will be refunded at 100%.
- Any withdrawal made up to the second week of class will be refunded at 90%.
- Withdrawals made after the 90% deadline will receive an “INCOMPLETE” grade for the program with no refund.

## Student Records

- Student records will be maintained for a period of five (5) years.
- Students may request copies of their records or a transcript by notifying the Program Director in writing.
- Sealed, official copies of your records may be requested, and will be mailed to the address of your choice.
- Official records require a request form and a \$3 processing fee.

## Admissions

- Limited to eight (8) students per session
- Students must fulfill requirements set forth in AAST\BRPT\AASM job description for Polysomnographic Trainee (appendix i)

Required:

- High School Diploma AND
- C average or better in high school Algebra AND
- 6 months' *direct* patient care experience OR
- 1 year continuing education credit

Preferred:

- Licensed allied health professional (Nurse, Respiratory Therapist, EEGT, EMT, Other)
- Bachelor's degree in life science (Biology, Chemistry, Psychology, Exercise Physiology)
- College courses:
  - Physics
  - Human Anatomy and Physiology
  - Medical Terminology
  - Developmental Psychology
  - Abnormal Psychology
  - Human Growth and Development

Applicants must submit an application in writing prior to the published deadline. Late applications will be considered for the next class.

Applications will be evaluated on a points system as follows:

Meets minimum admissions requirements	0 pts
Allied Health License (RN, RCP, EEGT, EMT, CMA)	add 100 pts
Other health certificate (NA, Phlebotomist, etc.)	add 25 pts
Bachelor's degree in life science (Biology, Chemistry, Psychology, Exercise Physiology)	add 100 pts
Other degrees	add 25 pts
Preferred college courses	add 10 pts each

Applicants satisfying the highest criteria for admissions will be scheduled for an interview. These applicants will be interviewed by a panel of instructors. At the interview, applicants will also complete a short test, covering basic math skills, reading comprehension, and ability to follow instructions. Additional points will be assigned for the interview and testing portion of the admissions process as follows:

Interview	Max. 20 pts
Admissions test	Max. 25 pts

Chosen applicants will be notified by mail.

## Student Dress Code

- All students are required to wear scrub uniforms in class and during the laboratory observations.
- Students should refrain from wearing heavy fragrances including scented lotions.
- Students must wear closed-toe, non-liquid permeable footwear.
- Jewelry should be kept to a minimum.
- Students may wear comfortable street clothing on CPR day.

## Attendance

- Attendance is mandatory.
- Program director must be notified of any absences.
  - A doctor's note may be required in the event of an absence.
    - More than 2 excused absences will result in an "INCOMPLETE" grade for the program.
    - Any unexcused absences will result in a "FAIL" grade for the program.
- Tardiness of more than 15 minutes will be considered an absence for the day.
- Attendance records will be maintained with academic records.

## Grading System

Grades are based on an eight (8) point scale

100-92%	A excellent
91-84%	B good
83-76%	C passing
75% and below	Fail

Final grades will be assessed in the following manner:

Tests	60%
Homework\Quizzes	15%
Final Exam	25%

A midpoint progress report will be issued for all students. Midpoint progress reports will be delivered in a sealed envelope to each student at the conclusion of class. Students will be given an opportunity to discuss their progress with the Program Director privately.

The final exam will be comprehensive, covering all material in the course. Final grades will be mailed to each student.

## **Assessment of Program**

### **Student Assessment**

All students will be given the opportunity to assess the quality of the Polysomnography Program upon completion of the program. Student Assessment forms will be mailed 6 months after final grades, and include a postage-paid return envelope.

### **Employer Assessment**

Employers of students will be given the opportunity to assess the quality of the Polysomnography program. Employers of students will be mailed an Employer Assessment form 6 months after final grades are mailed. In the event a student is not employed at the time of course completion, the Employer Assessment form will be mailed to the student with their final grades. Instructions will be given for the student to have their future employer complete the form. A postage-paid return envelope will be included with the Employer Assessment form.

Student and Employer Assessment forms will be kept on file to be reviewed at bi-annual process improvement meetings.

## **Process Improvement**

Twice yearly, the instructors and administrators of the Polysomnography program will meet to review Student and Employer Assessment forms. Process improvements will be made based upon common statements on Assessment forms, as well as suggestions from instructors\administrators, and any pertinent changes in federal, state or local laws.

## **Grievance Procedures**

Students may file a grievance with the Program Director by completing a Grievance Form. Grievance Forms should be completed and submitted within one week of the occurrence. All Grievance forms will be evaluated and discussed by a Grievance Committee consisting of *no less than* three (3) instructor\administrators. The recommendation of the Grievance Committee is final.