

**BAPTIST HEALTH
SCHOOLS LITTLE ROCK**

**SCHOOL OF
SLEEP TECHNOLOGY**

STUDENT HANDBOOK

December 2009

The contents herein reflect the current policies and processes in effect at time of printing; however, because of progressive development through continuous evaluation and revision practices those presented are subject to change. Therefore, the BAPTIST HEALTH Schools Little Rock reserve the right to make revisions at any time and without prior notice. In addition, notice is hereby given that this *handbook* and the provisions contained do not represent, in any way, a contract between an applicant, student or graduate, and shall not be regarded as such.

CERTIFICATION STATEMENT

BAPTIST HEALTH, its schools, and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organizations, fees, program offerings, curricula, courses, requirements and so forth) in this *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

FORWARD

This *handbook* is provided to the student to serve as an overall guide to the BAPTIST HEALTH Schools Little Rock - School of Sleep Technology. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice. According to policy, all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time.

**BAPTIST HEALTH SCHOOLS LITTLE ROCK
SCHOOL OF SLEEP TECHNOLOGY**

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SCHOOL OF SLEEP TECHNOLOGY

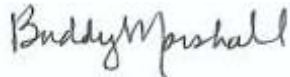
NEW STUDENT WELCOME

The BAPTIST HEALTH Schools Little Rock (BHSLR)-School of Sleep Technology and the BAPTIST HEALTH Medical Center - Little Rock Sleep Center welcome you as a student. You have made an important decision in choosing this allied health profession as a career. The next twelve months will be an exciting time in which you will learn the fundamentals of Sleep Technology and develop entry-level competencies in the field.

The purpose of the Student Handbook is to acquaint you with the rules and regulations of the School of Sleep Technology, familiarize you with the objectives of both the didactic and clinical portions of the program, and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

May you find fulfillment in this profession and acquire not only the scientific skills, but also skills that will lead to your cultural and intellectual advancement.

Sincerely,

A handwritten signature in black ink that reads "Buddy Marshall". The signature is written in a cursive style and is positioned above the typed name.

Buddy Marshall, MEd, CRT-SDS, RPSGT
Program Director
School of Sleep Technology

ADMINISTRATIVE

HISTORY

The BHSLR-School of Sleep Technology came into existence in order to meet the demand for highly skilled and competent Sleep Technologists within BAPTIST HEALTH, as well as the surrounding community. Recognizing this need, BAPTIST HEALTH leadership committed to establish the School in July of 2007. Following considerable planning and development, the inaugural class begins July 7, 2008. The School is licensed by the Arkansas State Board of Private Career Education (ASBPCE) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program is affiliated with the following clinical sites: BAPTIST HEALTH Medical Center-Little Rock (BHMC-LR), BAPTIST HEALTH Medical Center-North Little Rock (BHMC-NLR), Arkansas Children's Hospital (ACH), St. Joseph's Mercy Health Center (SJMHC), and other American Academy of Sleep Medicine (AASM) accredited sleep labs, as approved. Participants are conferred a certificate of Sleep Technology from BHSLR and are eligible to take the international certification exam of the Board of Registered Polysomnographic Technologists (BRPT) upon successful completion of the program.

MISSION STATEMENT

Committed to Christian principles and quality healthcare education, BHSLR began operation in 1921. BHSLR strives to enhance the quality of life for the citizens of Arkansas by providing quality, accessible, and student-focused education for future and current health care professionals. Faculty, Administrators, Students, and Staff at BHSLR share a commitment to academic excellence, compassion for others, and professionalism within their scope of practice. The School of Sleep Technology shares this overarching mission of BAPTIST HEALTH and strives to provide quality education in polysomnographic technology for all program participants.

VALUES

In fulfilling our mission, we place special emphasis on the values of:

- service - honesty - respect - stewardship - performance

GOALS

The central goal of the BHSLR-School of Sleep Technology is to prepare competent, entry-level sleep (polysomnographic) technologists in the cognitive, psychomotor, and affective learning domains. These are accomplished through intensive classroom, laboratory, and clinical experiences.

PROFESSIONAL BEHAVIOR

The Standards of Conduct of the Board of Registered Polysomnographic Technologists (BRPT) sets forth the principles by which Registered Polysomnographic Technologists (RPSGTs) and prospective RPSGTs practice their profession. Students must abide by these standards to ensure future certification eligibility.

Board of Registered Polysomnographic Technologists Standards of Conduct *Professional Discipline Committee*

I. PREAMBLE

Introduction

The Board of Registered Polysomnographic Technologists ("BRPT") is a nonprofit corporation that provides board certification and re-certification for Polysomnographic Technologists. BRPT is an independent organization, governed by a Board of Directors (the "Board") that includes a diverse group of experts in polysomnographic technology. For the purposes of these Standards of Conduct (the "Standards"), the term "Committee" shall mean the BRPT Professional Discipline Committee. The term "Profession" shall mean the practice of polysomnography. "RPSGT Applicant/Certificant" shall mean any person who has been awarded or has applied for the Registered Polysomnographic Technologist certification by BRPT. BRPT seeks to encourage, establish and maintain the highest standards, traditions and principles of polysomnographic technologists. RPSGT Applicants/Certificants should recognize their responsibilities, not only to their patients, but also to society, to other health care professionals and to themselves. RPSGT Applicants/Certificants are responsible for maintaining and promoting ethical practice. All RPSGT Applicants/Certificants shall abide by BRPT's Standards, Rules and Procedures Regarding Ethical and Professional Discipline Complaints ("Rules and Procedures"), and all other BRPT rules, policies and procedures. BRPT may take disciplinary action against any individual who fails to meet these requirements. Such disciplinary action may include, but is not be limited to, suspending or revoking a RPSGT Applicant/Certificant's certification, or declaring a RPSGT Applicant/Certificant candidate ineligible for certification.

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.

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

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 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.

Trust and Honesty

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

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.

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.

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.

Reporting

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

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.

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.

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.

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.

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

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.

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.

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

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

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.

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BAPTIST HEALTH SLEEP TECHNOLOGY PROGRAM OF STUDY OVERVIEW

The BHSLR - School of Sleep Technology will provide the student with the highest standards of education and training as outlined in the School goals. The philosophy and mission of BAPTIST HEALTH will help guide the student toward attaining customer satisfaction. The staff of BHSLR - School of Sleep Technology believes the purpose of the School is to provide a learning environment to the student through classroom and clinical work, inclusive of the BAPTIST HEALTH values of service, honesty, respect, stewardship, and performance with a commitment to providing quality patient care.

The Program Director is responsible for all administrative activities in the BHSLR - School of Sleep Technology including recruitment of students, evaluation of applications for admission, maintenance of student records, scheduling, grade reporting, teaching, coordination of classroom teaching, and clinical rotation supervision. The Program Director also plans, implements, and evaluates the total program of study in accordance with Arkansas State Board of Private Career Education, the Commission on Accreditation of Polysomnographic Technology Education (CoA PSG) and the Commission on Accreditation of Allied Health Education programs (CAAHEP) standards.

Stake holders of the BHSLR - School of Sleep Technology include the students who have been admitted into the program, sleep laboratory staff, support staff, physicians, patients, and administrative staff. It is the goal of the school to provide support to members of each of these groups.

A competent individual sleep technologist in the healthcare field of today must prove to be proficient in the profession, possess an appreciation of his or her role within the healthcare field, and demonstrate an understanding of the organizational culture within the setting of practice. The faculty is committed to providing entry-level job competent graduates to the healthcare community by promoting high standards of education and professional development of students.

The program consists of a two (2) twenty two (22)-week semesters. The first eleven (11) weeks of the first semester will consist of didactic training on the BHSLR campus. During the second eleven weeks of the first semester, students will be in the classroom in the afternoon and will be in clinical meetings two evenings a week. The second semester will consist of afternoon classroom meetings as well as one evening and one overnight clinical experience each week. Clinical rotations will be in the sleep laboratory at BAPTIST HEALTH Medical Center - Little Rock, BAPTIST HEALTH Medical Center - North Little Rock, and Arkansas Children's Hospital. An optional clinical site exists at St. Joseph's Mercy Health Center in Hot Springs (SJMHC). A student may replace a local rotation in an adult sleep lab with a rotation through SJMHC with approval from the Program Director. Additional AASM-accredited sleep labs may be considered upon the completion of a clinical affiliate agreement between the School and the facility. Addition of a clinical site is at the sole discretion of the Program Director.

ACCREDITATION AND LICENSURE

The BHSLR School of Sleep Technology is licensed by the Arkansas State Board of Private Career Education (ASBPCE) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Additional information about the program as well as educational requirements published in the STUDENT HANDBOOK may be obtained by contacting the State Board:

Arkansas State Board of Private Career Education
612 South Summitt Street, Suite 102
Little Rock, AR 72201-4740
Attention: Director
Phone 501 683 8000
Fax 501 683 8020
E-Mail sbce@mail.state.ar.us

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone 727 210 2350
Fax 727 210 2354
Website www.caahep.org

ADMINISTRATION, AFFILIATES, AND FACULTY

ADMINISTRATION

Doug Weeks, FACHE Sr. Vice President and Administrator, BHMC-LR /BHRI
David Davila, MD, DABSM, DABIM Medical Director, Sleep Technology Program
Tony Kendall, BSIE Vice President of Human Resources
Judy I. Pile, EdD..... Assistant Vice President of Education
Buddy Marshall, MEd, CRT-SDS, RPSGT.....Sleep Technology Program Director

BHMC-LR SLEEP CENTER ADMINISTRATION

Doug Weeks, FACHE Sr. Vice President and Administrator, BHMC-LR / BHRI
Greg Crain, MHFA, FACHE..... Vice President, Patient Services, BHMC-LR / BHRI
David Davila, MD, DABSM Medical Director, Baptist Health Sleep Center
Ann McQueen, MS.....Director-Patient and Community Education/Neurosciences, BHMC-LR
Patti Reed, BS, CRT, RPSGTSleep Center Coordinator, BHMC-LR

CLINICAL AFFILIATE SUPERVISORS

Patti Reed, BS, CRT, RPSGTSleep Center Coordinator, BHMC-LR
Shirley Rice, CRT, RPSGTSleep Center Chief Technologist, BHMC-LR
Jared Smith, AS, RPSGT.....Sleep Center Chief Night Technologist, BHMC-LR
Kristin Slagle, R.EEGT., RPSGT Sleep Lab Coordinator, BHMC-NLR
Linda Moyer, EMT, RPSGTDirector - Sleep Disorders Center, ACH
Gwen Wayne, RRT, RPSGTSleep Disorders Center Lead Technologist, ACH
John Massey, CRT/NPS, CPFT, RPSGT Sleep Center Supervisor, SJMHC

CLINICAL AFFILIATE BOARD-CERTIFIED SLEEP SPECIALISTS

Eyad Abochale, MD, DABIM	Stan Keller, MD, DABSM
Tim Cook, MD, DABSM	Greg Krulin, MD, DABSM
David Davila, MD, DABSM, DABIM	Gary Goza, MD, DABSM, DABIM
May Griebel, MD, DABSM	Jason Williams, MD, DABSM
Nazar Suleman, MD, DABSM	

FACULTY, STAFF, AND SLEEP LAB SUPERVISORS

Buddy Marshall, MEd, CRT-SDS, RPSGT
202-7703

Linda Moyer, EMT, RPSGT
364-1893

Lisa Cromer, Secretary
202-7740

Patti Reed, BS, CRT, RPSGT
202-1713

Kristy Slagle, R.EEGT., RPSGT
202-3712

John Massey, CRT/NPS, CPFT, RPSGT
501-622-1575

CLINICAL SITE COORDINATORS (Student Contact)

Jared Smith, AS, RPSGT
Chief Night Technologist, BHMC-LR
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Kristy Slagle, R.EEGT., RPSGT
Sleep Lab Coordinator, BHMC-NLR
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Gwen Wayne, RRT, RPSGT
Lead Technologist, ACH
364-3845

John Massey, CRT/NPS, CPFT, RPSGT
Sleep Center Supervisor, SJMHC
501-622-1575

FACULTY

David G. Davila - B.S., Louisiana State University at Baton Rouge, 1980; M.D., Louisiana State University School of Medicine at New Orleans, 1985; Internal Medicine Residency, Alton Ochsner Foundation Hospital / Clinic, 1986-88; American Board of Internal Medicine Certification, 1989; Thoracic Diseases Fellowship, Mayo Clinic, 1988-91; Pulmonary Medicine Certification, 1992-2002; Sleep Medicine Fellowship, Mayo Clinic, 1991-92; Sleep Medicine Certification: ABSM 1993; ABIM 2007; BHSLR position year 2007.

Buddy Marshall – National Board for Respiratory Care Certification (CRT), 1990; Board of Registered Polysomnographic Technologists Certification (RPSGT), 1996; B.S., John Brown University, 2004; M.Ed., University of Arkansas at Little Rock, 2006; BHSLR position year 2007; National Board for Respiratory Care Sleep Disorders Specialty Designation (CRT-SDS), 2009.

P. Hope Coleman - B. A., Texas Tech University, 1985; M.A., University of Arkansas at Little Rock, 1990; M. Div., Southwestern Baptist Theological Seminary, 2002; BHSLR position year 2009.

BHSLR – SCHOOL OF SLEEP TECHNOLOGY CODE OF ETHICS

As employees and students, we must be loyal to our hospitals and fellow workers. We are expected to observe the following at all times:

1. We are not to carry on personal conversations with fellow employees in the presence of patients or visitors.
2. We are not to discuss our personal affairs or problems with patients.
3. We are not to receive gratuities from patients in the form of gifts or money.
4. We are not to discuss patients or confidential hospital affairs with fellow workers or outsiders.
5. We are not to approach patients or employees for the purpose of selling anything or asking for donations.
6. Religious beliefs of patients and fellow workers are to be respected.
7. We are not to entertain visitors while on duty.
8. We are not to criticize the hospital policies publicly or to a fellow employee. If you have a legitimate complaint, discuss it with your supervisor.
9. We are not to argue or disagree with patients. If you have any difficulty, call your supervisor to adjust the situation.
10. We are to stay in the area in which we are assigned unless some legitimate business requires us to go to other parts of the building.
11. Smoking on a healthcare campus violates Arkansas state law. **No smoking** is allowed inside the building or on any BAPTIST HEALTH campus, including inside parked vehicles.
12. The sleep laboratory monitoring room, lounge, canteen, and cafeteria are the designated eating areas. Do not eat in hallways, elevators, or patient care areas.
13. An employee or student can be terminated for such causes as insubordination, intoxication, dishonesty, inefficiency, and too frequent absences among others. Any action of an employee or student which may endanger the welfare of a patient, a fellow employee, or the reputation of the hospital will be cause for suspension.

ACADEMIC

The school expects a student's highest performance in the area of academics. The process of becoming a Sleep Technologist begins with the basic principles of polysomnographic (PSG) technology. By the completion of the program these principles and associated topics coupled with critical thinking will evolve into the knowledge, skills, attitudes, and abilities for entry-level practice. Through acquisition and analysis of high quality recorded data, the technologist will have the tools needed to accurately diagnose and provide effective therapeutic intervention, within his or her scope of practice, for the patient with a sleep disorder.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

Essential Functions

The technical standards (non-academic) established by the School are physical capabilities to ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way that shall not endanger other students or the public, including patients.

1. Sensory
The student - practitioner must be able to read charts and graphs, read information from the paper and electronic medical record, and interpret graphical representations. He or she must be able to feel using fingers when applying electrodes and assessing air leaks around a mask. The student - practitioner must be able to tolerate the smell of chemicals used to attach and remove electrodes.
2. Communication/Behavioral
The student - practitioner must be able to verbally communicate effectively in English and adequately transmit information. He or she must be able to legibly write and type information, and assess non-verbal communication. The individual must be able to remain awake and vigilant throughout an overnight shift.
3. Motor/Movement
The student - practitioner must possess all skills necessary to carry out diagnostic and therapeutic procedures safely and accurately. The use of both arms and hands is required to manipulate instruments, operate equipment, lift and move objects up to fifty pounds, apply electrodes to the patient, and assist non-ambulatory patients and patients with impaired mobility.
4. Locomotion
The student - practitioner must be able to move freely from one location to another by use of both legs to quickly respond to life-threatening emergencies in the sleep laboratory. To prepare the patient for monitoring, to apply therapeutic modalities, and to monitor the sleep study recording, the student - practitioner must be able to sit, stand, bend, kneel, walk, squat, and stoop.
5. Intellectual/Conceptual
The student - practitioner must possess the emotional health required for full intellectual abilities. He or she must recognize emergency situations and take appropriate action through critical thinking. Real-time treatment decisions must be made that may affect the patient's future quality of life.

EDUCATIONAL PHILOSOPHY

The BHSLR - School of Sleep Technology utilizes a competency based system of clinical education designed to allow a student to achieve proficiency in the performance of the clinical duties of a Sleep Technologist. The system allows the student to progress at a rate which is consistent with the student's ability and skills.

To enhance understanding of the system, clarification is needed regarding the difference between two words commonly associated with this type of clinical education: competency and proficiency. In the program, the faculty members expect students to become "competent" in a procedure first, with "proficiency" in the procedure being the desired goal. Therefore, competency is defined as having adequate ability or qualities to function or progress in a particular way. Proficiency indicates that one is an expert at a particular skill and develops over time through practice. Competency is the first goal for the student.

Assignments are made to the sleep laboratory clinical sites on a rotational schedule which allows the student to achieve competency. Throughout the clinical education, progress is monitored and evaluated closely. Clinical evaluations reflect the student's ability to relate the information received in the classroom to the actual performance of procedures in the clinical setting. The evaluations also reflect progress in cognitive, psychomotor, and affective domains with emphasis on professional and personal behavior. Upon completion of all didactic and clinical competencies, a student is expected to demonstrate proficiency and meet the specific behavioral objectives in each area.

EDUCATIONAL GOALS

The central goal of the BHSLR-School of Sleep Technology is to prepare competent, entry-level sleep (polysomnographic) technologists in the cognitive, psychomotor, and affective learning domains. These are accomplished through intensive classroom, laboratory, and clinical experiences.

General Program Objectives

1. Communicate and cooperate with BAPTIST HEALTH and our regional community in order to provide highly trained sleep technologists who meet the health and wellness needs of central Arkansas residents.
2. Provide education based on current standards of practice for students who wish to develop entry-level competencies in sleep technology.
3. Provide comprehensive clinical experiences for students in a sleep center accredited by the American Academy of Sleep Medicine.
4. Provide academic advice, counselling, financial aid, and other services to students interested in sleep technology.

Terminal Objectives

These general program objectives apply to all areas of study within the program and all sleep laboratories through which students rotate. Each area has its own specific enabling objectives that are used to evaluate student progress. Upon completion of this program, the student will be able to:

Cognitive Domain

1. Select the proper testing protocol based on the patient's history and physician orders.
2. Select the proper recording equipment and sensors for the procedure.
3. Perform calibrations necessary for all polysomnographic procedures.
4. Distinguish normal from abnormal results.

5. Utilize data to evaluate accuracy of results.
6. Maintain accurate and complete records.
7. Apply problem solving techniques to identify and correct procedural errors, identify instrument malfunction, and institute appropriate corrective measures under supervision.
8. Determine need for therapeutic intervention.
9. Differentiate emergent events from the patient's baseline behavior.
10. Identify the needs of the patient.

Psychomotor Domain

1. Apply electrodes and other sensors for patient testing.
2. Operate and maintain digital acquisition systems.
3. Initiate and titrate therapeutic modalities.
4. Document all pertinent data, including demographic information.
5. Keep work area clean and organized at all times.
6. Respond to the needs of the patient.
7. Interact with other healthcare providers.
8. Arrive on time and remain in the department for the scheduled time.

Affective Domain

1. Maintain optimal safety precautions in terms of physical hazards and infection control.
2. Utilize relationships within the entire healthcare team to provide total patient care.
3. Demonstrate respect for confidentiality in personal and professional relationships.
4. Demonstrate willingness to go beyond the minimal requirements of service.
5. Respond ethically and empathetically to patient needs.
6. Use optimal verbal and non-verbal communication.
7. Utilize all available learning opportunities.
8. Realistically assess personal limitations in terms of level of knowledge, understanding, psychomotor skills, and legal, regulatory, and ethical responsibilities.
9. Abide by an admirable code of ethics at all times while on duty.

PROGRAM OF STUDY

The program of study is divided into two (2) semesters for a total of forty-two (42) credits. The student is awarded a certificate upon completion of the program. During enrollment, students attend approximately 573 hours of classroom (didactic) instruction and 503 hours of clinical (hands-on) instruction. Students spend clinical instruction time in the Sleep Laboratory at BAPTIST HEALTH Medical Center - Little Rock, BAPTIST HEALTH Medical Center - North Little Rock, and other AASM-accredited sleep laboratories in Little Rock as approved.

Fall 09	Credit Hours
SLPT 1002 Medical Terminology I	2
SLPT 1102 Clinical Practicum I	2
SLPT 1004 Professional Behavior and History of Sleep Medicine	4
SLPT 1008 Fundamentals of Instrumentation and Patient Monitoring	8
SLPT 1104 Sleep-related Anatomy, Physiology, and Pathophysiology	4
<u>Semester total</u>	20
Spring 10	
SP 0001 Spiritual Perspectives in Healthcare	1
SLPT 2001 Payor Policy	1
SLPT 2002 Medical Terminology II	2
SLPT 2005 Advanced Technology	5
SLPT 2007 Clinical Practicum II	7
SLPT 2101 Certification Testing	1
SLPT 2105 Scoring, Reports, and Day Testing	5
<u>Semester total</u>	22

COURSE DESCRIPTIONS

SLPT 1002 2 Credit Hours

Medical Terminology I

This course covers the study of words that relate to the human body systems, anatomical structures, pathology, and medical procedures. Word roots, combining forms, prefixes, suffixes, plural endings, abbreviations, symbols, and pronunciation will be introduced. This course is taught in a hybrid format and utilizes computer-based learning techniques. The course includes the following number of contact hours: Classroom (Theory) – 30 hours. Co-requisites for this course include SLPT 1004, SLPT 1008 and SLPT 1104.

SLPT 1102 2 Credit Hours

Clinical Practicum I

During this initial clinical experience, the application of the principles of polysomnographic technology and patient monitoring are introduced. It is designed to orient the student to direct patient care and the procedures related to initiating a sleep study recording, including set up. This clinical experience is a prerequisite to subsequent courses related to advanced patient monitoring, event recognition, and therapeutic intervention. The course includes the following number of contact hours: Clinical Laboratory – 93 hours. Professional Behavior and Sleep Medicine History (SLPT 1104) is pre-requisite. Co-requisites for this course include SLPT 1002, SLPT 1008 and SLPT 1104.

SLPT 1004**4 Credit Hours****Professional Behavior and Sleep Medicine History**

This course will cover the history of sleep medicine and knowledge of the ethics, role, and professional behaviors expected of healthcare provider. It is designed as a prerequisite to subsequent courses related to patient monitoring, event recognition, and therapeutic intervention. As such, an introduction to patient interaction, sleep disorders, cardio-pulmonary resuscitation, and therapeutic modalities will be provided. The course includes the following number of contact hours: Classroom (Theory) - 60 hours. Co-requisites for this course include SLPT 1002, SLPT 1008 and SLPT 1104.

SLPT 1008**8 Credit Hours****Fundamentals of Instrumentation and Patient Monitoring**

Fundamentals of Instrumentation and Patient Monitoring provides both didactic and laboratory training in basic aspects of polysomnographic technology. This introductory course provides necessary skills essential for the initial clinical experience that begins on week twelve of the first semester. Students will become familiar with the skills and knowledge needed to conduct basic sleep recordings. Basic instrumentation, patient preparation and monitoring, and patient-technologist interactions related to sleep technology are covered. Laboratory sessions provide hands-on experience in the skills required to conduct basic sleep recordings. The course includes the following number of contact hours: Classroom (Theory) - 99 hours, Skills Laboratory – 60 hours. Co-requisites for this course include SLPT 1002, SLPT 1004, and SLPT 1104.

SLPT 1104**4 Credit Hours****Sleep-Related Anatomy, Physiology, and Pathophysiology**

This course is designed to provide didactic training in anatomy, physiology, and pathophysiology, as related to sleep and sleep disorders. It provides knowledge that is essential for the initial clinical experience that begins on week twelve of the term. Students will become familiar with sleep disorders, anatomy and physiology of the human cardiopulmonary and nervous systems, and co-morbidities frequently encountered in this population of patients. The course is designed as a prerequisite to subsequent courses related to advanced patient monitoring, event recognition, and therapeutic intervention. The course includes the following number of contact hours: Classroom (Theory) – 60 hours. Co-requisites for this course include SLPT 1002, SLPT 1004 and SLPT 1008.

SP 0001**1 Credit Hour****Spiritual Perspectives in Healthcare**

A study of the concept of spiritual perspective of the whole person and the relationship of this to healthcare practice is examined from the perspective of an individual's quest for purpose and meaning as well as an examination of the major religions as avenues of spiritual expression. The course includes the following number of contact hours: Classroom (Theory) – 15 hours.

SLPT 2001**1 Credit Hour****Payor Policy**

Trends in reimbursement for testing can have a dramatic impact on funding of patient services as well as the technologist's employment outlook. An understanding of policy will help the technologist appreciate issues in both the provision of testing and of home care services. As a result, he or she will be enabled to better communicate these issues with patients and other healthcare professionals. The course includes the following number of contact hours: Classroom (Theory) – 16.5 hours. SLPT 2005, SLPT 2105, and SLPT 2008 are co-requisite to this course. Pre-requisites include SLPT 1002, SLPT 1004, SLPT 1008, and SLPT 1104.

SLPT 2002**2 Credit Hours****Medical Terminology II**

This course covers the study of words that relate to the human body systems, anatomical structures, pathology, and medical procedures. Word roots, combining forms, prefixes, suffixes, plural endings, abbreviations, symbols, and pronunciation will be introduced. This course is taught in a hybrid format and utilizes computer-based learning techniques. The course includes the following number of contact hours: Classroom (Theory) – 30 hours. Pre-requisites to this course is SLPT 1002.

SLPT 2005**Advanced Sleep Technology****5 Credit Hours**

As an expansion upon the topics covered in Fundamentals of Instrumentation and Patient Monitoring, this course provides the student with both didactic and laboratory training in advanced instrumentation and patient monitoring. Students will become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings. All aspects of event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, therapeutic interventions, and patient-technologist interactions related to sleep technology are covered. Laboratory sessions provide practical experience in the skills required to obtain and evaluate high quality sleep recordings. The course includes the following number of contact hours: Classroom (Theory) – 58.5 hours, Skills Laboratory – 33 hours. SLPT 2001, SLPT 2008, SLPT 2101, and SLPT 2105 are co-requisite to this course. Pre-requisites include SLPT 1002, SLPT 1004, SLPT 1008, and SLPT 1104.

SLPT 2007**Clinical Practicum II****7 Credit Hours**

A continuation of the clinical experience from semester one, Clinical Practicum II focuses on more advanced concepts in Sleep Technology. The student will be in the clinical setting 16.5 hours each week, including one overnight shift each week. Upon completion of this course, the student will have experience in all aspects of overnight testing and therapeutic intervention. The course includes the following number of contact hours: Clinical Laboratory – 330 hours. SLPT 2001, SLPT 2005, SLPT 2105, and SLPT 2008 are co-requisite to this course. Pre-requisites include SLPT 1002, SLPT 1008, SLPT 1004, and SLPT 1104.

SLPT 2101**Certification Testing****1 Credit Hours**

At the conclusion of the Sleep Technology program, participants may expect to take and pass the examination to become board certified. After completing the Certification Testing course, students will be able to differentiate certification from licensure, and understand the evolution and structure of items as found on a certification examination. Information learned in prior courses will be included in this examination review. The course includes the following number of contact hours: Classroom (Theory) – 16.5 hours. SLPT 2005, SLPT 2105, and SLPT 2008 are co-requisite to this course. Pre-requisites include SLPT 1002, SLPT 1008, SLPT 1004, and SLPT 1104.

SLPT 2105**Scoring, Report Generation, and Daytime Testing****5 Credit Hours**

This course will provide didactic and laboratory training in polysomnogram scoring, report generation, and day-time testing. Students will become familiar with the skills and knowledge needed to accurately score sleep recordings, generate reliable reports, and perform multiple sleep latency tests and maintenance of wakefulness testing. Laboratory sessions provide practical experience in the skills required to obtain and evaluate high quality day-time recordings and to score sleep studies. The course includes the following number of contact hours: Classroom (Theory) – 58.5 hours, Skills Laboratory – 33 hours. SLPT 2001, SLPT 2005, and SLPT 2101 are co-requisite to this course. Pre-requisites include SLPT 1002, SLPT 1004, SLPT 1008, and SLPT 1104.

GRADING SYSTEM

It is the primary responsibility of a student to learn to his or her maximal potential. It is the primary responsibility of the faculty to maximize the opportunity for, and evaluate the extent of, learning. The School exists to provide a teaching and learning environment in a culture that ensures students realize their learning potential.

The Program Director judges the quality of student learning and the progressive development toward a minimum level of competence required for patient safety and public protection. Based on this evaluation of progress, a corresponding grade is earned and assigned. At the Program Director's discretion, both subjective and objective data are considered when making a value judgment about a student's performance. The grading system adopted by the faculty and the School is for the purposes of grade determination, as well as promotion and graduation of students. The School utilizes a grading system to signify student progression and the quality of learning throughout the Sleep Technology Program. A final letter grade is assigned through an established process for each course. A final letter grade has a corresponding value that denotes the quality of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the grade point average (GPA). The GPA is the academic standard that serves many purposes including Honors recognition at commencement, scholarship awards determination, the BAPTIST HEALTH Student Loan Program Application approval, and documentation on the student academic record.

Final Sleep technology course grades are calculated by using the scores on written examinations (tests), assigned homework, ratings of clinical laboratory (practical) performance, and ratings of skills laboratory performance. Absence will result in a 5% reduction of the actual score on all missed examinations and homework turned in late at the discretion of the Program Director.

ACADEMIC PROGRESS

Students are required to attend all scheduled classes. The policy on absenteeism and tardiness may be found later in this document.

The grading scale used by the School of Sleep Technology for the didactic and clinical curriculum is presented below:

GRADE	RANGE %	VALUE
A	94 - 100	4
B	86 - 93	3
C	77 - 85	2
D	70 - 76	1
F	0 - 69	0
I	Incomplete	0
W	Withdrawal	0
WX	Administrative Withdrawal	0

The final grade is based upon the total points received on examinations, assignments, participation, and evaluations divided by the total points possible. Values of 0.50 or greater are raised to the next whole number. Value points are used in the computation of the GPA. Student academic and clinical achievement is measured periodically by written, oral, and practical examinations.

A student is required to maintain a minimum final grade of "C" (77%) in each course and clinical rotation. Failure to do so will result in Academic Suspension, at the discretion of the Program Director. Students must demonstrate competence in all clinical areas before progressing to subsequent courses and clinical tasks.

Evaluation outcomes are calculated and shared with the student upon completion of each clinical section rotation. If the evaluation is lower than required, counseling and assistance is given by the Program Director, Clinical Site Coordinator, or School Counselor. Counseling sessions are documented and placed in the Student's Record.

Students not meeting the necessary clinical achievement for that rotation period will be placed on probation for a specified period. During probation, evaluations are closely monitored, clinical deficiencies are discussed, and a plan for improvement is implemented and documented. Clinical sections in which the student has not demonstrated competency will be repeated by the student. This time is generally scheduled during the Fall Break, Christmas Break, and Spring Break, but may be allowed after conclusion of the program at the discretion of the Program Director.

A student who fails to demonstrate the necessary progressive development in clinical education shall not be allowed a second probationary period. A student not fulfilling the preceding requirements is counseled by the Program Director and may be required to withdraw.

THEORY EXAMINATION

1. The student is expected to take all exams on the dates and times scheduled. A 5% penalty will be assessed for all make-up exams.
2. The student is expected to be punctual for all exams. Students will be admitted to exams already in progress at the sole discretion of the proctor.
3. Identification badges must be worn and clearly visible on the upper left chest for admission into all exams.
4. No books, paper, book bags, purses, food, or drink will be permitted at desks. Books, purses, etc., may be placed at the front of the room. The school will not be responsible for unattended items.
5. When the exam is completed, the student will give the examination to the instructor or proctor.
6. The student will then quietly exit the room and not return until all students have finished the exam. Any questions concerning the exam will be answered during the test review.
7. Students who have completed the exam are expected to be quiet in the hallways outside of the examination room.
8. Graded exam results are handed back to the student and questions are answered at that time. Students are encouraged to ask questions during the exam review.
9. Mobile phones and pagers must be set to the off position and placed inside a pocket, purse, or book bag during testing. If a mobile device rings, vibrates, or disrupts testing in any other way, the student's earned exam score will be lowered by 5% at the discretion of the Program Director.
10. All exams will remain the property of the school.

MAKE-UP COURSE WORK

The opportunity to make-up missed course work, including examinations, may be available to an absent student. The Program Director has the sole discretion in permitting the student to make-up missed course work, including examinations. A 5% penalty will be assessed for all make-up exams and work that is turned in late. Arrangements for completing missed work must be made with the Program Director at the first class meeting a student attends following absence.

REMEDICATION

A student who does not make a "C" or higher in a course or clinical rotation may be offered a remediation opportunity to achieve the minimum required score at the discretion of the Program Director.

1. If remediation for a clinical rotation is offered by the Program Director the student will be allowed additional clinical time with specific assignments. This time is generally scheduled during the Fall Break, Christmas Break, and Spring Break. If additional time is not available before the end of the Program, the student may be given the option of scheduling it after commencement to complete program requirements. Such arrangements will be made by the Program Director as necessary. If didactic course remediation is offered, the student will be expected to complete the requirements in addition to those of courses in which she or he is currently enrolled.
2. Remediation for a clinical rotation will consist of additional clinical time followed by a written and practical examination for grade determination. Didactic remediation will consist of additional course work and one comprehensive examination.
3. If the student is successful in passing the remediation, the original score will be dropped and replaced with the remediation grade of 77%. The student must achieve 77% or better on the remediation assignment, however, the maximum score that can be earned through remediation is a 77%.
4. If the student is successful in the remediation attempt, he or she will progress through the course or rotation and complete the program of study, provided all other program requirements are met.
5. Students will only be offered one remediation per clinical or didactic course, at the discretion of the Program Director.
6. Students who choose remediation forfeit the right to appeal the remedial grade and the original grade.

REPEATING AND DROPPING A COURSE

Courses within the program are sequential and therefore, must be taken in order. Since courses are offered only once a year, a student cannot drop or repeat a course and continue in the program. A student may reapply to the program the following year, but has no preferential status. He or she is considered for selection at the same time as new applicants for the next entering class. Acceptance into the program is on a competitive basis and no guarantee is made that a student will be accepted the following year.

ACADEMIC ADVISING

The Sleep Technology Program Director serves as the student's academic advisor. The Program Director will schedule a conference as needed. The student may also request a conference if desired. Advising is available to a student in the following areas:

- Possible adjustment to schedule
- Educational planning
- Study habits
- Test taking
- Limited tutoring*
- Exam failure (required)

**When extensive tutoring is needed, the School's Counselor should be consulted.*

ACADEMIC PROBATION

The status of academic probation indicates that the student's continued enrollment in the school is at risk. If placed on academic probation, case-specific requirements must be fulfilled before the status is changed.

1. A student is placed on probation for academic reasons by the Program Director.
2. Probationary terms are determined on an individual basis by the Program Director.
3. Failure to meet designated probationary terms may result in academic suspension.
4. If the student does not have a theory grade average of "C" or better after the second exam in any course, he or she will be placed on academic probation and referred to the School Counselor.

PROGRESSION AND PROMOTION

The following criteria must be satisfied for progression and promotion through the Sleep Technology Program:

1. Complete Tuberculin skin test prior to entering the Program.
2. Begin and complete the Hepatitis B vaccine process. This consists of a series of three (3) inoculations started prior to the first clinical experience and maintained until completion of the series or a signed waiver is on file.
3. Verify the ability to meet the Essential Functions of Sleep Technology.
4. Fulfill requirements for each Sleep Technology course as outlined in the course syllabi, including earning the minimal final course grade of 'C' in each theory and clinical course.
5. Current BLS certification that does not expire until after the program concludes. This requirement must be satisfied prior to the start of Clinical Practicum I. An opportunity to obtain BLS certification will be provided by the Program.

GRADUATION REQUIREMENTS

All five (5) requirements must be fulfilled before graduate status, diploma, and school pin are bestowed:

1. Successful completion of all requirements for each course of the Sleep Technology Program Curriculum;
2. Participate in the Commencement Ceremony, wearing attire as required in Commencement Dress Code approved by the faculty;
3. Fulfill progression and promotion criteria;
4. Complete the Graduate Clearance process, including fulfillment of any financial obligations to BAPTIST HEALTH; and
5. Complete the Exit Interview.

Graduation is not dependent upon successful completion of any certification examination. The school's diploma and final grades will not be released until all of the above requirements have been met.

ACADEMIC HONORS

An Academic Excellence Award is given to the student achieving the highest cumulative GPA throughout the Sleep Technology program. Additional academic recognitions based on superior performance are awarded as follows:

Cumulative GPA 3.90-4.00	High Honors
Cumulative GPA 3.75-3.89	Honors

PROGRAM EFFECTIVENESS

It is paramount that the Schools maintain an ongoing program effectiveness evaluation process. Several factors comprise the process, primarily being student and graduate outcomes, faculty teaching effectiveness, curriculum evaluation, school policies, employer satisfaction with graduates, and approved and accreditation-specific outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness.

FACULTY AND COURSE EVALUATIONS

Students evaluate each course, each course instructor, and clinical facilities as they progress through the program. The evaluations are carried out according to BHSLR policy to measure teaching effectiveness. The student is assured of anonymity, thus encouraging his or her participation. If a student believes that the process should be improved, the Assistant Vice President of Education, Judy Pile, Ed.D. welcomes suggestions.

Clinical performance is evaluated by the sleep laboratory staff members who have observed the student's progress during a specific rotation. Performance is evaluated in regard to accepted technical and professional standards. A letter grade is assigned to these evaluations.

The Clinical Practicum policies, grading scale, evaluation tools, and behavioral objectives are shared with students during their orientation to the course.

Sleep Laboratory staff members who make value judgments about student performance have the responsibility to:

1. be honest and objective when judging the qualities and performance of the student.
2. base judgment upon the entire period covered and not upon isolated incidents.
3. use ratings to document student quality and accomplishments.
4. document incidents deemed pertinent to assessment.
5. formulate ratings based on specific behavioral objectives.
6. communicate with the Program Director at least weekly.
7. contact the Program Director when student-related issues arise.

CLINICAL COMPETENCY

The student is responsible for maintaining a record of each clinical experience. Copies must be provided to the Program Director weekly, as outlined in the course syllabus. The entire record will be turned in for a grade at the conclusion of the course. Additional information can be found in the Clinical Passport document that will be provided at the beginning of each clinical practicum.

STUDENT

ACCOUNTABILITY

Guidelines related to student conduct are fundamental to safety and necessary for a high level of patient care and student learning.

1. Enrollment implies willingness to comply with established policies and procedures, meet the academic requirements for each course, and fulfill all additional requirements of the School.
2. Progression through the program of study is dependent on evidence of personal and professional growth as well as academic achievement.
3. The School assumes no responsibility for a student's conduct apart from school activities; however, student conduct may affect the student's status with the school.
4. Students are responsible for expenses related to textbooks, clothing, uniforms, meals, housing, transportation, healthcare, damages to physical facilities including library holdings, enforcement of policies, and for legal action expenses brought against the School for causes created by the student.
5. The expectation is for students to exhibit or demonstrate the following behaviors:
 - **ATTENTION:** Your clinical instructors are technologists with duties to perform which under certain circumstances must come before teaching. Listen carefully and ask questions at appropriate times. Cell phone and pager usage, including receipt of and sending text messages, is prohibited during both classroom and clinical meetings. They must be turned off, or placed in silent mode, except for during approved break times. Progressive disciplinary procedures will be followed for violations of this policy in both the classroom and clinical setting.
 - **AWARENESS OF THE PATIENT:** The care and the interests of the patient take precedence over everything else. Speed, efficiency, attention to detail, and on-stage, ethical behavior are essential to proper patient care. Use of a cell phone or pager in the presence of a patient will result in an immediate written warning.
 - **RESPONSIBILITY:** Assume responsibility for your work. Ask if you are not sure about a procedure, but attempt to demonstrate an ability to work on your own. In the event of a legitimate family emergency, a student may leave his or her phone turned on with prior approval, at the discretion of the Program Director.
 - **TEAMWORK:** You are a member of the sleep laboratory team. Every task you perform, regardless of how trivial it may seem to you now, has a direct bearing on the quality and quantity of work produced in the department. Voluntarily assist the other technologists when possible.
 - **DESIRE TO LEARN:** Your instructors are ready to assist you in your clinical education in every way possible. It is up to you to demonstrate the desire and drive to want to learn and achieve in this profession.
 - **MATURITY:** You have embarked on a career that involves your personal commitment to the patient, physician, and sleep laboratory personnel. The year-long program will be a very short amount of time to learn and develop all the skills needed as a Sleep Technologist.

ALL LEARNING EXPERIENCES

1. Name badge **MUST** be worn on the upper left front of the shirt. **NO EXCEPTIONS.**
2. Cell phones and pagers must be turned off or on “silent”.
3. Books and personal articles are the responsibility of the student.
4. Personal visitors are not allowed in the classroom(s) or clinical area(s).

CLINICAL AFFILIATE SITES

Employees of clinical affiliate sites are responsible for the clinical education and conduct of assigned student(s). Directions from the sleep laboratory employees must be followed in order to maintain safe continuity of patient care: failing to do so, will result in immediate and severe disciplinary action by the school. Clinical Affiliate employees have full authority to remove a student from the sleep laboratory and send that student home, at any time, if the situation warrants.

- Students are required to be dressed according to policy and in the assigned facility ready for clinical instruction at the assigned time.
- Permission must be obtained from the sleep laboratory staff before leaving the sleep laboratory for any reason, including scheduled breaks.
- Students are expected to report any accident or error immediately to the assigned clinical instructor, regardless of how minor it may seem.
- Disposable gloves are to be worn during patient preparation and electrode application, as well as anytime a potential for spread of infection exists. Standard precautions must be followed during all patient contact.
- Students are considered tardy if they are not in the assigned area at the beginning of their scheduled time, for example, 1945 for the 1945-0000 assignment.
- In the event of absence, a student must contact the assigned clinical supervisor **AND** the Program Director prior to the scheduled shift. The student must state the specific reason for absence and when he or she plans to return to class or the clinical setting. Failure to notify the clinical supervisor prior to absence will result in disciplinary action in addition to any action warranted by the absence. It is not sufficient to leave only a recorded message. The student must speak with the clinical supervisor or designee. Make-up time must be scheduled through the Program Director.

ATTENDANCE AND ABSENCE

A student is expected to attend all scheduled classes, labs, and clinical meetings to meet the objectives of the program. Absence is defined as not being present after one (1) clock hour of the scheduled class, lab, or clinical meeting **OR** leaving before the end of the scheduled class, lab, or clinical meeting. A student must contact the Program Director as soon as possible when he or she cannot be in attendance as scheduled. More than five absences in a semester may result in suspension from the program at the discretion of the Program Director. A maximum of one (1) absence will be assessed within a twenty-four hour period that begins with the first hour of absence.

Tardiness is not being present up to one (1) clock hour of a scheduled class or clinical day. A tardy is recorded if the student arrives for class, lab, or clinical meetings after the scheduled time to be present. Three (3) occurrences of tardiness will equal one (1) absence.

When possible, documentation of the reason for absences and tardiness (family medical, personal medical, bereavement etc.) should be maintained. Documentation will be considered by the Program Director in the event suspension from the program is being considered for excessive absences and/or tardiness.

A student absent from classroom or scheduled clinical learning experiences three or more school days, because of a health problem that requires medical intervention, must provide the Program Director a written clearance from the physician prior to resuming study. Furthermore, any absence resulting from a physician's order requires a written clearance from that physician before the student resumes scheduled learning experiences.

A student who is absent from classroom or scheduled clinical learning experiences due to illness, accident, or medical condition which interferes with his or her ability to perform essential functions will be required to provide official documentation of clearance from an intervening professional prior to resuming studies.

A student with limitations or restrictions which interfere with the ability to perform the essential functions will not return to class and/or clinical until clearance documentation, from an intervening professional, is received. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or if reasonable accommodation can be made as determined solely by the School.

Progressive disciplinary procedures for absences and tardiness within a semester are as follow:

Third (3 rd) absence and/or tardiness equivalent	Verbal Counseling
Fourth (4 th) absence and/or tardiness equivalent	Written Warning
Fifth (5 th) absence and/or tardiness equivalent	Probation
Sixth (6 th) absence and/or tardiness equivalent	Suspension, at the Program Director's discretion

Class assignments and exam(s) missed may be made up at the discretion of the Program Director. It is the student's responsibility to meet with the Program Director to obtain make-up assignments and make arrangements to take the make-up exam. These arrangements must be made at the next class meeting the student attends. **A five percent (5%) penalty will be assessed toward the final score of all make up assignments and exams at the discretion of the Program Director. Therefore a 90% will be an 85%; a 77% will be a 72%; etc.**

Missed clinical meetings must be made up. The Program Director will make arrangements with a clinical site for the student to make up missed clinical sessions. Make up sessions are generally scheduled during the Fall Break, Christmas Break, and Spring Break. If missed meetings are not made up before the end of the Program, the student must do so after commencement to complete program requirements. Such arrangements will be made by the Program Director as necessary.

An absence of three (3) consecutive school days and/or clinical days without notification to the Program Director or designee may result in Administrative Withdrawal at the Program Director's discretion.

Students having to make up time at program end may participate in commencement. However, the certificate is withheld along with graduation verification for the certification board until the required amount of time is made up and all graduation requirements are fulfilled.

**Baptist Health Schools Little Rock
Fall 2009-Spring 2010
Academic Calendar**

Fall 2009

Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009•Fall2009

June	19 Friday	Nelnet Payment Plan (10%)
July	02 Thursday 03-04 Friday & Saturday 06 Monday	Payment Deadline (Nelnet Payment Plan (20 %) or Pay in Full) Independence Day (Campus Closed) Classes Begin
September	07 Monday 20-26 Monday – Friday	Labor Day (Campus Closed) Instruction Break
October	30 Friday	Student Appreciation Event
November	03 Tuesday 26-27 Thursday, Friday	Last day for student withdrawal Thanksgiving (Campus Closed)
December	11 Friday 16 Wednesday 24-25 Thursday & Friday	Commencement Ceremony and End of Semester and Grades are due Transcripts available for students if cleared and grades posted Christmas (Campus Closed)

Spring 2010

Spring2010•Spring2010•Spring2010•Spring2010•Spring2010•Spring2010•Spring2010•Spring2010•Spring2010

December	17 Thursday 29 Tuesday	Nelnet Payment Plan (10%) Payment Deadline (Nelnet Payment Plan (20%) or Pay in Full)
January	01 Friday 04 Monday	New Year's (Campus Closed) Classes Begin
March	22-26 Monday - Friday	Instruction Break
April	13 Tuesday	Last day for student withdrawal
May	07 Friday 31 Monday	BHSLR Spring Picnic Memorial Day (no classes)
June	10 Thursday 11 Friday 16 Wednesday	Commencement Ceremony End of Semester and Grades are Due Transcripts available for students if cleared and grades posted

RE-ENTRY FOR RESUMPTION OF STUDY

A student who has discontinued study for any reason and wishes to return to the program must complete a re-entry application. Approval for re-entry is not guaranteed for any student discontinuing study. At the discretion of the Program Director, a former student who successfully completed the first semester may be allowed to resume study without repeating first semester content the following year, if application is made. A candidate applying for re-entry after one year must complete the re-entry process and complete the entire program, if accepted. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

1. Overall academic performance and professional development prior to absence from school.
2. Evidence of behaviors that demonstrate School Values prior to and during absence from school.
3. Clearance process completed within one (1) week of discontinued study.

Process

A student seeking approval to resume study obtains a Re-entry Packet from the Admission Office and:

1. Submits the following to the Admission Office four (4) months prior to the preferred re-entry date:
 - Re-entry Form
 - Re-entry fee
 - Official high school transcript, if applicable
 - Essential Functions Form.
2. Participates in personal interview, if requested by Selection Committee.

DRESS CODE

The BAPTIST HEALTH Schools Little Rock endorses the intent of the dress code policy of BAPTIST HEALTH that clothing should reflect a business-like, professional appearance. Therefore, the dress code policy for both employees, and students enrolled in the Schools, will conform to that of BAPTIST HEALTH. Faculty firmly enforce the dress code policy and apply disciplinary authority for non-compliance.

CAMPUS AND SLEEP LABORATORY

BHSLR School of Sleep Technology students are required to wear approved **ceil blue** scrub attire while on campus and during all scheduled classroom activities. This scrub attire must be a solid color, clean, in good repair, fit properly, and reflect a professional image. Jackets, if worn, must also be solid colored and ceil blue. A solid white undershirt may be worn under the scrub top; no other garments may be visible under scrubs.

White socks without ornamentation (bells, beads, etc.) must be worn at all times. Shoes must be clean, predominately white leather or leather-like athletic style, subject to faculty approval, and have an enclosed heel and toe. Shoelaces must be white, clean, and appropriate for the shoe style.

Offensive body odor (including breath) and poor personal hygiene is not professionally acceptable. Perfume, cologne, and aftershave lotion should be used modestly or avoided altogether, as some individuals may be sensitive to strong fragrances.

Student identification badge must be worn at all times. It is to be visible on the left shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.

Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.

Jewelry is permitted but must not interfere with clinical experience. One earring may be worn in the lobe of each ear. Earrings must be studs or small loops (less than ½ inch).

For male students, facial hair must be neat, clean, and closely trimmed.

Tattoos and additional piercings must not be visible while in the clinical area.

STUDENT HEALTH

1. An ill student must notify the clinical supervisor and Program Director prior to the scheduled clinical time. These hours are recorded as absent time.
2. In the event of an accidental needle stick or exposure, the student must report all blood and mucosa exposures and follow all policies of the clinical affiliate site, including follow-up.
3. All personal medical expenses are the responsibility of the student; therefore, the student is encouraged to have medical insurance coverage.

STUDENT EMPLOYMENT/WORK RELATED POLICIES

1. A student is allowed to work; however, employment must not interfere with classroom or clinical assignments. If employed by a clinical affiliate, the student is not allowed to be on the clock during a scheduled clinical assignment. The student may not arrive late or leave early to accommodate outside employment requirements.
2. Time spent as an employee cannot be credited to the clinical educational program of the School. Classroom or clinical assignments are not altered to accommodate work schedule(s).
3. A student is not required to work nor will the student be scheduled for clinical assignments in order to provide coverage for the clinical area or shift.
4. A student choosing to work at BAPTIST HEALTH completes the regular hiring process of the Employment Department.
5. Although School student policies and BAPTIST HEALTH employee policies are in fact separate from one and the other, a student's behavior during a BAPTIST HEALTH employment period that results in a disciplinary action may, in turn, result in the same by the school or vice-versa.
6. The Program Director does not participate in the hiring process of students for work purposes.
7. A student must be in "Good Standing" with the school in order to be hired to work for BAPTIST HEALTH. "Good Standing" is defined as:
 - having the required academic record
 - satisfactory attendance record
 - record void of disciplinary action by the school
8. A student maintains academic eligibility while employed at BAPTIST HEALTH.

9. The School is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

TELEPHONE CONDUCT

1. Always answer the telephone promptly (within three rings). Identify yourself by first and last name and identify the department location.
2. Always be courteous and pleasant when talking. Remember that you are a representative of the department, and must present yourself as a professional.
3. If you can provide the caller with the needed information, please do so. However, if you are unable to answer a question or are unsure of the answer, place the caller on hold and promptly find someone to assist.
4. Do not leave a caller on hold for more than one minute. If you are unable to quickly obtain the information, take his or her name and number and inform the caller you will return the call.
5. Be cautious of the information that you give out over the phone. Much of the information contained in the department such as patient records, prices of procedures, etc. is confidential or should be accompanied by additional information. If you have a question about the confidentiality of the information requested, please turn the caller over to the clinical supervisor or another technologist.
6. Cell phone and pager usage, including receipt of and sending text messages, is prohibited during both classroom and clinical meetings. They must be turned off, or placed in silent mode, except for during approved break times. Progressive disciplinary procedures will be followed for violations of this policy in both the classroom and clinical setting. Use of a cell phone or pager in the presence of a patient will result in an immediate written warning. In the event of a legitimate family emergency, a student may leave the phone on with prior approval, at the discretion of the Program Director.
7. Do not give out student or employee information over the telephone. If requested, take the caller's contact information and pass it along to the individual the caller was attempting to reach.

CERTIFICATION

The Board of Registered Polysomnographic Technologists (BRPT) is the international certification board that develops and administers the Registered Polysomnographic Technologist (RPSGT) examination. As a Commission on Accreditation of Allied Health Education Programs (CAAHEP)-accredited program, graduates are eligible to take the certification exam to earn the RPSGT credential upon completion of School requirements.

Currently, Arkansas does not have a state practice act for Sleep Technologists. Therefore, licensure is not required. However, Arkansas Medicare policy requires technologists who are recording sleep studies on the individuals they insure to be certified by the BRPT. States that do require licensure for PSG technologists to practice accept current BRPT certification as the standard.

FINANCE

SCHOOL EXPENSES

Directions related to school expenses are provided in the following policies: BAPTIST HEALTH Schools Little Rock, School of Sleep Technology.

- Tuition payment is required at registration for each Sleep Technology course of the respective semester.
- Payment in full is expected for all expenses associated with tuition, fees, books, and course-related costs at the time of registration.

TUITION REFUND

BHSLR School of Sleep Technology Tuition Refund Policy:

Students shall be refunded all administrative fees exceeding \$100 at any time during the semester. Expenses associated with course fees, fines, course materials, equipment, supplies, uniforms, activities, and graduation ceremonies are not refunded.

A student officially withdrawing from school may be eligible for a refund of tuition. Refunds are made after all outstanding balances to the school and supporting institutions are paid.

The refund of tuition * policy applies to the time period beginning with the published first class date according to the following schedule:

Before the beginning of the first class date	100% Refund
Weeks 1 through 8 of instruction	75% Refund
Weeks 9 through 12 of instruction	50% Refund
Weeks 13 through 18 of instruction	25% Refund
After the beginning of week 19 of instruction	0% Refund

BHSLR School of Sleep Technology refund policy is applied after financial settlement of student's account and official clearance, during the semester term for which the refund is being requested (see Withdrawal).

* includes classroom lectures, field trips, skills laboratory, clinical laboratory of any scheduled learning experience.

