Stony Brook University
School of Health Technology and Management

Polysomnographic Technology Program

Student Manual
Class of 2018

HSC, Level 2, Room 414A
Stony Brook, NY 11794-8203
Office: (631) 444-3180
Fax: (631) 444-8821
(Revised 8/15/16)
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STUDENT WELCOME

This student manual is designed to provide you with useful information about the program you have been accepted into. You can conveniently access this manual on the program’s website (https://healthtechnology.stonybrookmedicine.edu/programs/ptcp/studentonly/SchedulesManuals) where you can also view the current class schedule and the School of Health Technology and Management Student Orientation Handbook. The School of Health Technology and Management (SHTM) Student Orientation Handbook lists information important to all students within the SHTM such as: academic policies and procedures, rules and regulations, and miscellaneous information that you need to know. Please review all of these materials and utilize them as a reference source. Feel free to contact me if you have any additional questions. I look forward to helping you complete your education and enabling you to provide outstanding health care for your patients.

Sincerely,

Russell Rozensky, MS, RRT-SDS, RPSGT, CPFT
Program Director
Polysomnographic Technology Program
# POLYSOMNOGRAPHIC TECHNOLOGY

## FACULTY AND STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE #</th>
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<tbody>
<tr>
<td>Russell Rozensky, MS, RTT, RRT-SDS, RPSGT, CPFT</td>
<td>Program Director Polysomnographic Technology Program Clinical Associate Professor</td>
<td>(631) 444-6654</td>
</tr>
<tr>
<td>Lisa M. Endee, MPHc, RT, RRT-SDS, RPSGT, RST</td>
<td>Polysomnographic Technology Program Clinical Assistant Professor</td>
<td>(631) 444-6627</td>
</tr>
<tr>
<td>James A. Ganetis, MS, RT, RRT-NPS</td>
<td>Chair &amp; Program Director Respiratory Care Program Clinical Assistant Professor</td>
<td>(631) 444-3184</td>
</tr>
<tr>
<td>John Brittelli, MS, RT, RRT-NPS, RPFT</td>
<td>Respiratory Care Program Clinical Assistant Professor</td>
<td>(631) 444-3183</td>
</tr>
<tr>
<td>Ann Cuccia, MPH, RT, RRT-NPS, RPFT</td>
<td>Respiratory Care Program Clinical Assistant Professor</td>
<td>(631) 444-3797</td>
</tr>
<tr>
<td>Stephen G. Smith, MPA, RT, RRT</td>
<td>Respiratory Care Program Clinical Associate Professor</td>
<td>(631) 444-3096</td>
</tr>
<tr>
<td>Avram R. Gold, MD, D. ABSM</td>
<td>Medical Director Polysomnographic Technology Program Associate Professor of Medicine</td>
<td>631) 261-4400</td>
</tr>
<tr>
<td>Gerald Smaldone, MD, PhD</td>
<td>Medical Director Respiratory Care Program Research Scholar and Professor of Medicine</td>
<td>(631) 444-1755</td>
</tr>
<tr>
<td>Patricia Bley</td>
<td>Assistant to the Chair</td>
<td>(631) 444-3180</td>
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</table>
Division of Diagnostic and Therapeutic Sciences Organization Chart

**President:**
Samuel L. Stanley, Jr., M.D.

**Senior VP of Health Sciences:**
Kenneth Kaushansky, MD

**Dean:**
Craig Lehmann, PhD

**Assistant to the Division Chair:**
Patricia Bley

**Division Chair/Respiratory Care Chair:**
James Ganetis, MS, RRT-NPS

**Medical Director (RCP):**
Gerald Smaldone, MD, PhD

**Medical Director Polysomnographic Technology (CoAPS)/Co-Medical Director (PSO):**
Avram Gold, MD, D.ABSM

**Medical Director Polysomnographic Technology Program (CoAPSG) Director:**
Russell Rozensky, MS, RRT-SDS, RPSGT, CPFT

**Clinical Laboratory Sciences Chair:**
Kathleen Finnegan, MS, MT, (ASCP) SH

**Clinical Laboratory Sciences Vice-Chair:**
Candace Golightly, MA, MLT (ASCP)

**Clinical Laboratory Sciences Faculty:**
Jeannie Guglielmo, MS, MT (ASCP), MAT
Gloria Viboud, Ph. D

**Respiratory Care Vice-Chair:**
Lisa Johnson, MS, RRT-NPS

**Director of Clinical Education:**
Lisa Johnson, MS, RRT-NPS

**Respiratory Care Program Faculty:**
John Brittelli, MS, RRT-NPS, RPFT
Ann Cuccia, MPH, RRT-NPS, RPFT
Lisa Endee, MPHc, RRT-SDS, RPSGT
Russell Rozensky, MS, RRT-SDS, RPSGT, CPFT
Stephen Smith, MPS, RRT

**Polysomnographic Technology Faculty:**
John Brittelli, MS, RRT-NPS, RPFT
Ann Cuccia, MPH, RRT-NPS, RPFT
Lisa Endee, MPHc, RRT-SDS, RPSGT
Stephen Smith, MPS, RRT

**Gloria Viboud, Ph. D**
MISSION STATEMENT:

The mission of the Stony Brook University Polysomnographic Technology Program is to offer the highest quality education and clinical skills in a learning environment that fosters critical thinking, encourages professional leadership, inspires research, and instills a strong appreciation of ethical values and human diversity.

This multifaceted program emphasizes the American Academy of Sleep Medicine (AASM) staging and scoring criteria, artifact recognition, Positive airway Pressure (PAP) therapy, pharmacology, sleep instrumentation, and clinical experience. Utilizing the standards established by the Committee on Accreditation for Polysomnography (CoAPSG), the established curriculum provides students with the opportunity to develop the knowledge, skills, and attitudes necessary to be outstanding patient care providers and to improve overall sleep health throughout their surrounding communities.

PROGRAM GOALS:

The goals of the Stony Brook University Polysomnographic Technology Program are to offer the highest quality education in sleep diagnostics and therapeutics in a learning environment that fosters critical thinking, encourages professional leadership, inspires research, and instills a strong appreciation of ethical values and human diversity. The Polysomnographic Technology Program emphasizes excellence in clinical care by encouraging students to develop the knowledge, skills, and attitudes necessary to become outstanding Polysomnographic Technologists and advocates to improve sleep health throughout their surrounding communities. Successful graduates will have demonstrated that they are competent entry-level polysomnographic technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

THE POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM

The Polysomnographic Technology Program is located within the School of Health Technology and Management at Stony Brook University Health Sciences Center.

Graduates are eligible to take the Board of Registered Polysomnographic Technologists examinations to become a Certified Polysomnographic Technologists (CPSGT) and a Registered Polysomnographic Technologists (RPSGT). Please visit http://www.brpt.org/ for further information, exam eligibility, and requirements. Graduates will also need to apply to the New York State Department of Education to obtain a license to practice as a Polysomnographic Technologist in New York State. Please visit: www.op.nysed.gov for further information.
Course Grades

It is the policy of the Department of Respiratory Care that students must pass all professional, basic science, core, and elective courses in order to be cleared for graduation. All students take a specific sequence of courses during their junior and senior years. The University’s Graded/Pass/No Credit Option (GPNC) is not permitted for department courses. Unless otherwise stated in a departmental course syllabus, the final percent grade is assigned a letter grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>Superior</td>
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</tr>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
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<tr>
<td>Good</td>
<td></td>
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<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
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<td>C+</td>
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<tr>
<td>Satisfactory</td>
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<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>Failure</td>
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<td>F</td>
<td>0.00</td>
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For the purpose of determining grade point average, letter grades are assigned point values as follows:
Please Note:

1. Students should check with the course instructor and with their faculty advisor if they are not doing satisfactory work in a course.
2. While most faculty have an open door policy for any student concerns, more extensive appointments for further clarification of course material can be made with each course instructor.
3. Students having grading issues with department faculty are welcome to make an appointment with the Department Chair to review any concerns.

Grade Point Average

Students in the School of Health Technology and Management are required to maintain a cumulative average as follows:

1. Professional Courses (HHO & HAT) – 2.50 cumulative average
2. Overall average (all HSC courses) – 2.00 cumulative average

It is the responsibility of the student to check their own grades and grade point averages, and to notify their advisor when they are having difficulty with courses, receive a grade that is less than satisfactory in a given course, or when their overall or professional average approaches unsatisfactory levels. Faculty will also check cumulative averages at appropriate intervals to insure that minimum requirements have been met. Students who fall below the minimum may be placed on probation or terminated. Students should also be aware of the fact that some courses are prerequisites for other courses and if a required course is not successfully passed with a D or better, then continuation in the program is based on a complete academic review and recommendation of the Dean.

Failing Grades

Students receiving a grade of “F” in any course, may be subject to termination from the program. Please refer to the SHTM academic policies and procedures concerning academic standing, termination, and appeal listed in the first section of your student orientation handbook.

Communication with students and program faculty/staff:

All students will be assigned a Stony Brook email account. Email correspondence between faculty/staff and students will occur using the student’s Stony Brook email account. It is the student’s responsibility to ensure that this account is working and monitored frequently (we suggest checking your email daily). Missing emails will not be an excuse for missing classes, exams, clinicals, or other program correspondence.
Attendance

Courses

Attendance and punctuality for all courses is mandatory
All instructors are encouraged to take attendance and keep track of lateness. Each instructor has the prerogative to decrease a student’s final grade for repeated lateness or unexcused absences. Excessive unexcused lateness or absences (3 or more occurrences) are grounds for a grade of “F” in the course (please see the “Failing Grades” section above). The requirement is that the student leaves a message for the instructor concerning the circumstances of the lateness or absence. It is the instructor’s prerogative to require written documentation to excuse lateness or absences. Failure to provide requested written documentation will classify the event as unexcused.

Clinicals

Attendance and punctuality for all clinical rotations is mandatory.

The clinical site, the Program Director, and the supervising program faculty must be advised of any lateness or absences prior to the start of your clinical for that day. Any unexcused absence or lateness is reason for lowering of the final clinical grade. Excessive unexcused lateness or absences (3 or more occurrences) are grounds for a grade of “F” in the clinical rotation (please see the “Failing Grades” section above). Written documentation to excuse lateness or absences will be required. Failure to provide requested written documentation will classify the event as unexcused.

Early dismissals or planned absences must be arranged in advance with the Program Director.

Once permission is given, the student must notify both the supervising program faculty and clinical instructor at the assigned clinical site. Failure to follow the above steps is reason for lowering of the clinical grade. Excessive unexcused early dismissals (3 or more occurrences) are grounds for a grade of “F” in the clinical rotation (please see the “Failing Grades” section above).

Please note: If the clinical faculty dismisses you early from your assigned clinical, you must notify the Program Director and supervising program faculty.

Course Waivers

The Polysomnographic Technology Program has a policy of encouraging course waivers, and challenges (subject to the rules and regulations of the School at:
https://healthtechnology.stonybrookmedicine.edu/sites/default/files/2016%20Complete%20Hand
book%20for%20Professional%20Programs.pdf ). This option is provided to our students so that course work completed at other institutions will not necessarily have to be repeated. Students
should plan on applying for course waivers or challenge credit two months prior to the beginning of the course involved. Please check with your advisor for more information concerning this policy. You will need to provide transcripts and catalog descriptions of prior work which you would like to have considered for use as challenge or waiver material.

**Academic Integrity**

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/uea/academicjudiciary/

The Department of Respiratory Care considers any unauthorized possession of its previous exams, papers etc. to be a violation of the School’s policy. The faculty does not allow past exams to circulate, and therefore any student possessing or circulating them is subject to disciplinary action and/or dismissal. The student should refer to the SHTM's guidelines regarding the policy as it applies to the core courses (research design).

No programmable calculators or other study aids are allowed in any exam, except where the instructor has specifically designated such items as permissible. If in doubt, ask your instructor prior to the start of any examination!!

**Critical Incident Management**

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

**Disability Support Services (DSS) Statement**

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, 128 ECC Building (631) 632-6748. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential. Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following web site: http://www.stonybrook.edu/ehs/fire/disabilities and search Fire Safety and Evacuation and Disabilities.
Our programs will work with disabled students in an effort to address their need for reasonable accommodations, but the programs must follow national and state professional scope of practice guidelines. All students are expected to complete the necessary educational requirements as outlined by the program. Students should also refer to the “Technical Standards” in this manual.

Professional Appearance

Students are expected to dress in a professional manor, which includes wearing clean, appropriately fitting, and modest clothing. It is advised that students limit the use of jewelry to minimize safety concerns, especially during laboratory courses and clinicals. A separate policy governing the dress code for clinical rotations is explained in the Clinical Policies section of this manual.

Appropriate professional appearance is also expected of all students. This includes maintaining personal hygiene. Students are expected to come to all courses (both didactic and clinical) appropriately showered and groomed, and to not use strong colognes or perfumes.

Professional Behavior on Campus

Students are expected to accept responsibilities for their own actions and to interact with others in a professional and respectful manor. Specifically, students will:

1. Respect the belongings and personal space of faculty, staff, and classmates;
   a. Video recordings, audio recordings, or photographs are not permitted without permission;
2. Follow the policies and procedures of the school and the department;
3. Follow the guidelines stated in all course syllabi;
4. Listen attentively in all courses and avoid activities that may be a distraction to others;
5. Stay current and up to date with course work;
6. Communicate with others in a respectful and timely manner and not spread false rumors;
7. Follow the approximate chain of command to solve problems (see table of organization);
8. Use computers in a responsible, respectful manner:
   a. Abide by all copyright laws and regulations;
   1. Course materials provided by a course instructor or accessed from Blackboard or a Stony Brook course website are for the exclusive use of students who are currently enrolled in the course. Content from these sources cannot be duplicated, reused, or distributed;
   b. Do not send obscene, slanderous, libelous and/or harassing messages or materials (i.e: e-mail, social networks, texting, etc.)
   c. Do not access unauthorized computers, networks, or files;
   d. Do not use department computers and projectors for non-academic purposes (movies, games, music, etc.);
   e. Do not install any software on department or school computers
   f. Do not plug any personal cords or personal chargers into any school equipment.
**Laboratory Access**

Access to the departmental labs is available to all students during normal business hours of 8 am – 5 pm Monday thru Friday. Access to the labs after hours or on weekends will be at the discretion of the Program Director.

Use of equipment (including but not limited to: respiratory supplies, A/V equipment, sleep equipment, etc) will be at the discretion and prior approval of departmental faculty.

Students should not leave items such as books, computers, wallets, and purses unattended. The university, school, and program are not responsible for lost or stolen items.

Eating and drinking is permitted in Respiratory Care Department laboratories, providing all refuse is appropriately disposed of and the laboratories are kept clean. There is no eating or drinking permitted at computer stations in the laboratories (including MILC classroom).
Technical Standards in Polysomnographic Technology

The Polysomnographic Technology Program at Stony Brook University is accredited by the Commission on Accreditation of Allied Health Education Programs (http://www.caahep.org). The Polysomnographic Technology Program is also an education program approved by the New York State Department of Education. Students preparing for a career in Polysomnographic Technology are expected to perform diagnostic and therapeutic techniques safely and accurately according to national and state guidelines. Students must be able to perform the following:

- Maintain clinical competence under challenging and sometimes stressful situations.
- Gather, assess and interpret patient data, and respond appropriately to changes in disease signs and symptoms, patient conditions and mental status (e.g. breathing, cardiac, neurologic patterns).
- Respond appropriately to changes in equipment function/ malfunction and safety alarms.
- Be able to talk and hear, utilizing effective written and spoken English when interacting with patients, their families, and other health care professionals.
- Demonstrate physical dexterity, including the ability to use hands, fingers, arms, and legs to effectively and efficiently reach for and move both equipment and patients.
- Be able to stand, balance, walk, sit, stoop, kneel, crouch, crawl, or climb as needed to perform sleep testing and treatment modalities.
- Be able to regularly lift up to 10 pounds, frequently lift up to 25 pounds and occasionally lift 50 or more pounds.
- Have visual abilities that include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Record, read, write and interpret data about a patient’s condition from diagnostic equipment, patient charts, and computer information systems.
- Respond to medical emergencies in a timely manner and perform life sustaining procedures appropriately (e.g. cardiopulmonary resuscitation, airway management).
- Practice appropriate infection control precautions and barrier methods.
- Exercise proper clinical and intellectual judgment.
- Work as an effective healthcare team member.
- Demonstrate professional affective behaviors when interacting with patients, their families, and colleagues.

Students having a past criminal record must declare this situation at the time of admission. Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation. Before starting the program, students in this situation must speak with the program director to determine the extent of possible future difficulties with this issue.

Stony Brook University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. A prospective student who is otherwise qualified, but requires a reasonable accommodation, should contact Disability Support Services at Stony Brook University in room 128 at the Educational Communications Center (ECC) building; telephone number: 631-632-6748. They will determine what accommodations are necessary and appropriate. All information and documentation is confidential.
Student Clinical Site Directions

Note: All directions given are from Stony Brook University.

Good Samaritan Hospital
1000 Montauk Highway
W. Islip, NY 11795
(631) 376 - 3000 Switchboard
(631) 376 - 4108 Respiratory Care Dept.
(631) 376 - 3174 EKG Dept.
(631) 376 - 3622 Sleep Lab

Clinicals at site: HAT 340, 350, 353, 411, 450, 487, 475, 476
Clinical Faculty/Contacts: Dave Hambel (Director)
   Matthew Traub (Pulmonary Function),
   Jennifer Caufield, Robin Paladino (Cardiopulmonary Rehab)
   Donna McEvoy (Cardiopulmonary Rehab)
   Joe Perrone (Sleep Lab), Catherine Mead (EKG),

Directions: Take NY 347 (west) to Northern State Parkway (west). Take Northern State Parkway to Sagitkos State Parkway (south). Take Sagitkos State Parkway to Southern State Parkway (west). Take Southern State Parkway to Robert Moses Causeway (south - to ocean beaches). Get off Robert Moses Causeway at NY 27A - Montauk Hwy. (west). Make right turn on to Montauk Hwy. Go west a few blocks and the hospital will be on your left. The Respiratory Care Department is located on the first floor in the Baxter Pavilion. The EKG Dept. is located on the first floor. The Sleep Lab is also on the 1st floor. Parking is in the rear of hospital.

Good Samaritan’s Center for Pediatric Specialty Care
Center for Pediatric Sleep Disorders
655 Deer Park Avenue
Babylon, NY 11702
(631) 321 - 2100

Clinicals at site: HAT 340, 350, 353, 411, 450, 487, 475, 476
Clinical Faculty/Contacts: Joe Perone (Sleep Lab)

Directions: Take county road 97/Nicolls Road to New York 27 w (Sunrise Highway). Take the service road to Sunrise Highway. Take Sunrise Highway to exit 40 towards NY-231/Huntington/Babylon and merge onto Sunrise Highway North Service Road. Turn right onto Statesman Avenue. Turn Left onto Liberty Avenue. Take the 1st left onto County Road 34 (Deer Park Avenue). Continue to follow Deer Park Avenue to 655 Deer Park Avenue (on your left. There will be a Green Crayola Sign for the Pediatric Specialty Care. After sign, turn left, and parking is immediately on left. Sleep Center Entrance is on South side of building)

Northport
Dept. of Veteran Affairs Medical Center
79 Middleville Road 11768
(631) 261 - 4400 (Switchboard)

Clinicals at site: HAT 340, HAT 350, HAT 353, HAT 411, HAT 450
Clinical Faculty/Contacts: Respiratory Care: Chuck Osowski (Director)
Pulmonary Physiology Lab:
Noninvasive Cardiology: Colleen Walsh-Irwin

* Use Switchboard to page instructor/supervisor (Respiratory Care)

Directions: Take NY 347 (west) to Northern State Parkway (west). Take Northern State Parkway to Sunken Meadow State Parkway (north). Take Sunken Meadow State Parkway to NY 25A (west) and turn left at Rinaldo Road (Follow signs to Medical Center). The hospital is located in Building 200.
North Shore University Hospital
Sleep Center
155 Community Drive
Great Neck, NY 11021

Clinicals at site: HAT 475; HAT 476
Clinical Faculty/Contacts: Kristen Cruz (Director)

Directions: Take LIE (west) to New Hyde Park Road (Exit 34). Go straight on service road to Community Drive. Turn right onto Community Drive (north). Go approximately 3 to 4 lights. (You will pass two entrances to Northshore Hospital on your right.) On your left look for a living assistance apartment building. Just past the building you will make a left and follow the road up the hill. You will pass a dialysis center on your right. Free parking is available on the left side of the building (#155). The entrance to the Sleep Center is on the ground floor on the left side of the building.

Stony Brook Sleep Disorders Center
240 Middle Country Rd
Smithtown, NY 11787

Clinical Faculty/Contacts: Barbara Ludwig-Cole (Director)

Directions: Take 347 west to Jericho Turnpike/Middle Country Rd, make a right turn onto Jericho Turnpike/Middle Country Rd. Continue to 240 Middle Country Rd and make a left. Sleep Center is in the back.
1. **Physical Exam and Immunization Records**

All students are to have their history and physical records updated yearly. The results must be reported to the University’s Student Health Service prior to the start of clinical rotations. Any student who does not provide the required health clearance documentation will not be allowed to attend clinical courses until all the requirements are satisfied. (See SHTM Student Handbook for details.)

Clinical rotations require screenings, immunizations (including Flu), and blood titers for certain diseases. You will have to arrange for required screenings, immunizations and blood titers prior to beginning clinical rotations each school year. In some instances, a chest x-ray may be also required.

Students are also subject to any additional requirements that may be required for attendance at any of the clinical facilities used during the school year. These requirements will be specified after the clinical schedule has been developed and may include additional laboratory, diagnostic, and/or drug screenings, plus a criminal background check (as required by that institution). Students should make arrangements to have this done and to have the appropriate documentation sent as directed to the specified receiving agency (i.e., Student Health Service, Department of Respiratory Care, or Clinical Affiliate).

In the event that a criminal background check, physical examination, and/or lab data uncovers a situation which would preclude school activities, the student will not be permitted to undertake that activity. The nature of the situation will be reviewed with the student by the Program Director in consultation with the Program Director. The student will be informed when and if clinical rotations can be resumed.

2. **Student Injuries While on Clinical**

An SHTM Safety Incident Report must be filled out by the covering program faculty for any student injury. Completed forms are to be returned to the Program Director for review.

The student should be seen for emergency care and needle sticks as recommended by the covering clinical faculty. This does not include routine care for colds, flu or other routine medical care. All paperwork required by the clinical site must be completed. Treatment at an Emergency Room at the clinical site may come with financial obligation.

3. **Student Health Insurance**

All Stony Brook students are now required to either purchase health insurance through the university or provide proof of equivalent insurance. This is a university based initiative that includes all full-time students.
4. **Identification**

While on clinical rotations, all students are to wear proper SHTM identification as follows:

A. SHTM emblem sewn on left shoulder of white lab coat
B. A name tag and/or ID badge (provided by SHTM or the clinical site identifying you as a student.

5. **Dress Code**

The uniform used during clinical practice will be in accordance with the policy established by the Department of Respiratory Care and/or the School of Health Technology and Management.

**While at the clinical sites, the student shall wear:**

1. Short white "blazer" style jacket with proper identification as outlined above.

2. Appropriate fitting and modest clothing with no mid drift exposed, etc. Limit jewelry (necklaces, piercings, earrings, etc.) as these pose a safety hazard. No hats to be worn on clinical.
   a. Males should wear dress pants, dress shirt, lab coat (with ID and school patch), and dress shoes.
   b. Females should wear dress pants or skirt, dress shirt or blouse, lab coat (with ID and school patch), and dress shoes. Artificial nails will need to be removed for clinicals.
   **NOTE:** No denims are permitted!
   c. Clinical sites may allow the use of scrubs. It is up to the discretion of the clinical site whether to allow students to wear scrubs.

3. Dress shoes, clean sneakers (if scrub uniforms are worn). For clinical rotations, the student will dress professionally with flat dress walking shoes.
   **NOTE:** Shoes must have no heel, be closed over toes and around back of foot, and be comfortable. No sandals, open-toed shoes, work boots, or other non-professional shoes will be allowed.

4. Students who do not wear the appropriate uniform or display the required SHTM/POLY identification as outlined above will be asked to leave the clinical site and the program will be notified. Any time missed will be made up as assigned by the Program Director, otherwise an incomplete (“I”) grade will be issued.

5. Students are expected to comply with all national, state and university requirements regarding transmission precautions/protective garments during clinical rotations.
6. Attendance/Absence

Each student is to complete all assigned clinical time. Each student is expected to be present and ready to begin his/her clinical rotation promptly at the assigned starting time each day and is to remain until report to the next shift is completed. All clinical time scheduled must be accounted for and it is the student's responsibility to make up any missed time. In case of illness or tardiness, it is the student's responsibility to notify the clinical site at least one hour prior to the start of the shift. The student should then contact the covering program faculty and Program Director at the start of the shift for further instructions regarding the make-up of that time. Repeated absenteeism and/or lateness will result in a lowering of the final grade. A grade of “I” will be submitted if the student fails to make up any time at the end of the rotation. Any request for time off from clinical must be approved by the Program Director, prior to that time, with a specified make up time scheduled.

7. Student Performance

Students are expected to be responsive and enthusiastic in their performance. They are to follow directions, be attentive to patients, ask questions and participate actively in all learning experiences. They are also expected to seek out independent learning experiences as well as those assigned, and should utilize time effectively to become familiar with all learning objectives.

8. Professional Behavior

While assigned to a clinical facility, students are responsible to report to the appointed clinical faculty as well as other departmental personnel including the medical and technical directors, the supervisors and the assigned staff. Students are obligated to abide by all hospital and departmental policies as well as all other rules and regulations as set forth by the University, SHTM, and the Department of Respiratory Care. Students are expected to respect the belongings and personal space of clinical faculty, hospital staff, patients, other students and are not allowed to video record, audio record, or photograph any clinical faculty, hospital staff, patients or other students. Students are not permitted to screen shot, photograph or print any document or information pertaining to any patient. Unexcused tardiness or absence, unavailability, inappropriate behavior, conduct, or dress; or failure to comply with the university or clinical faculty rules and regulations may result in immediate disciplinary action by the clinical faculty, the program director, and/or department chair.

All students are responsible for conducting themselves in a professional manner during any educational experience at a clinical affiliate and for demonstrating respect towards its’ personnel, patients and families. This includes being enthusiastic, mature, motivated to learn and accepting of responsibility (see SHTM Student Handbook). Should a problem arise (personally, professionally, or medically), the student should immediately contact the clinical instructor and the Program Director. It is our hope to make this rotation as rewarding as possible. Facilitation of your instruction and well-being is our primary goal, but we cannot do it without your cooperation.
9. Clinical Passport

The clinical "passport" is a record of the student's clinical experiences based on the instructional and behavioral objectives agreed upon by the Respiratory Care faculty and the clinical faculty. It is comprised of therapeutic and diagnostic tasks that are specific for each rotation and tailored to the particular affiliate. All students are required to purchase and thoroughly read this passport, and be familiar with its contents.

Students must bring their "passports" every day to their clinical rotations and complete a daily log sheet so that they will have a clear understanding of the tasks that they are required to perform. As each behavioral objective is accomplished, it is signed by the student and the clinical instructor. It is the responsibility of the student to keep the "passport" updated and to obtain the required signatures. Prior to entering a grade for that rotation, the Program Director or faculty designee will completely review each passport. Students are required to return their “passports” on the last day of the clinical. Failure to do so may result in a lowering of the final grade.

10. Reading Assignments

Students may be required to purchase specific texts or supplies at the discretion of the Program Director. This will be made known prior to the start of the rotation. In addition, the clinical faculty may assign certain readings that are appropriate to the clinical topics. All students are responsible for completing these assignments on their own time and be prepared to discuss them during their rotations.

11. Clinical Objectives

Each student is expected to master all course objectives as listed in this passport. Students should expect to be quizzed both verbally and/or in writing relative to the content of the clinical practicum. All evaluation forms have been included in the passport for student and clinical faculty use.

12. Student Log

The daily log will not be graded but will be evaluated for its appropriateness to the clinical rotation by the Program Director. The log is a requirement for completion of this rotation. It will be used to document daily activities and thus will provide information regarding areas of practice that have/have not been assigned. The clinical faculty should co-sign the log daily and use it to plan for further learning experiences.
13. **Performance evaluations by Clinical Faculty**

Performance evaluations will be utilized to evaluate the student's progress to date and provide feedback for remediation. The student will be directly observed performing clinical tasks and scored using the grading scale listed in the passport.

14. **Evaluations by the Program Director and/or other University Professors**

In addition to the performance evaluations, each student will be given a grade for other evaluations specific to that particular clinical rotation.

15. **Case Presentation**

For most clinical rotations, each student is required to present at least one clinical case to the clinical faculty and/or staff. The case presentation will be based on an actual patient situation that the student has been following during the rotation and a journal article related to the case.

16. **Criteria for Repeating Clinical Evaluation**

A score of zero in any of the performance evaluations will require a reevaluation of the student. In this event the weighted evaluation score will be an average of the first and second evaluations.

17. **Criteria for Immediate Dismissal from a Clinical Site with Subsequent Polysomnographic Technology Review of Student's Progress to Date**

1) A failure on the second evaluation of a performance evaluation.
2) Chronic tardiness or absenteeism which is defined as more than two (2) occurrences in one week or three (3) for the current rotation without medical documentation and/or failure to contact the site, the covering program faculty, and the Program Director.
3) Academic and/or clinical dishonesty and failure to report such occurrences.
4) Failure to follow passport regulations.
5) Demonstration of inappropriate clinical judgment that endangers the welfare of patients, their family, oneself, or clinical affiliate personnel.
CLINICAL FACULTY RESPONSIBILITIES

1. Faculty Appointments

All clinical faculty are to complete and return all documents pertaining to their clinical faculty appointments.

2. Clinical Passport

All clinical faculty should be thoroughly familiar with the contents and objectives of each passport/rotation that they participate in.

3. Student Coordination

The clinical faculty is responsible for coordinating all student learning experiences and working with the director of clinical education in preplanning those experiences before each rotation starts.

The clinical faculty is responsible for coordinating the students' day to day learning experiences while they are at your facility.

As a clinical faculty member, it is your responsibility to accept students assigned to you willingly and with enthusiasm. Your duties will include the providing of on-going clinical instruction; including reviewing patient records, techniques and modes of therapy, review of diagnostic procedures for equipment, departmental procedures and records, as well as direct patient contact activities.

As a clinical faculty member you will act as the student’s primary clinical instructor and will directly supervise and evaluate their progress in all patient care situations.

The clinical faculty will act as the liaison between the clinical site department personnel, Stony Brook’s Polysomnographic Technology Program Director, and the student in order to insure that they are being provided with optimal patient care experiences. Clinical faculty should personally pick out the types of patients and the quantity of therapy that is appropriate for the students. This rationale will help insure that the student develops and learns at his/her own individual pace.

4. Physician Input Coordination

Physician input into the clinical instructional system is a very important component of the student's overall education. The input can be in the form of patient rounds, clinical care conferences, departmental or other hospital in-services, or can be demonstration (i.e. bronchoscopy or other medical procedures). The student/physician relationship should enhance the stated objectives of the rotation. Physicians that should be included are: 1) The department medical director and his/her associates; 2) attending physicians; 3) subspecialty physicians; and
4) fellows and residents. All physician contact time must be documented by the student on the daily log sheet of the clinical passport.

5. **Record Keeping**

It is the responsibility of the clinical faculty to accurately keep up to date attendance records and passport objectives met.

The clinical faculty is also responsible for administering all performance evaluations and should use the objectives list to monitor the student's progress during the rotation.

6. **Student Evaluation**

The clinical faculty is responsible for evaluating the students' performance in all content as outlined in this passport. All clinical faculty should try to evaluate each student individually, and as objectively as possible. This includes proper documentation at all times. Following this format will allow fairness to all individuals involved in the evaluation process. The student should be evaluated once a week; that evaluation should then be reviewed and signed by the student after each evaluation.

As a clinical faculty member you will also be called upon to counsel students in both professional and academic matters. This responsibility should not be taken lightly. All counsel should be provided in an atmosphere of trust and positive reinforcement. Any problems that cannot be resolved by the parties involved should be referred to the director of clinical education as soon as possible.

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**PROGRAM DIRECTOR’S CLINICAL EDUCATION RESPONSIBILITIES**

1. **Clinical Faculty**

The Program Director will initiate all clinical faculty appointments.

The Program Director will supervise and coordinate the clinical faculty of the hospital affiliates and plan the activities for each rotation.

The Program Director will meet with the clinical faculty at least once during the academic year.

The Program Director shall, on an ongoing basis, evaluate the quality, contribution and appropriateness of all clinical faculty and/or staff participating in clinical instruction and provide in-service or seminars to improve the quality of that instruction. This evaluation will be both informal and formal and will be drawn from student evaluations and evaluations from the director of clinical education.
The Program Director will notify the clinical faculty of any curriculum changes so that they can be incorporated into each clinical practicum.

2. **Clinical Practice**

In consultation with the Departmental Chair, and Medical Director, the Program Director will insure that instruction in the clinical affiliates is properly coordinated and that all students receive adequate medical and technical instruction, patient exposure and learning experiences to successfully complete each clinical objective.

The Program Director will assign and schedule all students who have met the prerequisites to a clinical site.

The Program Director will notify each clinical affiliate of the dates, schedule of events and student names participating in each practicum.

The Program Director will integrate each clinical practicum with the curriculum, goals and objectives of the Polysomnographic Technology Program.

The Program Director, in conjunction with the clinical faculty, their medical directors, will plan and evaluate all physician input that occurs during the clinical practical.

3. **Student Evaluation**

The Program Director will regularly schedule visits to the clinical affiliates in order to counsel students or evaluate their skill competence as outlined in each clinical passport.

The Program Director, in consultation with program faculty and clinical faculty, will assure that a practicum grade has been recorded based on the criteria outlined in each clinical passport.

The Program Director is responsible for all aspects of clinical education. All problems/issues regarding clinical education should be directed to the Program Director.

4. **General Responsibilities**

The Program Director will:
- Provide informal and formal data regarding clinical instruction to the medical director
  - evaluate all phases of the clinical component of the program.
- Investigate ways to enhance/increase student/physician contact.
- Update Co APSG clinical information on an ongoing basis.
- Make appointments for clinical site visitations.
- Review clinical site/rotation evaluation forms and make adjustments as required.
- Review student clinical records.
- Promote professionalism and quality patient care within the clinical affiliates.
- Provide the clinical affiliates with in-service education and preceptor training as needed.
• Encourage questions, comments and suggestions concerning clinical education.
• Keep the Medical Director informed of all data regarding clinical education.

**MISCELLANEOUS POLICIES**

**Faculty Advising**

All students in the Polysomnographic Technology Program are assigned a faculty advisor. Please consult with your advisor first regarding all academic and non-academic issues. Your advisor will refer you for additional assistance as needed.

Please see the Program Director for all issues regarding clinical rotations health clearances, and background checks.

If you have a problem with any of the Department’s faculty or staff, please make an appointment with the Department Chair to discuss your concerns.

**Class Representation**

The election of class representatives occurs during the first week of module 1. The term of the class officers is for one school year; however, officers may run for a second term. The class officer positions are: president, vice-president, secretary, treasurer, Health Science Center Student Association representative, and Deans’ Advisory Committee representative. The class officers work together to: 1) represent the class on various committees within the program and school, 2) plan/ implement student fundraising activities 3) plan/implement student social activities, and 4) assist the program with necessary functions where student volunteers are needed. Two of the class officers from each class (typically the president and vice president) will serve on the program’s advisory committee and will be expected to attend scheduled meetings.

All students are also encouraged to participate on standing and ad-hoc committees of the School of Health Technology and Management (see the SHTM Policy titled “Student Participation on SHTM Committees”).

**Scholarships**

Students in the Department of Respiratory Care are eligible for various scholarships. Some of the scholarships are from within the department, some are within the School of Health Technology and Management, some are from Stony Brook University, and some come from external organizations. The availability, amount of scholarship money and the criteria for these scholarships varies from year to year. The Program Director will forward all relevant scholarship information to you as the scholarships become available. Please carefully review the criteria for each scholarship and provide all requested materials by the specified deadline date in order to have a chance of receiving a particular scholarship.
Financial Aid

You may be eligible for financial aid. Please contact the Health Sciences Center (HSC) Office of Student Services with any questions you may have at 631-444-2111 or visit the office directly Monday to Friday from 10 AM to 4 PM at HSC, Level 2, Room 271 or visit their website at: http://www.stonybrook.edu/hscstudents/.

Membership in Professional Association

All students are expected to maintain student membership in the American Association of Sleep Technologists (AAST) while in this program. ($40 for 2016) Membership in the AAST is a vital component of being a professional member of this field. Benefits of student membership include access to electronic media, educational resources, subscription to one of the field’s primary journals: A2Zzz, and discounted admission fees at national, state and local symposiums (American Association of Sleep Technologists, 2510 North Frontage Road, Darien, Il 60561. Tel; (630) 737-9704, Fax: (630) 737-9788, www.aastweb.org )

Malpractice Insurance

Each student is required to have annual malpractice insurance and will not be allowed to attend clinical without it. The cost is approximately $35.00 per year. Students are required to purchase insurance online at www.proliability.com and submit proof to the department each year by October 1.

HIPPA Training and HSC Workforce Confidentiality Agreement

All Health Sciences Center students must complete the required HIPAA training and HSC Workforce Confidentiality Agreement. All information concerning patients is confidential and must not be discussed with anyone who is not authorized or does not require the information for care of that patient. HIPPA training is provided at SHTM orientation and each student must satisfactorily complete the required on-line exam to be in compliance with this requirement.

Travel Arrangements

The Department of Respiratory Care does not provide travel accommodations to activities (such as to clinical rotations). Students must assume all responsibility for transportation to and from the assigned clinical sites. Reliable transportation is necessary as “carpooling” is not always an option. Most clinical sites are within a 50 mile radius of the Stony Brok University campus. We are primarily concerned with setting clinical rotation schedules in a manner consistent with educational mandates. It is the each student’s responsibility to arrive at the clinical site on time and be prepared for participating in the clinical experience.
Use of Department Equipment and Files

Department of Respiratory Care typewriters, computers, and school duplication equipment may not be used by students, except for specific learning computers designated by the faculty. Program and faculty files (paper and electronic) are "off limits" to all students. Retrieval of permitted files may be accomplished by asking your course instructor or faculty advisor. Departmental phones may not be used by students. Failure to adhere to these policies will result in disciplinary action.

BLS Certification

All students are required to have current American Heart Association Basic Life Support for Healthcare Providers (BLS) certification prior to attending Clinical Rotations. Students will not be allowed to attend clinical rotations if this certification has either not been obtained, or has expired. An original signed BLS certification card must be presented to the program to complete this requirement.

Professional Service Requirement

Participation in professional service activities is a graduation requirement for all students enrolled in the Stony Brook University Polysomnographic Technology Program. Each student is required to participate in professional service while enrolled in the program in order to fulfill this requirement. In order to document participation, each student will maintain a journal of professional activities. The journal must include:

- Name of student
- All entries in the journal must include:
  - Date of professional activity
  - Description of professional activity including your role in the activity
  - A list and sum total of points earned
  - Supporting documents to substantiate completion of each specific activity
    - Letters, certificates, written summary, etc.

Each student must have a minimum of 100 points in order to be cleared for graduation. The journal must be submitted to the student’s designated faculty advisor for graduation clearance by the end of MODULE 6 in the senior year of the program.

Professional activity points with supporting documentation are given as follows:

- a. Volunteer at a professional or program event - 20 points
- b. Program or class-sponsored bake sale event – 10 points
  *Note: Limited to one event per student
- c. Volunteer with departmental research endeavors - 20 points
- d. Attendance at Grand Rounds – 10 points
  *Note: With written summary of presentation
- e. Attendance at a full-day professional symposium/seminar - 30 points
f. Attendance at a half-day professional symposium/seminar - 15 points

g. Attendance at a continuing education professional lecture/seminar - 5 points

h. Completing an advisor-approved webinar – 5 points

*Note: With certificate of completion

i. Membership in a department-approved professional society – 5 points

*Note: Per year of membership (such as: AASM, AAST, etc.)

j. Special projects at the discretion of faculty advisor and the program director

Please consult with your faculty advisor or program director to verify eligibility and to provide proof of completion for a particular activity.

Please note: Attending rounds while on clinical rotations is expected and does not meet the professional service requirement.

**Miscellaneous Costs**

A. Junior Year

1. **Malpractice Insurance:** Each student is required to have annual malpractice insurance and will not be allowed to attend clinical rotations without it. The cost is approximately $35.00 per year. Students are required to purchase insurance online at [www.proliability.com](http://www.proliability.com) and submit proof to the department each year by October 1.

2. **Student Lockers:** Students interested in being assigned a locker should see the department administrative assistant during orientation week. Each student is responsible for purchasing their own lock. The University is not responsible for any articles left in these lockers.

3. **Clinical Dress Code:** Each student is responsible for purchasing the appropriate lab coat as outlined in the clinical policies section of this orientation manual.

4. **Clinical Expenses:** All students are responsible for the costs associated with transportation to and from the assigned clinical site, meals, and parking.

5. **Membership in Professional Association:** All students are expected to maintain student membership in the American Association of Sleep Technologists (AAST) while in this program. ($40 for 2016). Membership in the AAST is a vital component of being a professional member of this field. American Association of Sleep Technologists, 2510 North Frontage Road, Darien, IL 60561. Tel: (630) 737-9704, Fax: (630) 737-9788, www.aastweb.org
B. Senior Year

1. **Malpractice Insurance:** Each student is required to have annual malpractice insurance and will not be allowed to attend clinical without it. The cost is approximately $35.00 per year. Students are required to purchase insurance online at [www.proliability.com](http://www.proliability.com) and submit proof to the department **each year** by October 1.

2. **Membership in Professional Association:** All students are expected to maintain student membership in the American Association of Sleep Technologists (AAST) while in this program. ($40 for 2016). Membership in the AAST is a vital component of being a professional member of this field. American Association of Sleep Technologists, 2510 North Frontage Road, Darien, IL 60561. Tel: (630) 737-9704, Fax: (630) 737-9788, [www.aastweb.org](http://www.aastweb.org)

3. **HHO 460 – Polysomnographic Technology Board Review**

   In order for you to pass the HHO 460 course and graduate, a series of self-assessment exams must be taken by each senior student. There is a mandatory fee for taking these web-based computer exams. The cost of this series of exams is estimated at $155 (subject to change without notice), payable in the Spring semester of your senior year.

   **Kettering National Seminar:** So that you may be optimally prepared for the actual BRPT exams used to obtain a license to practice, special arrangements are made with Kettering National Seminar to conduct a comprehensive review course on-site for your convenience. The Kettering National Review Seminar is not mandatory, but is strongly recommended. The estimated cost of the seminar is $275 (subject to change without notice), payable in the Spring semester of your senior year.

4. **Clinical Expenses:** All students are responsible for the costs associated with transportation to and from the assigned clinical site, meals, and parking.

C. **Books and Supplies**

   All students are expected to purchase textbooks and supplies specified by each course instructor. Students may purchase new or used textbooks via the internet (Amazon). Books must be obtained as soon as possible at the beginning of the course to ensure success. Medical textbooks are a substantial expense for students and are estimated to cost over $1000, per year. Every effort is made to keep required textbooks to a minimum, however learning a professional medical field requires the use/purchase of these valuable resources.
Note: When possible, the program will bundle different course textbooks together to reduce the costs to students, and provide them the information to purchase the bundled text packages.

The Polysomnographic Technology Program has placed a reference copy of required textbooks on reserve in the HSC library. These reference copies may only be used in the library and may not be checked out. Limited additional copies of required books may be available for check-out in the HSC Library.

Clinical passports are to be purchased prior to the start of each clinical rotation, according to the deadline specified by the Program Director. The fees for the clinical passports are approximately $5-15 for each clinical passport. Passports may not be duplicated.
Polysomnographic Technology Program Curriculum (revised 8/16/2016)

### Junior Year Courses

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<td><strong>Professional Courses</strong></td>
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<td><strong>Additional Core Courses</strong></td>
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<td>HAS 363</td>
<td>Computer Literacy</td>
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<td>Research Literacy/Design</td>
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### Senior Year Courses

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<th>Course#</th>
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<td><strong>Professional Courses</strong></td>
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<tr>
<td>HAT 471</td>
<td>Polysomno. Tech. 2</td>
<td>2</td>
<td>X</td>
<td>X</td>
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<tr>
<td>HHO 420</td>
<td>Poly Tech. Management</td>
<td>3</td>
<td>X</td>
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<td>Pediatric Polysomnography</td>
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<td>HHO 440</td>
<td>Intro to EEG</td>
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<td>HHO 472</td>
<td>Advanced Poly Tech Clin.</td>
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<td>Basic EEG Clinical</td>
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<td>Medical Ethics</td>
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<td>HHO 460</td>
<td>Poly Tech Board Review</td>
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<td>Clin. Teach in Poly Tech.</td>
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<td>HHO 488</td>
<td>Poly Tech Managment Clin.</td>
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<td></td>
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<td>Research Tutorial</td>
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Course descriptions can be found online @
https://healthtechnology.stonybrookmedicine.edu/programs/ptcp/curriculum/courses
Faculty/Staff Policies

HIPPA Training

All Health Sciences Center faculty, staff, and students must complete the required HIPAA training. All information concerning patients is confidential and must not be discussed with anyone who is not authorized or does not require the information for care of that patient. HIPPA training directions are provided at SHTM orientation and each student must satisfactorily complete the required on-line course to be in compliance with this requirement. At the end of the online training module, all students must print a paper copy of successful HIPAA compliance training and send it to the Program Director.

Policies from SHTM Website

Policies from the School of Health Technology and Management can be found at:
http://healthtechnology.stonybrookmedicine.edu/students/current

Important Stony Brook University Policies

Stony Brook University Policy Manual
Current Stony Brook University policies can be located at the following website:
http://www.stonybrook.edu/vpadmin/policy/policies.shtml

University Policy Manual
For information regarding policies, activities and traditions of the State University at Stony Brook.
http://www.sunysb.edu/policy/

Student Participation in University-Sponsored Activities
On occasion students may be forced to miss class as a result of their participation in an event or activity sponsored by the University. Please see page 91 of the on-line Undergraduate Bulletin for policy regulating the accommodations that should be made for these students,
http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/index.php

Withdrawals
The academic calendar, available in the Undergraduate Class Schedule and the Registrar's website, lists various dates that students must follow. Permission for a student to withdraw from a course after the deadline may be granted only by the Arts and Sciences Committee on Academic Standing and Appeals or the Engineering and Applied Sciences Committee on Academic Standing. The same is true of withdrawals that will result in an underload. A note from the instructor is not sufficient to secure a withdrawal from a course without regard to deadlines and underloads. (SHTM forms and procedures supersede west campus and should be submitted to the SHTM Dean's office.)
The University Senate has authorized that the following required statements appear in all teaching syllabi on the Stony Brook Campus. This information is also located in the Undergraduate Bulletin at:
http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/policies_expectations/min_instructional_student_resp.php

**Disability Support Services (DSS) Statement:**
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center) Building, room 128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

*In addition, this statement on emergency evacuation is often included, but not required:*
Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: http://www.stonybrook.edu/ehs/fire/disabilities

**Academic Integrity Statement:**
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/commcms/academic_integrity/index.html

**Critical Incident Management Statement:**
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

**Equivalent Opportunity/Religious Absences**

Some students may be unable to attend classes on certain days because of religious beliefs. Section 224-a of the New York State Education Law provides that:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If registration, classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements, or registration held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

7. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

8. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States code.

For more information, visit http://www.stonybrook.edu/commcms/provost/events.shtml
Confidentiality of Student Data

As a matter of law, the University must comply with state and federal requirements mandating the privacy of student data, or risk the loss of federal funds. All members of the campus community who interact with students in any capacity and have access to student records must adhere to these policies by following standard practices for handling paper and electronic student records. As required by law, notice of this policy and of students' rights there under is here given to the campus community and reproduced on the Registrar's website.

Applicable regulations include:
The Family Educational Rights and Privacy Act (FERPA)
The USA Patriot Act (amends FERPA)
NY State law (regulates use of students' social security and identification numbers)
University Policy P507R (Student Access to Academic Records)

Family Education Rights and Privacy Act (FERPA)

Often times issues involving students arise that require knowledge about access to student records and other information. Please refer to the following campus website for guidance with laws regulating confidentiality of student records and dissemination of other student personal and academic information:
http://www.stonybrook.edu/commcms/registrar/policies/ferpa.html

Confidentiality Statement

Stony Brook University maintains various student records to document academic progress as well as to record interactions with University staff and officials. To protect the student's rights to privacy, and to conform to federal and State laws the University has an established policy for handling students' records. Notice of this policy and of students' rights under federal law is given annually to the campus community.

The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination will be made on a case-by-case basis.

Access to student records databases is available on a need-to-know basis to appropriate campus officials only after required authorization is received by the Registrar's Office. More information about the use of information technology in accessing student records by University employees is available. Please see: http://it.stonybrook.edu/policies/p109
With very limited exceptions, student information must not be transmitted by any University employee to anyone outside the University without the express written release by the student or pursuant to a lawfully subpoena/order, coordinated by the Office of University Counsel.

The campus community must remain vigilant about any intentional or unintentional abuse of the existing privacy laws, including the misuse of any student identifier, including the student's Social Security Number and the Stony Brook ID number. To report any concerns or violations, please contact the Office of University Counsel, 328 Administration, 2-6110, or the Registrar's Office, 276 Administration, 2-6175. For more information: http://www.stonybrook.edu/commcms/registrar/policies/ferpa.html

Other Important Resources

Safety at Stony Brook University:
The following website link gives important information about safety on campus.
http://www.stonybrook.edu/sb/safety.shtml