“J. Sargeant Reynolds Community College is an equal opportunity, affirmative action institution providing access to educational and employment opportunities without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.”

Revised: May 2014
Dear Future Student:

Thank you for your interest in the Sleep Technology for Polysomnography Program. This college-level Certificate Program offers a path to a rewarding career in an allied health field in approximately three to four semesters. To provide greater accessibility and student convenience the courses are currently offered in an online format. Please note, however, there are hands-on lab experiences required in conjunction with a clinical internship at an accredited sleep facility. The combination of online lectures, hands-on practice and clinical internship allows students the opportunity to develop the skills and knowledge necessary to become a professional Sleep Technologist.

J. Sargeant Reynolds is proud to offer this exciting and challenging career opportunity. To learn more about the Sleep Technology for Polysomnography program please read the information contained in the pages that follow. If you have additional questions, please feel free to contact me. I look forward to assisting you as you consider entry into the program.

Sincerely,
Michelle Sartelle
Program Head
Sleep Technology for Polysomnography
msartelle@reynolds.edu
804-523-5012
What does a sleep technologist do?

AAST Definition of a Sleep Technologist

According to the AAST http://www.aastweb.org

The American Association of Sleep Technologists is the national membership organization representing sleep technologists. Trained in Sleep Technology and relevant aspects of Sleep Medicine, sleep technologists assist in the evaluation and follow-up care of patients with sleep disorders as identified in the current International Classification of Sleep Disorders. Sleep Technology is recognized as a separate and distinct allied health profession. The scope of practice of sleep technologists enables them to work in sleep centers, laboratories for sleep related breathing disorders, home environments, and non-facility-based settings under the direction of the sleep specialist.

Credentialed by the Board of Registered Polysomnographic Technologists, sleep technologists assist sleep specialists in the clinical assessment, physiological monitoring and testing, diagnosis, management, and prevention of sleep related disorders with the use of various diagnostic and therapeutic tools providing care to patients of all ages. These tools include but are not limited to polysomnograph, positive airway pressure devices, oximeter, capnograph, actigraph, nocturnal oxygen, screening devices, and questionnaires.

For more information about sleep technology and the scope of practice visit http://www.aastweb.org/SleepTechnologist.aspx

Career Opportunities

This is a rapidly growing field with high demand across the country for registered Polysomnographic Technologists (RPSGT).

Certification

Eligibility for the PSG registry examination administered by the Board of Registered Polysomnographic Technologists includes four pathways: 1) 18-months of PSG experience, 2) 6 months of PSG experience combined with work experience as a credentialed health professional, 3) 9 months of experience and completion of an AASM A-Step program; and 4) graduation from an accredited CAAHEP or CoARC PSG program

Accreditation

JSRCC Sleep Technology for Polysomnography program is accredited by:
CAAHEP, 1361 Park Street, Clearwater, L 33756, 727-210-2350
www.caahep.org
Sleep Technology for Polysomnography Certificate
Offered only through distance learning

**Purpose:** This program is designed to prepare individuals to perform and interpret sleep studies in conjunction with a physician. The sleep technologist provides comprehensive clinical evaluations and interventions to assist patients in attaining more healthful sleep. Graduates of this program will be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists through several pathways. Upon certification (RPSG) applicants are eligible for State licensure. Applicants should discuss the various pathways with the program head.

**Occupational Objectives:** Sleep technologists are employed in sleep disorder centers located in medical centers, hospitals, and clinic/office settings. Registered sleep technologists (RPSG) are in high demand across the country.

**Admission Requirements:** General college curricular admission

**Program Notes:** This is an online program with internships at clinical facilities. The program admits students into the PSG curriculum in the fall semester only. In order to enroll in PSG courses, students must have completed ENG 111 and BIO 141, or equivalent courses, with a grade of “C” or better. Students must complete an application for acceptance into the sleep technology program by June 1. The number of students accepted is based on the number of clinical placements at various clinical facilities and the number of available instructors. Applicants are ranked by GPA in ENG 111 and BIO 141 and clinical sites. When students apply, they select their preferred clinical sites. Upon acceptance all students are required to submit a completed physical using forms provided by the program; this includes proof of immunizations before beginning clinical courses. Applicants must be free of any physical or mental condition that may adversely affect their performance. Drug testing and criminal background checks may be required by clinical affiliates at the student’s expense. The recommended course sequence below assumes that the student will start and attend sequentially through three semesters. The program must be completed in two years.

**Progression Policy**
1. Students will abide by the admission and curriculum requirements of the Sleep Technology for
2. Polysomnography Program at the time of admission.
3. Once enrolled, all polysomnography courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Head.
4. JSRCC Form 05-0032
5. Final grades below a “B” in a Polysomnography course or a “C” in any other academic course will result in the student not progressing in the program until the student has successful received a “B” in the course.
6. Unsatisfactory clinical performance will jeopardize clinical placement. This determination is made by the Clinical Instructor and the Program Head based on the clinical outcomes for the course.
7. In the event a student is dismissed from a clinical affiliate, the student may not continue progressive courses.
8. Only two (2) attempts in any polysomnography course will be permitted without Program Head approval. An attempt is defined as a course in which a final grade of C, D, F or a withdrawal is received.

9. A student requiring hospitalization or sustaining an injury while in the program will be required to obtain a written statement from his/her physician on official letterhead verifying his/her health status is adequate to participate in the clinical environment. A student may not be allowed to return to the clinical area if he/she is on medications which may interfere with his/her ability to perform required skills.

10. Students must complete the program within two (2) years after initial acceptance.

Progression through the Program: The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program’s course content, policies, procedures, and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

Computer Competency Requirement: All applicants to this program must take the computer competency exam, administered in the testing centers on each campus, prior to enrollment in their first semester of courses.

Those students not passing this exam after a maximum of two attempts will be required to complete ITE 115, Introduction to Computer Applications and Concepts, or CSC 155, Computer Concepts and Applications, or equivalent prior acceptance into the program.

Essential Functions Skills Requirement:
Students entering the Sleep Technology program must possess:
1) Sufficient eyesight to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

2) Sufficient hearing to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.

3) Satisfactory speaking, reading and writing skills to effectively communicate in English in a timely manner.

4) Eye-hand coordination and dexterity to
   • Manipulate equipment,
   • Grasp, handle, hold, cut, push, and feel; and
   • Perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in the skin, particularly those of the fingertips.
5) Satisfactory physical strength and endurance to
   • Stand for an extended period of time,
   • Regularly lift and/or move up to 10 pounds; and
   • Sit, walk, bend, reach, kneel and crawl

6) Intellectual, emotional, and psychological health and functioning to
   • Ensure patient safety
   • Exercise independent judgment and discretion in performing assigned tasks,
   • Implement time management for multiple priorities and multiple stimuli within fast paced environments,
   • Able to integrate multiple abstract concepts and express them in a comprehensive and concise manner; and
   • Manage stressful stimuli and perform when confronted with an emergency.

Re-entry into the Program: Should a student leave the program for any reason and subsequently wish to be readmitted, a new application must be submitted. The student’s new application will be reviewed under the current catalog’s admissions process. If a student is readmitted into the program, a(n) objective evaluation(s) will be used to determine placement within the curriculum based on evaluated didactic and laboratory competencies. Students who leave the program for more than one year consecutive semesters will be required to repeat all PSG courses.

Clinical Contracts: Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements for students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advanced notice except in an emergency.
2. Proper uniform must be worn.
3. Published hospital policies must be followed.
4. Immunizations must be current.
5. The student releases the facility, its agency, and employees from any liability for any injury or death to self or damage to personal property arising out of the clinical agreement or use of the facility.
6. The student is financially responsible for any medical care required while in the clinical setting.
7. The student must have a current American Heart Association CPR certification at the BLS level for Health Care provider.
8. A criminal background check and drug screening are required of all entering students.

Financial Requirements:
Books and Supplies $500
Identification Badge $10
Uniform (approximately) $60
Criminal Background Check and Drug Screening $85
Physical Examination Varies
Immunizations and Titers Varies

Note: The above costs are approximate and subject to change.
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<th>LAB. HRS.</th>
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<td>PSG 164</td>
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<td>PSG 205(^1)</td>
<td>Anatomy, Physiology, and Advanced Principles of Sleep</td>
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<td>PSY 230</td>
<td>Developmental Psychology</td>
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<td>PSG 296</td>
<td>On-site Training: Polysomnography Clinical Procedures II</td>
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Total Minimum Credits for Certificate in Sleep Technology for Polysomnography: 44

\(^1\)RTH 121 and RTH 122 may be substituted for PSG 205 - Anatomy, Physiology, and Advanced Principles of Sleep.
The application for the sleep technology program includes the following 3 pages—all pages must be completed

**Plus**

1. Letter of interest
2. CPR if you have a current one
3. Unofficial transcripts (you do not need to send them if they are from a Virginia Community College School)

**Incomplete applications will not be processed**

This can be mailed to:

J Sargeant Reynolds Community College  
SNAH  
C/O Michelle Sartelle  
PO BOX 85622  
Richmond, Virginia 23285-5622

Or

Fax to 804-740-5608  
Attn: Michelle Sartelle

Or

Scanned and emailed to  
msartelle@reynolds.edu

Application deadline is June 15th in order To enroll in fall 2014 PSG courses.
Sleep Technology for Polysomnography
Application for JSRCC certificate

Please complete the following information: Due June 15th

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<tr>
<th>Applicant’s Name:</th>
<th>Mailing Address:</th>
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<th>Email:</th>
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<tr>
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<th>Grade Received</th>
<th>Name of Institution where course taken</th>
<th>Official Transcript requested?</th>
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<tr>
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<tr>
<td>BIO 141</td>
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Circle any degrees awarded and provide the following information:

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<tr>
<th>A.A.S</th>
<th>B.S or B.A.</th>
<th>Master’s</th>
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<tr>
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<td>GPA:</td>
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CPR (BLS) yes no If yes date taken:
If not a VCCS student please attach an unofficial Transcript:

*Attach a separate sheet with a letter stating why you are interested in the sleep technology for polysomnography program.

Signature: ___________________________ Date: ____________
I, __________________________, acknowledge that I have read the Essential Functions listed in the Sleep Technology for Polysomnography Applicants packet.

(Check all that apply)

___ 1) **Sufficient eyesight** to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

___ 2) **Sufficient hearing** to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment

___ 3) **Satisfactory speaking, reading and writing skills** to effectively communicate in English in a timely manner.

___ 4) **Sufficient gross and fine motor coordination** to exhibit excellent eye-hand coordination and dexterity so as to manipulate equipment. Requires the ability to grasp, handle, hold, cut, push, and feel. Requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in the skin, particularly those of the fingertips.

___ 5) **Satisfactory physical strength and endurance** required to stand for an extended period of time. Must be able to regularly lift and/or move up to 10 pounds. Sitting, walking, bending, reaching, kneeling and crawling motions are also requirements of most positions.

___ 6) **Satisfactory intellectual, emotional, and psychological health and functioning** to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, and fast paced environments are also required. Must be able to integrate multiple abstract concepts and express them in a comprehensive and concise manner. Must be adaptable to performing under high stress when confronted with an emergency.

If any of the above Essential Functions may present difficulty in my attainment of the job skills, I have included a description below on this form.

______________________________________________  ________________
Applicant Signature Date

______________________________________________  ________________
Program Head Signature Date
Clinical Choices for Sleep Technology for Polysomnography

Using the list below, please indicate your preferred choice for a clinical site.
* Be aware that, if more students choose a site than slots available, a lottery system will be used to determine clinical placement.
* Students will be assigned the same site for spring and summer.
* Clinical sites cannot be changed without program head approval.

You may choose as many areas as you would be willing to attend:

- [ ] Charlottesville
- [ ] Fredericksburg
- [ ] Harrisonburg
- [ ] Richmond
- [ ] Winchester
- [ ] Suffolk
- [ ] Danville