

**Stony Brook University  
School of Health Technology and Management**

**Polysomnographic Technology  
Program  
2012 Student Manual  
Class of 2013**



**Stony Brook  
University**

**HSC, Level 2, Room 414A  
Stony Brook, NY 11794-8203  
Office: (631) 444-3180  
Fax: (631) 444-8821  
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## Table of Contents

Table of Contents	2-5
Student Welcome	6
Key personnel and telephone numbers	7
Division of Diagnostic and Therapeutic Sciences Organization Structure	8
Department of Respiratory Care Organization Structure	9
Department of Respiratory Care Mission Statement and Program Goals	10
Department of Respiratory Care Education Programs	10
Respiratory Care and Polysomnography Specialty Option	10
Polysomnographic Technology Program	11
Continuing Education Programs	12
Polysomnographic Technology Program Policy and Procedures	12
Course Grades	12
Grade Point Average	13
Failing Grades	13
Attendance in Courses	13
Attendance in Clinical	14
Early Dismissals/absences on clinical	14
Course Wavers	14
Academic Integrity:	14
Critical Incident Management:	15
Americans with Disabilities Act Compliance	15
Technical Standards in Polysomnographic Technology	16
Clinical Affiliate Listing with contact information and Directions	17-18
Clinical Policies: Student Responsibilities	19

Physical Exam and Immunization Records	19
Student Injuries While on Clinical	19
Student Insurance	19
Identification	20
Dress Code	20
Professional Behavior	20-21
Attendance/Absence	21
Student Performance	21
Clinical Passport	21-22
Reading Assignments	22
Clinical Objectives	22
Student Log	22
Performance evaluations by Clinical Faculty	22
Evaluations by the Director of Clinical Education and/or other university	
Professors	22
Case Presentation	22
Criteria for Repeating Clinical Evaluation	23
Criteria for Immediate Dismissal from a Clinical Site with Subsequent	
Review of Student's Progress to Date	23
Clinical Faculty Responsibilities	
Faculty Appointments	23
Clinical Passport	23
Student Coordination	23-24
Physician Input Coordination	24
Record Keeping	24
Student Evaluation	24-25

Director of Clinical Education Responsibilities	
Clinical Faculty	25
Clinical Practice	25
Student Evaluation	26
General Responsibilities	26
Miscellaneous Policies	
Faculty Advising	27
Class Representation	27
Scholarships	27
Financial Aid	28
Membership in Professional Association	28
Malpractice Insurance	28
HIPPA Training and HSC Workforce Confidentiality Agreement	28
Travel Arrangements	28
Use of Department Equipment and Files	28-29
BLS Certification	29
Miscellaneous Costs	29
Miscellaneous Costs Books	29-30
Polysomnographic Technology Program Curriculum	31
Polysomnographic Technology Program Curriculum Descriptions	32-34
HIPPA Training and HSC Workforce Confidentiality Agreement	35
Workforce Confidentiality Agreement	36
Policies from SHTM Website	37

## Important Stony Brook University Policies

Stony Brook University Policy Manual	38
Faculty and Staff Digest	38
Instructional Responsibilities	38
Student Participation in University-Sponsored Activities	38
Withdrawals	38
Exceptions to University and College Graduation Requirements	38
Family Education Rights and Privacy Act (FERPA)	39
Required Statements to Appear in all Teaching Syllabi	39
Religious Absences	40-41
Confidentiality of Student Data	41
Highlights of the privacy laws	41-42

## Other Important Resources

Safety at Stony Brook University:	43
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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. A copy of the School of Health Technology and Management Student Orientation Handbook is also included which lists the academic policies and procedures, rules and regulations, and miscellaneous information that you need to know. Please read this manual and use it 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,

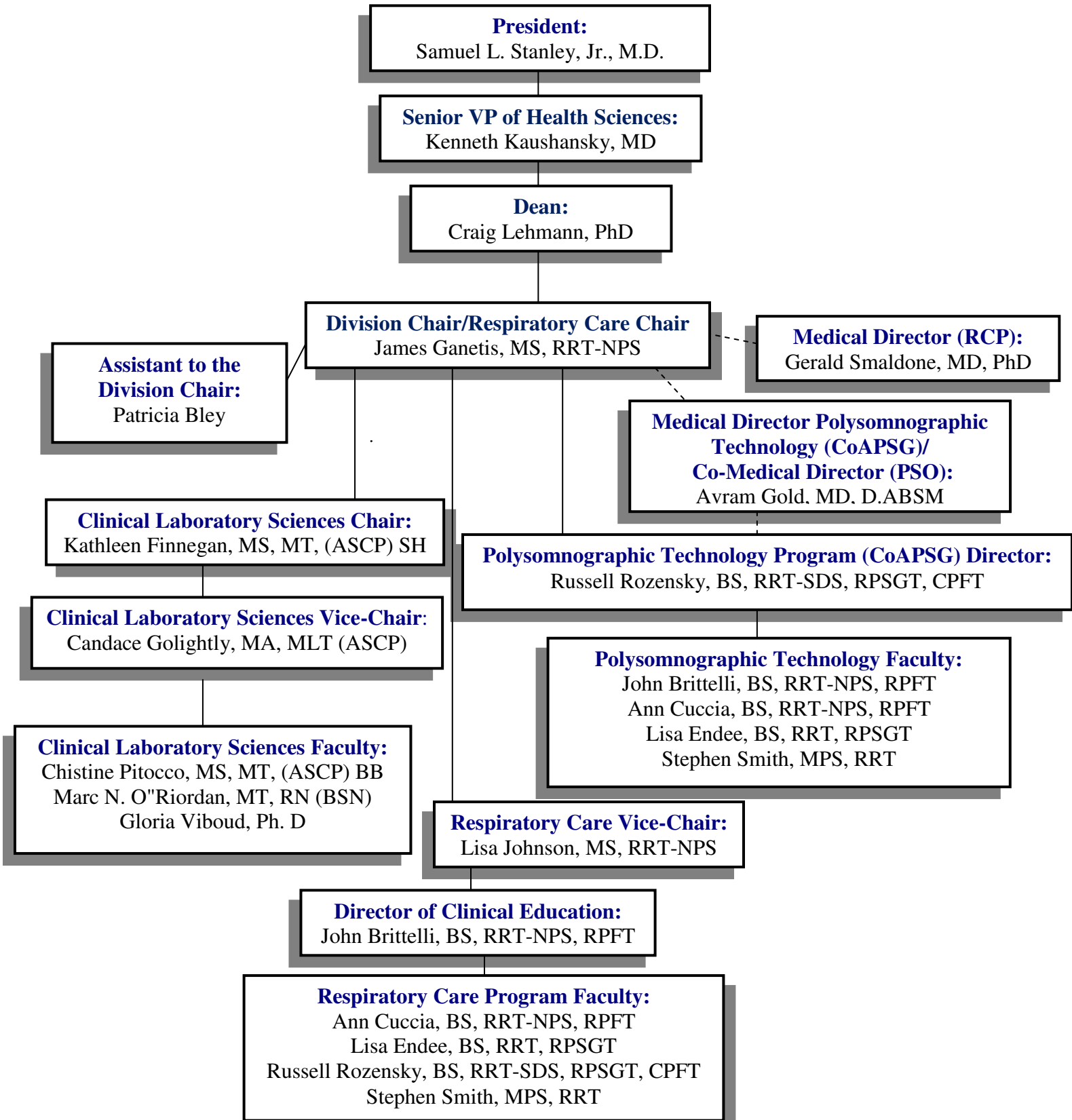
Russell Rozensky, BS, RRT-SDS, RPSGT, CPFT

Program Director Polysomnographic Technology Program

## POLYSOMNOGRAPHIC TECHNOLOGY FACULTY AND STAFF

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>
Russell Rozensky, BS, RTT, RRT-SDS, RPSGT, CPFT	Clinical Assistant Professor (631) 444-6654 Program Director, Polysomnographic Technology E-mail: <a href="mailto:Russell.Rozensky@stonybrook.edu">Russell.Rozensky@stonybrook.edu</a>	
John Brittelli, BS, RT, RRT-NPS, RPFT	Director of Clinical Education (631) 444-3183 Clinical Assistant Professor E-mail: <a href="mailto:John.Brittelli@stonybrook.edu">John.Brittelli@stonybrook.edu</a>	
Ann Cuccia, BS, RT, RRT-NPS, RPFT	Clinical Assistant Professor (631) 444-3797 E-mail: <a href="mailto:Ann.Cuccia@stonybrook.edu">Ann.Cuccia@stonybrook.edu</a>	
Lisa Endee, BS, RT, RRT, RPSGT	Clinical Assistant Professor (631) 444-6627 E-mail: <a href="mailto:Lisa.Endee@stonybrook.edu">Lisa.Endee@stonybrook.edu</a>	
Stephen G. Smith, MPA, RT, RRT	Clinical Assistant Professor (631) 444-3096 E-mail: <a href="mailto:Stephen.Smith@Stonybrook.edu">Stephen.Smith@Stonybrook.edu</a>	
Avram R. Gold, MD, D. ABSM	Medical Director (631) 261-4400 Polysomnographic Technology ext. 7696 Associate Professor of Medicine E-mail: <a href="mailto:avram.gold@va.gov">avram.gold@va.gov</a>	
Patricia Bley	Assistant to the Chair (631) 444-3180 Fax # (631) 444-8821 E-mail: <a href="mailto:patricia.bley@stonybrook.edu">patricia.bley@stonybrook.edu</a>	

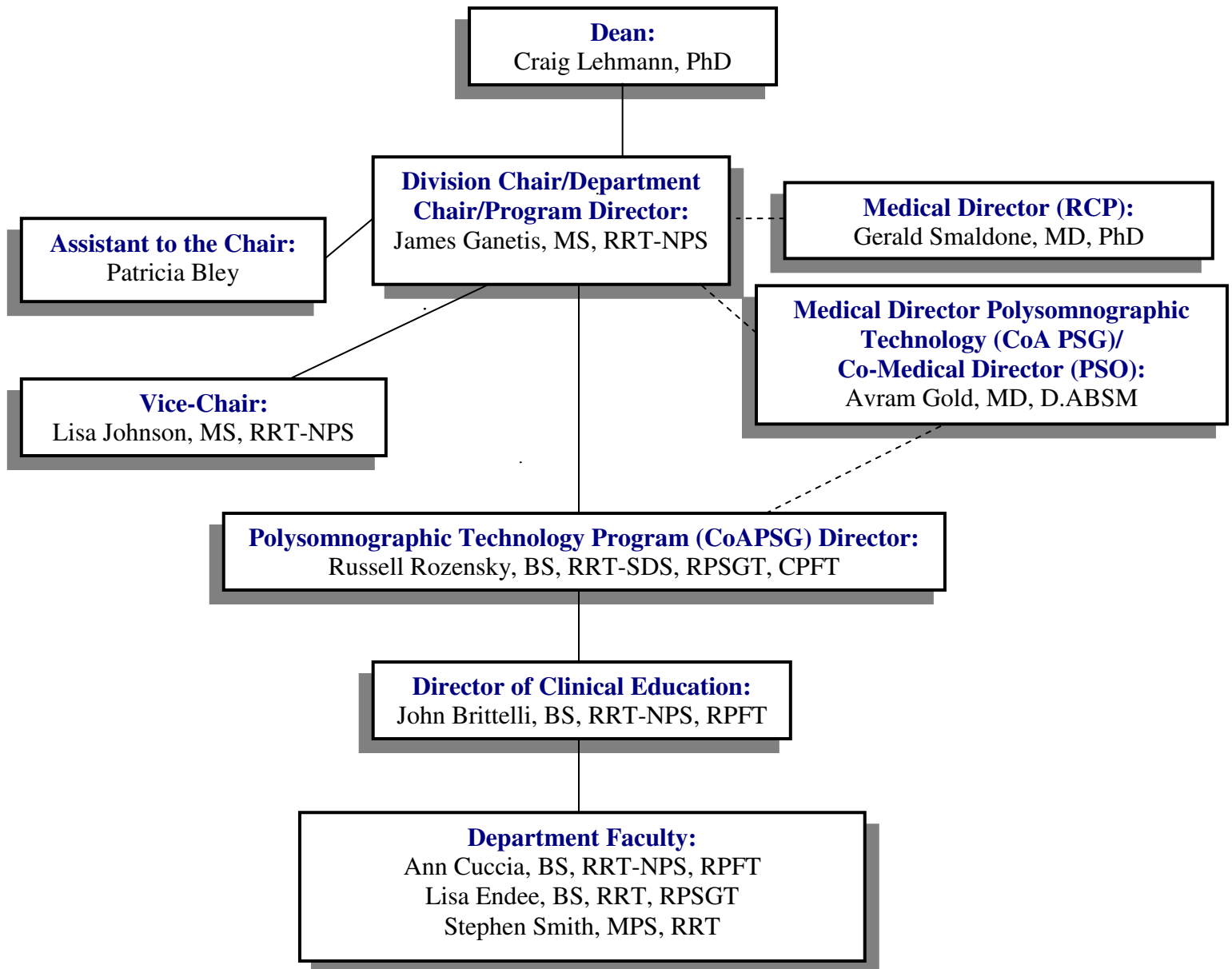
**Division of Diagnostic and Therapeutic Sciences**  
**Organization Chart**





**STONY BROOK UNIVERSITY  
SCHOOL OF HEALTH TECHNOLOGY  
AND MANAGEMENT**

**Polysomnographic Technology Program  
Organization Chart**



## **MISSION STATEMENT:**

The mission of the Stony Brook University Polysomnographic Technology Program is to offer the highest quality education in a learning environment that fosters critical thinking, encourages professional leadership, and instills a strong appreciation of ethical values and human diversity. This multifaceted program emphasizes AASM staging and scoring criteria, artifact recognition, 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. The Program is accredited by The Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)) on the recommendation of the Committee on Accreditation for Polysomnographic Technology Education ([CoAPSG](#))

## **PROGRAM GOALS:**

The goals of the Stony Brook University Polysomnographic Technology Program are to offer the highest quality education in both sleep diagnostics and therapeutics and to emphasize excellence in clinical care by encouraging students to develop the knowledge, skills, and attitudes necessary to become outstanding Polysomnographic technologists.

## **DEPARTMENT OF RESPIRATORY CARE EDUCATION PROGRAMS**

The Department of Respiratory Care is located within the Division of Diagnostic and Therapeutic Sciences in the School of Health Technology and Management at Stony Brook University Health Sciences Center. The department offers the following education programs.

### **Respiratory Care Program and Polysomnography Specialty Option**

The Respiratory Care Program is a 2-year upper division professional program that requires students to have a minimum of 57 credits of required, recommended and elective courses. Students who satisfactorily complete the 2-year upper division professional program are awarded a Bachelor of Science degree and the school's certificate of professional achievement. Minimum required courses include: 3 credits English composition; 6 credits in arts and humanities (excluding studio, skills, or technique courses); 6 credits social and behavioral sciences; 11 credits of biology, including 8 credits of general biology with labs and 3 credits of microbiology; 8 credits of chemistry with labs; 4 credits of physics with a lab; and 3 credits of statistics.

Stony Brook freshmen have the opportunity to declare respiratory care as a lower division major. Students successfully completing the lower division major are automatically advanced to the upper division professional program. In order to advance into the upper division program, freshmen must complete all prerequisites with a grade of C or better by the end of the sophomore year, pass HAT 210

- Introduction to Respiratory Care with a grade of B or better, maintain a minimum cumulative grade point average (GPA) of 2.5, and a minimum science GPA of 2.0.

The Respiratory Care Program also offers an accredited Polysomnography Specialty Option leading to a certificate of completion in Polysomnography for those senior students in the program that are in good academic standing who would like advanced education in sleep technology. The number of students enrolled in the Polysomnography Specialty Option is limited to approximately 15. Senior students in good academic standing and with no outstanding admission prerequisites are eligible for the Polysomnography Specialty Option. A selection lottery is used if more than 15 students apply. Students who satisfactorily complete the Polysomnography Specialty Option curriculum are additionally awarded a Polysomnography certificate of completion.

The Respiratory Care Program and Polysomnography Specialty Option are accredited by the Commission on Accreditation for Respiratory Care (CoARC) [[www.coarc.com](http://www.coarc.com)] located at 1248 Harwood Road, Bedford, Texas, 76021-4244, (817) 283-2835. The Respiratory Care Program is also an education program approved by the New York State Department of Education. Stony Brook University is accredited by Middle States Commission on Higher Education Accreditation (last reaffirmed 11/19/09) located at 3624 Market Street, 2nd Floor West, Philadelphia, PA, 19104, Telephone: (267) 284-5000, [www.msche.org](http://www.msche.org).

Graduates are eligible to take the National Board for Respiratory Care examinations to become a Certified Respiratory Therapist (CRT) and a Registered Respiratory Therapist (RRT). Graduates of the Polysomnography Specialty Option are eligible to take the Sleep Disorders Specialty (SDS) examination upon earning CRT or RRT credentials. Please visit [www.NBRC.org](http://www.NBRC.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 Respiratory Therapist in New York State. Please visit: [www.op.nysed.gov](http://www.op.nysed.gov) for further information.

### **Polysomnographic Technology Program**

An 8-month non-credit certificate program in Polysomnographic Technology is also offered to eligible students who meet the admission prerequisites. These students take several courses along with the students in our Respiratory Care Program and Polysomnography Specialty Option. Students who complete the 8-month non-credit certificate program in Polysomnographic Technology are awarded a certificate of completion.

The 8-month non-credit certificate program in Polysomnographic Technology is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) [[www.caahep.org](http://www.caahep.org)] located at 1361 Park Street, Clearwater, FL, 33756, (727) 210-2350 in collaboration with the Committee on Accreditation of Polysomnographic Technologists (CoA PSG) [[www.coapsg.org](http://www.coapsg.org)] located at 133 College Road, Concord, MA, 01742-1526, (978) 369-9199.

## **Continuing Education Programs**

A variety of continuing education programs are offered to community practitioners in both Respiratory Care and Polysomnographic Technology. Students who satisfactorily complete the continuing education programs are awarded a certificate of attendance.

## **POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM POLICY AND PROCEDURES**

### **ACADEMIC REGULATIONS**

#### **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 pass/no credit option is not available to our students at this time. Course grades are assigned as follows:

	<b><u>Grade</u></b>	<b><u>Quality Points</u></b>
<b>Superior</b>	A	4.00
	A-	3.67
	B+	3.33
<b>Good</b>	B	3.00
	B-	2.67
	C+	2.33
<b>Satisfactory</b>	C	2.00
	C-	1.67
<b>Poor</b>	D+	1.33
	D	1.00
<b>Failure</b>	F	<b>0.00</b>

#### **Please Note:**

1. Students should check with the course instructor and with their advisors 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 (HAT) – 2.50 cumulative average
2. Overall average (all HSC courses) – 2.00 cumulative average

It is the responsibility of the students to check their own grades and averages, and to notify their advisors 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 (usually every ten weeks) 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 to 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.

## **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 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). You must leave a message for the instructor concerning the circumstances for your 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’s director of clinical education, 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 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 director of clinical education.**

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 dismiss you early from your assigned clinical, you **must** notify the Director of Clinical Education.

### **Course Waivers**

The *Department of Respiratory Care* has a policy of encouraging course waivers, and challenges (subject to the rules and regulations of the School). 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 advisors 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, as per the SHTM Academic Policies and Procedures.

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 Polysomnographic Technology & Respiratory Care 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 (ethics, research design and management concepts), and the basic sciences (anatomy, physiology, pathology, pharmacology). For example, several of the basic science faculty place old exams on reserve in the library or return them to past students upon course completion. These materials may be appropriate to have, providing the course instructor has indeed granted

permission, either verbally to the whole class, in writing in their course syllabus, or are specifically identified as such in the SHTM's guidelines.

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 any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn, as per the SHTM Academic Policies and Procedures.

### **Americans with Disabilities Act Compliance**

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.ehs.sunysb.edu> and search Fire Safety and Evacuation/Physical 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" listed below.

## **Technical Standards in Respiratory Care**

The Polysomnographic technology Program is accredited by the Commission on Accreditation for Polysomnographic Technologist Education (CoAPSG) [[www.coapsg.org](http://www.coapsg.org)] located at 133 College Road, Concord, Massachusetts 01742-1526, (978) 369-9199.

### ***Technical Standards in Polysomnographic Technology for Admission and Retention***

***Students must be able to perform the scope of practice as outlined in the national standards, including:***

- 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 and neurologic patterns)
- Gather data, assess, interpret and 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 tests and treatments
- Be able to regularly lift up to 10 pounds, frequently move up to 25 pounds and occasionally lift 50 or more pounds
- Have vision 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.



## **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 - 3622 Sleep Lab

**Clinical Faculty/Contacts: Dave Hambel (Director, Respiratory Care)  
Joe Perone (Sleep Lab)**

**Directions:** Take NY 347 (west) to Northern State Parkway (west). Take Northern State Parkway to Sagtikos State Parkway (south). Take Sagtikos 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 1<sup>st</sup> floor. Parking in the rear of hospital.

### **Good Samaritan**

#### **Center for Pediatric Specialty Care**

655 Deer Park Avenue  
Babylon, NY 11702

(631) 321 - 2100 Main Office  
(631) 321 - 2280 Sleep Lab

**Clinical Faculty/Contacts: Dave Hambel (Director, Respiratory Care)  
Joe Perone (Sleep Lab)  
Wei Jiao (Sleep Lab)**

**Directions:** Take NY 347 (west) to Northern State Parkway (west). Take Northern State Parkway to Sagtikos State Parkway (south). Take Sagtikos State Parkway to Southern State Parkway (west). Take Southern State Parkway to exit 39S (Deer Park Avenue). Go over Southern State parkway, and bear right at fork in road towards Babylon onto Deer Park Avenue. Proceed approximately 2 miles. The Center for Pediatric Specialty Care is on your left, look for the Green sign with giant crayons as posts. **Go into the South Entrance** (awning has sign that shows Sleep Center).

**North Shore University Hospital**  
**Sleep Center**

(516) 465-8271 (Sleep Center)

155 Community Drive  
Great Neck, NY 11021

**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.

**University Hospital Medical Center**

Stony Brook University Medical Center Sleep Disorders Center  
240 Middle Country Road  
Smithtown, NY 11787

(631) 444 - 2500 (Sleep Center)

**Clinical Faculty/Contacts:**                      **Barbara Ludwig-Cull (Clinical Operations Manager)**

**Directions:** The SBUMC Sleep Disorders Center is located on Rt. 25 in Smithtown, New York. Take Nichols Road South till 347, then proceed West. Continue driving past Smithaven Mall, until you come to Middle Country Road (approximately 3/4 miles past mall), and turn right. Drive approximately 4 miles. The building is on the left.

## **CLINICAL POLICIES**

### **STUDENT RESPONSIBILITIES**

#### **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 also require screenings, immunizations, 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 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 Director of Clinical Education 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/RC 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.

- A. While at the clinical sites, the student shall wear:
  - 1. Short white "blazer" style jacket with proper identification as outlined above.
  - 2. Dress shirt/blouse, light color, conservative in nature.
  - 3. Slacks/skirt, white or dark (i.e. dark brown, navy blue). No denims are permitted!
  - 4. Dress shoes, clean white leather sneakers (if scrub uniforms are worn). No sandals, open-toed shoes, work boots, or other non-professional shoes will be allowed.
- B. The uniform shall be neat, clean and presentable.
- C. Individual clinical facilities may request that students wear white slacks/skirts rather than the option of white or dark. If consistent with the dress code of that department, this request is reasonable and must be adhered to. In addition, students may be asked to wear "scrub" clothing when observing or participating in specific clinical procedures. These uniforms will generally be supplied by the clinical site, if not; the student is responsible for their purchase.
- D. 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 director of clinical education; otherwise an incomplete ("I") grade will be issued.
- E. Students are expected to comply with all national, state and university requirements regarding transmission precautions/protective garments during clinical rotations.

## **6. Professional Behavior**

While assigned to a clinical facility, students are responsible 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. 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, director of clinical education or the program director/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 director of clinical education. 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.

## **7. 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 practicum 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 director of clinical education 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 director of clinical education, prior to that time, with a specified make up time scheduled.

## **8. 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 and be familiar with all learning objectives.

## **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 Polysomnographic Technology Program 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 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's director of clinical education 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**

All students may be required to purchase texts at the discretion of the director of clinical education. 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 log will not be graded but will be evaluated for its appropriateness to the clinical rotation by the director of clinical education. 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**

There will be performance evaluations during this rotation. Each one is designed 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 passport.

## **14. Evaluations by the Director of Clinical Education 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 practicum and an 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 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 all faculty as required in section 7 (Attendance/Absence).
- 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 (ie. department managers, supervisors, etc), Director of Clinical Education, 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. patient evaluations, chart review, 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.

- Provide the clinical affiliates with in-service education and preceptor training as needed.



- Encourage questions, comments and suggestions concerning clinical education.
- Keep the program director and medical director informed of all data regarding clinical education.

## **DIRECTOR OF CLINICAL EDUCATION RESPONSIBILITIES**

### **1. Clinical Faculty**

The director of clinical education, in consultation with the program director, will initiate all clinical faculty appointments.

The director of clinical education will supervise and coordinate the clinical faculty of the Hospital affiliates and plans the activities for each practicum.

The director of clinical education will meet with the clinical faculty at least once during the academic year.

The director of clinical education 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 (see evaluation forms in Appendix B).

The director of clinical education 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, program director and medical director, the director of clinical education 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 director of clinical education will assign and schedule all students who have met the prerequisites to a clinical site.

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

The director of clinical education will integrate each clinical practicum with the curriculum, goals and objectives of the respiratory care program.

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

### **3. Student Evaluation**

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

### **4. General Responsibilities**

The Director of Clinical Education will:

- Provide informal and formal data regarding clinical instruction to the program director and together with the medical director evaluate all phases of the clinical component of the program.
- Investigate ways to enhance/increase student/physician contact.
- Update CoAPSG 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 program director and 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 Director of Clinical Education 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: [www.stonybrook.edu/hscstudents](http://www.stonybrook.edu/hscstudents).

## **Membership in Professional Association**

Students are expected to apply for student membership in the American Association of Sleep Technologists (AAST). 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, subscriptions to two of the field's primary journals, and significantly discounted admission fees at national, state and local symposiums (American Association of Sleep Technologists 2510 North Frontage Road, Darien, IL 60561 Telephone: (630) 737-9704 Fax: (630) 737-9788, [www.aastweb.org](http://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 \$25.00 for one year. Students are required to purchase insurance online at [www.proliability.com](http://www.proliability.com) and submit proof to the department by the end of the first week of classes.

## **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). These arrangements must be made by you. The best solution is to have your own car. 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. Students will not be allowed to attend clinical rotations if this certification has either not been obtained, or has expired. An original signed copy of the BLS certification card must be presented to the program to complete this requirement.

## **Miscellaneous Costs**

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 \$25.00 for one year. Students are required to purchase insurance online at [www.proliability.com](http://www.proliability.com) and submit proof to the department by the end of the first week of classes.
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.
5. **Clinical Expenses:** All students are responsible for the costs associated with transportation to and from the assigned clinical site, meals, and parking.
6. **Membership in Professional Association:** All students are expected to join the AAST. A student membership application will be distributed at program orientation.
7. **Books and Supplies:** All students are expected to purchase textbooks and supplies specified by each course instructor. Students may purchase new or used textbooks in the HSC bookstore, or via the internet. 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 \$800, for the 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.

The Department of Respiratory Care 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's Director of Clinical Education. The fees for the clinical passports are approximately \$5-15 for each clinical passport. Passports may not be duplicated.

**Polysomnographic Technology Program Curriculum (revised 3/6/12)**

**Courses**

			5 Week Modules					4 Week Modules			
			1	2	3	4	5	6	7	8	9
Course#	Title	Cr									
Professional Courses											
HAT 304	Cardiopulm. Physiology	4	XXXXXXXXXXXX								
HAT 470	Polysomno. Tech. I	2	XXXXXXXXXXXX								
HTM 29	Instrumentation in PSG	N/A	XXXXXXXXXXXX								
HTM 29	Basic Respiratory Care	N/A	XXXXXXXXXXXX								
HTM 29	Intro to Pharm	N/A	XXXXXXXXXXXX								
HAT 306	Patient Evaluation	2	XXXXXXXXXXXX								
HAT 320	Cardiovascular Dx & Tx I	2	XXXXXXXXXXXX								
HTM 29	Seminar/Readings I	N/A	XXXXXX								
HTM 29	Seminar/Readings II	N/A	XXXXXX								
HTM 29	Polysomno. Tech. 2	N/A	XXXXXXXXXXXX								
HTM 29	Polysomno. Tech. 1 Clin.	N/A	XXXXXX								
HTM 29	Polysomno. Tech. 2 Clin.	N/A	XXXXXX								

**Basic Science and Core Health Professions Courses**

**Professional Courses**

Course #	Title	Credits
HAT 304	Cardiopulmonary Physiology	4
HAT 306	Patient Evaluation	2
HAT 320	Cardiovascular Diagnosis and Treatment I	2
HAT 470	Polysomnographic Technology I	2
HTM 29	Basic Respiratory Care Techniques	N/A
HTM 29	Instrumentation in Polysomnography	N/A
HTM 29	Intro to Pharmacology	N/A
HTM 29	Polysomnographic Technology I Clinical *	N/A
HTM 29	Seminar/Readings I	N/A
HTM 29	Seminar/Readings II	N/A
HTM 29	Polysomnographic Technology II	N/A
HTM 29	Polysomnographic Technology II Clinical *	N/A

**\* Clinical practice will consist of full-time clinical instruction and practice at affiliated health care facilities.**

### **Courses**

HAT courses are given for respiratory care (RC) majors. The courses are sequential and require successful completion of prior courses. Non-RC students may take selected HAT courses (with the exception of clinical courses), with permission of instructor.

#### **HAT 304 Cardiopulmonary Physiology**

Presents a detailed study of the physiology of human respiration and circulation. Topics include functional cardiopulmonary anatomy, embryology, ventilation, diffusion, blood flow, gas transport, acid-base states, mechanics and regulation of ventilation and basic cardiac function. Lecture.

*Prerequisite: HBA 461*

*4 credits, modules 1-2*

#### **HAT 306 Patient Evaluation**

Provides concept of data base, historical information, medical terminology, chief complaint and present illness, and chest physical examination. Applies problem based learning to the study of clinical assessment skills. Lecture and laboratory.

*Prerequisite: HBA 461*

*2 credits, modules 3-4*

#### **HAT 320 Cardiovascular Diagnosis and Treatment I**

Provides the basic technical and interpretive skills required to execute and read an electrocardiogram. Covers basic electrophysiology and presents the etiology, diagnosis and treatment of arrhythmias, as well as common cardiovascular pathologies, including congenital heart disease. The laboratory component includes EKG's, Holter monitoring and stress testing. Lecture and laboratory.

*Prerequisite: HBA 461*

*2 credits, modules 3-4*

#### **HAT 470 Polysomnographic Technology I**

Designed to provide entry-level personnel with both didactic and laboratory training in polysomnographic technology. Presents medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues and patient-technologist interactions. Lab sessions will provide practical experience in the skills in the skills required of an entry-level polysomnographic technologist. Lecture and laboratory.

*Prerequisites: HAT 331*

*2 credits, modules 3-4*

### **Course Descriptions for Non-Credit Bearing Sections**

#### **Instrumentation in Polysomnography**

Explores principles of biophysics, mechanics, electronics, and electrical theory related to the application of equipment used in polysomnography. Includes a comprehensive discussion of quality assurance, equipment maintenance, diagnostic analysis, trouble shooting of equipment, infection control and sterilization techniques, positive airway pressure and oxygen therapy.

3 hours/week for 10 weeks, Lecture and Laboratory

Modules 1 & 2



**Introduction to Pharmacology**

Includes the basic principles of drug actions and covers clinical applications of medications commonly seen in the fields of polysomnography and respiratory care. Provides a working knowledge base of drug classifications, mechanisms of action, and side effects.

3 hours/week for 10 weeks, Lecture

Modules 1 & 2

**Basic Respiratory Care Techniques**

Introduces the basic therapeutic modalities of respiratory care. Major topics include: medical gas therapy, humidification, PAP therapy, and low flow oxygen devices. Emphasis is also placed on the application of techniques concerning infection control for equipment commonly seen in the sleep center.

3 hours/week for 10 weeks, Lecture

Modules 1 & 2

**Advanced Polysomnography**

Provides training in advanced aspects of polysomnographic technology including in depth discussions of sleep disorders with special emphasis on pathophysiology and the interaction between cardiac and respiratory disease. This course covers the skills and knowledge needed to obtain and evaluate high quality sleep recordings, including: all the aspects of sleep scoring and event recognition, professional issues, therapeutic interventions, and patient-technologist interactions.

5 hours/week for 10 weeks, Lecture and Laboratory.

Modules 3 & 4

**Seminar Readings in Polysomnographic Technology 1**

A journal club offering that is designed to assist the student in the development of a professional knowledge base. Each student is expected to review and critically analyze current research publications in the field of polysomnographic technology and report those findings to the faculty and their peers in an informal discussion meeting.

2 hours/week for 5 weeks, Lecture.

Modules 3 & 4

**Seminar Readings in Polysomnographic Technology 2**

A practical discussion and seminar course that prepares the student to take the national registry examination. Each student will take self assessment examinations that analyze their technical and clinical skills in the areas of data collection, interpretation, and decision making skills.

2 hours/week for 5 weeks, Lecture.

Modules 3 & 4

**Polysomnographic Technology Internship 1**

Provides clinical training in the basics of polysomnographic technology. Familiarizes students with instrumentation set-up, calibrations, recording and monitoring techniques, documentation, professional issues, and patient-technologist interpretations related to polysomnographic technology. Provides patient contact in a sleep lab. Presents opportunity to observe, perform (under supervision), and evaluate sleep studies.

40 hours/week for 5 weeks, Clinical.

Module 5

**Polysomnographic Technology Internship 2**

Provides clinical training in advanced aspects of polysomnographic technology. Familiarizes students with practical aspects of therapeutic interventions, sleep scoring, equipment troubleshooting, and artifact recognition.

40 hours/week for 5 weeks, Clinical  
Module 6

## **Faculty/Staff Policies**

### **HIPPA Training and HSC Workforce Confidentiality Agreement**

All Health Sciences Center faculty, staff, and 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. Faculty and staff receive HIPPA training during orientation to the school. Faculty, staff, and students must also review and complete an HSC Workforce Confidentiality Agreement.

# Stony Brook Organized Health Care Arrangement

version received  
June 2010

## Workforce Confidentiality Agreement

**Important:** Please read all sections. If you have any questions, please seek clarification before signing.

### 1. Confidentiality of Patient Information:

- a) Services provided to patients are private and confidential;
- b) Patients provide personal information with the expectation that it will be kept confidential and only be used by authorized persons as necessary;
- c) All personally identifiable information provided by patients or regarding medical services provided to patients, in whatever form such information exists, including oral, written, printed, photographic and electronic (collectively the "Confidentiality Information") is strictly confidential and is protected by federal and state laws and regulations that prohibit its unauthorized use or disclosure; and
- d) In my course of employment / affiliation with Stony Brook University Health Sciences Center (HSC), I may be given access to certain Confidential Information.

### 2. Disclosure, Use and Access

I agree that, except as authorized in connection with my assigned duties, I will not at any time use, access or disclose any Confidential Information to any person (including, but not limited to co-workers, friends, and family members). I understand that this obligation remains in full force during the entire term of my employment/ affiliation and continues in affect after such employment / affiliation terminates.

### 3. Confidentiality Policy

I agree that I will comply with confidentiality policies that apply to me as a result of my employment/affiliation.

### 4. Return of Confidential Information

Upon termination of my employment/ affiliation for any reason, or at any other time upon request, I agree to promptly return to Stony Brook University HSC or my employer any copies of Confidential Information then in my possession or control ( including all printed and electronic copies), unless retention is specifically required by law or regulation.

### 5. Periodic Certification

I understand that I will be required to periodically certify that I have complied in all respects with this Agreement, and I agree to so certify upon request.

### 6. Remedies

I understand and acknowledge that:

- a) The restrictions and obligations I have accepted under this Agreement are reasonable and necessary in order to protect the interests of patients, Stony Brook University HSC and my employer (if different than Stony Brook University HSC); and
- b) My failure to comply with this Agreement in any respect could cause irreparable harm to patients, Stony Brook University HSC and my employer.

I therefore understand that Stony Brook University HSC or my employer may prevent me from violating this Agreement by any legal means available, in addition to disciplinary measures which may result in sanctions in accordance with applicable policies and collective bargaining agreements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Employee / Student ID# \_\_\_\_\_ Department / School \_\_\_\_\_

\_\_\_\_ Faculty                      \_\_\_\_ Staff                      \_\_\_\_ Student

## **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>

### **Faculty and Staff Digest**

For information regarding policies, activities and traditions of the State University at Stony Brook.

<http://www.sunysb.edu/digest>

### **Instructional Responsibilities**

The University's statement of Minimal Instructional Responsibilities was updated by the University Senate's Undergraduate Council in Fall 2008. Please review it carefully for changes in protocols that you may have established. Also listed are the Minimal Undergraduate Student Responsibilities. You may wish to copy these for your classes or direct students to the website. Both statements may be found in the Academic Policies and Regulations section of the on-line Undergraduate Bulletin, under the section entitled Important Policies and Expectations

<http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/index.php>

### **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.)

### **Exceptions to University and College Graduation Requirements**

Neither individual faculty members nor departments may grant waivers or substitutions for general education requirements or any other College-wide or University-wide requirements. Students should be directed to Undergraduate Academic Affairs or the CEAS Undergraduate Student Office for information about the process for requesting an exception (Relevant for Health Science program).

## **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://ws.cc.sunysb.edu/registrar/federalrights.shtml>

## **Required Statements to Appear in all Teaching Syllabi**

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 on the Office of the Provost website: <http://www.stonybrook.edu/commcms/provost/policies.shtml>

### **Americans with Disabilities Act:**

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.

### **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/uaa/academicjudiciary/>

### **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.

## **Religious Absences**

### *New York State Education Law, Section 221-a*

224-a. Students unable because of religious beliefs to register or attend classes on certain days.

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 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 four o'clock post meridian 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.

6a. 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 equivalent opportunity.



7. 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 postsecondary 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.

### **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 507 (Student Access to Academic Records)

### **Highlights of the privacy laws:**

The University is authorized to provide access to student records to staff with a legitimate educational interest in such access without the student's written consent. Such persons include those with responsibilities for campus academic, administrative or service functions, whose normal and customary job duties require ongoing or periodic access to student records. This determination is made on a case-by-case basis when a request for student records access is submitted to the Registrar's Office.

With the limited exception of certain data defined as "Directory Information", (see below), student information must not be transmitted, shared or discussed by any University employee to anyone outside the University (including parents or spouses) without an express written release from the student or a lawfully issued subpoena or court order. This prohibition includes the issuance of recommendation letters and academic transcripts. Further, faculty, instructors, and graduate students must understand that they should not discuss student participation in a class with non-University third parties (parent, partner, prospective employer) without prior consent from the student. Students may complete a form authorizing the Registrar's Office to permit non-University individuals to view their academic record. Accordingly, before engaging in third party discussions, please contact the Registrar.

Directory information is public information and may be released without prior student consent. This data is limited to the following information: name, program of study, enrollment status, local address, degrees and awards received, participation in activities or sports, local telephone, dates of attendance, and date of graduation.

Be aware that students may complete a request to the Registrar's Office to suppress even directory information from being divulged. Accordingly, before revealing directory information, please contact the Registrar.

New York State law specifically bars the display of a student's social security or identification number in any public posting of grades, on class rosters or other lists provided to teachers, on student identification cards, and in student directories or similar listings. Accordingly, faculty and staff may not use student social security or University identification numbers - or any portion thereof - to post grades or provide other publicly accessible information\*.

\*This includes leaving exams, test, quizzes, etc. in a publicly accessible place for student's to retrieve.

Only the Office of University Counsel coordinates responses to subpoenas, court orders or law enforcement requests for student records. Employees receiving any such requests MUST contact University Counsel for immediate action.

For more information:

1. The FERPA regulations are posted in the US Department of Education website:  
[www.ed.gov/offices/OM/fpco/ferpa](http://www.ed.gov/offices/OM/fpco/ferpa)
2. Amendments to FERPA are available at:  
<http://www.ed.gov/policy/gen/guid/fpco/pdf/htterrorism.pdf>
3. Copies of this policy are available at the Registrar's Office, in the Undergraduate Bulletin and on the Registrar's website:  
<http://www.sunysb.edu/registrar/federalrights.shtml>
4. University Policy 507 on Student Access to Academic Records:  
<http://ws.cc.stonybrook.edu/vpadmin/policy/policies.shtml?ID=507R>

University Policy 109 on the Responsible Use of Information Technology:  
<http://ws.cc.stonybrook.edu/it/policies.shtml?page=p109>

Questions about the interpretation of the FERPA guidelines should be referred to the University Registrar, 276 Administration, 2-6175.

## **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>