Preparing Tomorrow’s Workforce Through Partnership with Business/Industry

ADVISORY COMMITTEE HANDBOOK 2015-16

SLEEP DIAGNOSTICS TECHNOLOGY PROGRAM

1480 Nashville Pike
Gallatin, TN 37066
www.volstate.edu
615.230.3330

11/2014
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President’s Welcome

Thank you for your interest in participating on our Advisory Committee. Our faculty and staff rely on seasoned input from a range of community professionals to ensure that Volunteer State Community College has the latest information on which to base our program decisions.

We depend on our advisory committee members to share with the College the latest trends in the area’s workforce. Advisory committee members are also active participants in preparing our students for internships, service experiences and other pre-employment activities. Occasionally we may also ask that you participate in program or college accreditation processes. Finally, and perhaps most importantly, advisory committee members help share with the community the compelling story of our high quality career/technical education programs.

This handbook was developed based on faculty, staff, and advisory committee input. The purpose of the handbook is to align the advisory committee process with our College vision. Your active participation will help us achieve that goal.

On behalf of the faculty, staff, and students of Volunteer State Community College, we thank you for your interest and involvement in this very important endeavor.

Jerry L. Faulkner, Ph.D.
President
Vision for Career/Technical Education (CTE) Advisory Committees

- assist in positioning the College as a leader in regional education, workforce training, and economic development programming
- assist the College in developing mission-consistent educational and training solutions for area businesses and industries
- assist the College in effectively responding to community input regarding the determination of educational programs and curriculum
- assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of CTE Advisory Committees

The career/technical advisory committees’ primary purpose is to advise and serve as the link between the College and the area’s business and industry community. Volunteer State’s career/technical programs are designed to prepare completers for entry-level positions in a variety of fields in the workforce, as well as preparing individuals currently in the workforce seeking career-advancement and/or enhancement training.

The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of areas citizens, the business and industrial workforce, and the communities they represent. The committees shall be advisory only, having no administrative authority, and are not created to take away any of the rights and/or privileges of the College administration and program staff members.
The administration of Volunteer State Community College actively supports the important role of advisory committees. The College values the consultative nature of advisory committees and recognizes the significance of the advice, insight and feedback to faculty, administration and staff regarding the alignment of college programs with the area’s workforce needs. Advisory committees are called upon to be active participants in the program evaluation and effectiveness processes and curriculum review. Committee members also play a major role in assisting the program staff in the identification and development of clinical and internship training sites, and provide a vital service to the College by identifying and soliciting external sources of funding and support for the development of new programs and expansion and enhancement of existing programs.

**CTE Advisory Committee Structure and General Guidelines**

Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies. The number of committee members varies with the specific program; however, every attempt is made to select a representative cross section for each program area. Many committees have a lay Chairperson who is elected by the committee members or appointed by the College. In addition to the appointed members of an advisory committee, the Division Dean and faculty responsible for the program, as well as the Vice President for Academic Affairs, attend committee meetings. On most committees, student representatives also serve as members.

Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members.

Each advisory committee shall meet at least once a year. Special meetings may be called by the program staff or chairperson.

The majority of the duties and responsibilities of committee members are consistent from one committee to another. In some cases, however; external factors, such as variations in the levels of emphasis of a particular accreditation standard by an agency, may impact the actual duties and responsibilities of the members of that committee. A detailed listing of the primary duties and responsibilities related to the committee to which you have been appointed are outlined in Section 2 of this handbook.
Section 1. Sleep Diagnostics Technology Program

Program Goals/Objectives

The Sleep Diagnostics Technology Program is a three-semester, 31 credit-hour Technical Certificate program in Polysomnography. Graduates will be competent polysomnographic technologists with training in the fundamentals of polysomnographic technology, laboratory fundamentals, and clinical skills as outlined in, but not limited to, the Association of Polysomnographic Technologists Curriculum Outline. The curriculum includes both academic and clinical competency components with cognitive, psychomotor, and affective learning domains using the following organizations as sources of standards: Association of Polysomnographic Technologists, Board of Registered Polysomnographic Technologists, and the American Academy of Sleep Medicine. The students’ accomplishments of their academic and clinical objectives will prepare them for entrance level skills as a Polysomnography Technologist. Successful completion of the program will help prepare the graduate to take the Board of Registered Polysomnographic Technologists Registry Exam.

The Sleep Diagnostics Technology Program will ensure a resource matrix is maintained which includes the following components: Advisory Committee, Medical Director, Faculty, Support Personnel, Facilities, Learning Resources, Financial Resources, and Clinical Affiliates. The Advisory Committee will actively develop, support, and evaluate the goals of the Sleep Diagnostics Technology Program. The Medical Director will provide effective medical direction/administration for the program to ensure that current standards of medical practice are met. Also, the Medical Director will be responsible for physician instruction during clinical training. The Faculty will be qualified personnel responsible for effective classroom and clinical instruction. The Support Personnel will provide appropriate and effective clerical support for the program. Volunteer State Community College will provide adequate classroom and computer laboratory facilities for classroom and clinical instruction. The program will provide Learning Resources to support student needs for supplemental reading, electronic material, and print reference materials. The Financial Resources will provide adequate fiscal support for the retention of personnel and the
acquisition and maintenance of equipment and supplies. Numerous Clinical Affiliates will be recruited to allow clinical site instruction, so that the students will be provided with a sufficient variety of clinical tasks allowing for student mastery of the program’s required clinical competencies.

**Affective: The affective domain includes communication and behavior.**

Students enrolled in the Sleep Diagnostics Technology Program must be able to effectively communicate in the clinical and classroom setting. This requires students to possess the skills needed to communicate in English, both verbal and written, in an unassisted manner. Students must also conduct themselves in both an ethical and professional manner while in the clinical and classroom settings. All students will be required to follow the Statement of Professional Conduct/Student Clinical Contract as indicated in the Volunteer State’s Sleep Diagnostics Technology Program Policy and Procedure Manual for Clinical Education. Upon completion of the entire curriculum, graduates will demonstrate competent professional behavior and knowledge in, but not limited to, the following areas: appropriate interactions between technologist and patient, appropriate interaction between technologist and other health professionals, legal and ethical principles for patient care, patient rights and responsibilities, and confidentiality.

**Cognitive: The cognitive domain includes the knowledge base and skills required to perform proper patient assessment, collection and interpretation of data, as well as the use of sound judgment.**

Students enrolled in the Sleep Diagnostics Technology Program must possess visual skills and auditory skills needed to perform proper patient assessment, reading of physician’s orders, and reading sleep disorder clinic protocol approved by designated medical director. Upon completion of the entire curriculum, students will be trained to use sound judgment with interpretation of patient data for delivery of therapeutic interventions. Graduates will also demonstrate proficiency in, but not limited to, the following areas: patient chart review, patient assessment techniques, patient orientation techniques, monitoring, documentation, and patient safety and emergency procedures.
**Psychomotor:** The psychomotor domain includes performance of patient care, to include, but not limited to: patient assessment, performance of polysomnography modalities, and diagnostic procedures.

Students enrolled in the Sleep Diagnostics Technology Program must possess the physical and manual dexterity to perform polysomnography techniques and procedures. Upon completion of all requirements in the program, graduates will demonstrate proficiency in, but not limited to, the following areas: perform patient assessment; prepare and organize necessary electrodes and monitors; utilize standard electrode application using 10/20 method; utilize proper application of ancillary equipment; preparation of the acquisition system and selection of correct montage; event recognition and management; therapeutic interventions; troubleshooting and artifact correction; infection control; patient safety and emergency procedures.

**Program Description**

This Technical Certificate program is a three-semester (twelve month) program and is composed of both didactic and clinical instruction. The Program format includes 6 lecture courses offered online and clinical training during the summer and fall terms. The clinical training will be performed at various hospitals and clinics in Middle Tennessee and surrounding areas with a Program Instructor or Preceptor. The Program is designed to prepare the student for employment in a Sleep Disorder Center, as well as to lessen the training period required to sit for the national Board of Registered Polysomnographic Technologists (BRPT) credentialing examination (www.brpt.org). After completing and successfully passing the BRPT examination, the sleep lab technologist will receive the RPSGT credentialing (Registered Polysomnographic Technologist).

Each semester is dependent on the other in instruction; therefore, the student is required to have taken the preceding semester’s courses in advance of latter courses. For those students entering the program with prior Sleep, Respiratory or Nursing backgrounds, the Program Director may allow the transfer of college credit or credit by examination.

For graduates of this program wishing to pursue an associate degree for further professional or personal development, the Technical Certificate may be applied towards the College’s Associate of Applied Science (AAS) - Allied Health Option (2011-11 VSCC Catalog).
Program Eligibility Criteria and Admission Requirements

Students desiring entrance into the Sleep Diagnostics Technology (PSG) program must have the following on file:

2. _____ Once accepted to the college, please make an appointment to see your advisor.
4. _____ Apply online to the Sleep Diagnostic Program at http://www.volstate.edu/sleep. Click on the Link on the left of the page that says, "Apply to the Sleep Diagnostics Program". Simply Click "submit" after completing the application. The deadline to apply online is October 1st for the class beginning in January. Applicants are strongly encouraged to apply early. Admission to the program is limited and on a competitive basis.
5. _____ Selection preference will be given to students who are at college level in mathematics and have completed AHC 115 and INFS 1010 (or the computer Comp. Exam). Additional patient care experience may be considered as well.

The application deadline for the Technical Certificate in Sleep Diagnostics Technology is October 1st preceding the spring term you wish to begin. Classes start in January and end in December. All accepted applicants in the Sleep Program will be required to purchase one textbook in the bookstore or online for the spring semester. The textbook is Sleep Disorders Medicine, Third Edition, (author’s name is Sudhansu Chokroverty, MD,FRCP,FACP).

Program Screening:

After the October 1st deadline, all applications will be reviewed by the selection committee. If the number of applicants exceeds the number of available students slots for the program, additional information and sleep questionnaires will be mailed to all applicants with request for completion by specified deadline to further facilitate the selection process. The following criteria will be used by the selection committee when reviewing applicant information:

1. Employment in polysomnography/Sleep Diagnostics/or related Healthcare Field
2. Selection preference will be given to students who are at college level in mathematics and have completed AHC 115 and INFS 1010 (or the computer Comp. Exam). Additional patient care experience may be considered as well.
3. Responses to sleep questionnaires-when necessary, additional sleep questionnaires (which are mailed to all applicants) will need to be completed by the applicants and submitted by specified deadline to help the selection committee further facilitate the selection process. Responses will be evaluated by the selection committee using the following evaluation scale: 50% content, 25% grammar, and 25% spelling.

4. Students making it through the application screening will be invited for an interview before final selections are made.

5. Applicants are notified via email.

Once all of your required applicant information has been reviewed by the selection committee, and you have been formally selected for the program, you will be contacted further to ensure you’re not having any problems with the registration process or with computer accessibility.

If you would like to review the computer requirements for the program, please go to the Volunteer State website and click on the TBR Link located at the top of the page. Click on “Regents Online Degree Programs” at page left, then rodp.org/orientation link at the top of the page, then click “Technical Requirements” Tab at top of the page. There you will find computer requirements for the online courses of this program.

**AHC 115 - Medical Terminology and INFS 1010 – Computer Applications (or Computer Competency Exam instead of INFS 1010) is now a requirement.**

Upon applicant screenings in October, students currently enrolled or who have completed Medical Terminology and can show computer competency will rank higher for selection during the screening process. Students who test below college level in math will be disadvantaged in the selection process.

A Technical Certificate is awarded upon successful completion of the Sleep Diagnostics program as outlined under the A.A.S. – Health Sciences option in the catalog.
Sleep Diagnostics Technology Program
Average Program Costs*  
(SUBJECT TO CHANGE)

1. **Tuition Costs & Financial Aid**
   Fees are charged per credit hour taken. Students will pay maintenance fees and tuition based on the number of credit hours taken each semester (http://www.volstate.edu/businessoffice/fees.php). Listed below are the hours per semester. If you have questions concerning financial aid, please contact the VSCC Financial Aid Office directly at (615) 230-3456 for assistance. Please direct all questions related to financial aid to the VSCC Financial Aid Office.

   **Spring Term:** 6 Total Hours  
   **Summer Term:** 7 Total Hours  
   **Fall Term:** 18 Total Hours

2. **Books**  
   Cost = $300.00
   **Spring Term:** Chokroverty, Sudhansu, *Sleep Disorders Medicine, 3rd Edition*

3. **Clinical Costs** (estimated)
   - Disease Screening (titers)  
   - Hepatitis B Injections  
   - Varicella Vaccination  
   - Measles Vaccination  
   - Malpractice Insurance  
   - Lab Coat  
   - Scrub Suits (per pair)  
   - Name Tag  
   - Hospital Parking  
   Cost: $60.00  
   Cost: $150.00  
   Cost: $30.00  
   Cost: $30.00  
   Cost: $30.00  
   Cost: $40.00  
   Cost: $3.50  
   Cost: $15.00

4. **Board Registered Polysomnographic Technologist Exam**  
   Cost: $450.00

5. **Basic Life Support Class**  
   Cost: $45.00

6. **Background Check & Urine Drug Screen**  
   **(Required during Summer Term)**  
   Cost: $40.00  
   Cost: $75.00

7. **TN Sleep Society Student Membership (Non-Voting)**  
   Cost: $00.00

8. **TN State Licensure including background check**  
   Cost: $256.00

   *Required during Summer Term – www.tnsleepsociety.org*
   *ALL COSTS SUBJECT TO CHANGE*
**Background Check and Urine Drug Screen**

After conditional acceptance into the program, students **must** provide evidence of a passing score on a background check and a urine drug screen and must provide proof of immunity to Hepatitis B (or provide proof of the first Hepatitis B vaccine). Either the failure to provide the required results by the due date or the receipt of anything other than a passing score will make a student ineligible for enrollment in this program. The background check, urine drug screens, and Hepatitis B vaccine are performed at the student’s expense. *Specific details regarding the background check, urine drug screen, and Hepatitis B vaccine are given to students after conditional acceptance into the program is granted.*

**Program Accreditation**

The Sleep Diagnostics Technology program is fully accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the committee on Accreditation for Polysomnographic Technology (CoA-PSG). CAAHEP, 1711 Frank Ave., New Bern, NC 28560, 252-626-3238

CoA-PSG  
1711 Frank Ave.,  
New Bern, NC 28560  
(252)-626-3238

Effective Period: Continuing Accreditation through **May 31, 2015**

**Program Faculty**

Program Director/Instructor: Mel Matthews  
mel.matthews@volstate.edu

Adjunct Instructors: Anthony Manasco  
anthony.manasco@volstate.edu

Kelia Ingram  
kelia.ingram@volstate.edu
Clinical Sites for 2014-2015

AlphaSleep Laboratories
935 Old Humboldt Road
Jackson, TN 38305

Baptist Health Services Group
d/b/a Baptist Sleep Disorders Center
1500 W Poplar Avenue, Suite 307
Collierville, TN 38017

HCA Services of Tennessee
d/b/a Centennial Medical Center
2300 Patterson Street
Nashville, TN 37203

Chattanooga-Hamilton County Hospital Authority
d/b/a Erlanger Health System
975 East Third Street
Chattanooga, TN 37403

Clarksville Health Systems, G.P.
d/b/a Gateway Medical Center
651 Dunlop Drive
Clarksville, TN 37040

Cookeville Regional Medical Center
1 Medical Center Boulevard
Cookeville, TN 38501

Cumberland Medical Center
421 South Main Street
Crossville, TN 38555-5031

Cannon County, LLC d/b/a
DeKalb Community Hospital &
Stones River Hospital
520 West Main Street
Smithville, TN 37166-0640
Clinical Sites (continued)

Dickson Asthma and Sleep
118 Highway 70 East
Dickson, TN 37055

Dickson Medical Associates, PC
127 Crestview Park Drive
Dickson, TN 37055

Hendersonville Medical Center
355 New Shackle Island Road
Hendersonville, TN 37075

HighPoint Health System
555 Hartsville Pike
Gallatin, TN 37066

Horizon Medical Center
111 Highway 70E
Dickson, TN 37055

Maury Regional Hospital
1224 Trotwood Avenue
Columbia, TN 38401

MidSouth Sleep Disorder Clinic
382 Carriage House Drive, Suite B
Jackson, TN 38305

Northcrest Medical Center
100 Northcrest Drive
Springfield, TN 37172

Physicians Center for Sleep
350 Park Street, Suite 208
Bowling Green, KY 42101
Clinical Sites (continued)

AMISUB (SFH), Inc., a Tennessee Corporation d/b/a Saint Frances Hospital
5959 Park Avenue
Memphis, TN 38119

St. Thomas Health Services Sleep Center, LLC
d/b/a Center for Sleep
300 Twentieth Avenue North, Suite G-2
Nashville, TN 37236

Saint Thomas Health Services
102 Woodmont Boulevard, Suite 800
Nashville, TN 37205

Sleep Diagnostic Center
382 Atoka McLaughlin Drive, Suite C
Atoka, TN 38004

Sleep EZ
502 North Garden Street, Suite 107
Columbia, TN 38401

Sleep Health Center
8066 Walnut Run Road, Suite 205
Cordova, TN 38018

Sleep Labs of Memphis
1176 Vickery Lane, Suite 100
Cordova, TN 38016

Sleep Professionals, LLC
1750 Memorial Drive
Clarksville, TN 37043

Southern Hills Medical Center
391 Wallace Road
Nashville, TN 37211
Clinical Sites (continued)

Southern Tennessee Medical Center
185 Hospital Road
Winchester, TN 37398

HTI Memorial Corporation
d/b/a Skyline Medical Center
3441 Dickerson Pike
Nashville, TN370207

HCA Health Services of Tennessee, Inc.
d/b/a Summit Medical Center
5655 Frist Boulevard
Hermitage, TN 37076

Tennessee Comprehensive Lung and
Sleep Center, PLLC
353 New Shackle Island Road, Suite 140C
Hendersonville, TN 37075

Tennessee Sleep Management, LLC
99 Doctors Drive, Suite 200
Munford, TN 38058

Vanderbilt University Medical Center
Office of Grants & Contracts Management
3319 West End Avenue, Suite 100
Nashville, TN 37203-6869

Wesley Neurology Sleep Center
8000 Centerview Parkway, Suite 305
Memphis, TN 38018

White County Community Hospital, LLC
d/b/a Highlands Medical Center
401 Sewell Drive
Sparta, TN 38583
Clinical Sites (continued)

Williamson County Hospital District
d/b/a Williamson Medical Center
4321 Carothers Parkway
Franklin, TN 37067
Volunteer State Community College
Sleep Diagnostics Program

**AAS Degree Student Check List**

Name: __________________________ Date: __________________________

The following **MUST** be completed & on file by **graduation dates: October 31 and March 31 (no exceptions)**

**Sleep Diagnostics Technology Technical Certificate:**

<table>
<thead>
<tr>
<th>SPRING</th>
<th>Course</th>
<th>HRS</th>
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<tbody>
<tr>
<td>PSG 101</td>
<td>Anatomy &amp; Physiology of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSG 102</td>
<td>Classification of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Spring</strong></td>
<td></td>
<td><strong>6</strong></td>
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<table>
<thead>
<tr>
<th>SUMMER</th>
<th>Course</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSG 110</td>
<td>Sleep Polysomnography Instruments</td>
<td>3</td>
</tr>
<tr>
<td>PSG 120C</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Summer</strong></td>
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<tr>
<th>FALL</th>
<th>Course</th>
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<td>PSG 130</td>
<td>Data Manage in Polysomnography</td>
<td>4</td>
</tr>
<tr>
<td>PSG 131</td>
<td>Sleep Scoring</td>
<td>4</td>
</tr>
<tr>
<td>PSG 132</td>
<td>Sleep Registry Review</td>
<td>4</td>
</tr>
<tr>
<td>PSG 133C</td>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Fall</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Total Technical Concentration** 31

Courses to be completed for an Associate of Applied Science:

**If required,** successfully complete Learning Support Courses. Learning support course requirements ([http://www.volstate.edu/learningsupport](http://www.volstate.edu/learningsupport)) are determined by the ACT and/or placement test scores.

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading:</td>
<td>READ 0810</td>
<td>Learning Support Reading I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>READ 0820</td>
<td>Learning Support Reading II</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>READ 0830</td>
<td>Learning Support Reading III</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Writing:</td>
<td>ENGL 0810</td>
<td>Learning Support Writing I</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>ENGL 0820</td>
<td>Learning Support Writing II</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>ENGL 0830</td>
<td>Learning Support Writing III</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mathematics:</td>
<td>MATH 0810</td>
<td>Learning Support Math I</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>MATH 1000</td>
<td>Pre College Algebra</td>
<td>3</td>
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**General Educational Courses part of Associate Degree:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Fine/Arts/Humanities</td>
<td>ART 1030-Intro to Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 1030-Music Appreciate</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 1030-Intr Film</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I(Lecture and Lab)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math Liberal Art (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1030</td>
<td>Non calculus based Physics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Gen Ed</strong></td>
<td></td>
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Electives—See program advisor for details

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>AHC 115</td>
<td>Medical Terminology</td>
<td>3</td>
<td>Required</td>
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<tr>
<td>Additional Elective Hrs</td>
<td>See Advisor</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Suggestion</td>
</tr>
<tr>
<td></td>
<td>(Lecture and Lab)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
<td>3</td>
<td>See Note Below</td>
</tr>
</tbody>
</table>

**Total Electives 13**

**IMPORTANT:** Prior to graduation, you must take Computer Applications (INFS 1010, 3 credit hours) or you must pass the competency test. For more information visit: [http://www.volstate.edu/ComputerLiteracy/](http://www.volstate.edu/ComputerLiteracy/)

**NOTE to Scholarship students/financial aid students:** Please contact your advisor for sequencing of courses each semester prior to registration. If transferring credits to VSCC, all transferred courses must be on file with Records Office by graduation dates. Must maintain a 2.0 GPA to graduate.

## Curriculum

### Summary of Required Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSG 101*</td>
<td>Anatomy and Physiology of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSG 102*</td>
<td>Classification of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSG 110*</td>
<td>Sleep Polysomnography Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>PSG 120C*</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
<tr>
<td>PSG 130*</td>
<td>Data Management in Polysomnography</td>
<td>4</td>
</tr>
<tr>
<td>PSG 131*</td>
<td>Sleep Scoring</td>
<td>4</td>
</tr>
<tr>
<td>PSG 132*</td>
<td>Sleep Registry Review</td>
<td>4</td>
</tr>
<tr>
<td>PSG 133C*</td>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Certificate Hours 31**
Courses/Semester-by-Semester Sequence

Spring Semester: Physical Aspects of Polysomnography

**PSG 101* Anatomy and Physiology of Sleep Disorders (3)** A study of the Anatomy and Physiology that is specific to sleep disorders medicine. The areas to be covered will include; structure of the nervous system, macro-and micro-anatomy including the upper and lower airway, the respiratory and cardiac system, circadian rhythm biology, sleep architecture and the physiology of REM.

**PSG 102* Classification of Sleep Disorders (3)** A study of the 84 sleep disorders with emphasis on disorders evaluated during a Polysomnographic study. Upon completing the course, a student will have an understanding of the importance of documentation in the sleep center setting by interpretation of patient history and physical assessment.

Summer Semester: Technical Application of Polysomnography

**PSG 110* Sleep Polysomnography Instrumentation (3)** A course of study covering three major items: basic electronics, Analog PSG's and Digital PSG's. Emphasis placed on computer systems, equipment calibration, signal pathways, relationships between analog and digital equipment and troubleshooting. PREREQUISITES: PSG 101*, PSG 102* or permission of Program Director.

**PSG 120C Clinical Practice I (4)** Supervised clinical application of electrode placement utilizing the 1020 method, proper patient preparation, montages, protocols, impedance checks, calibrations, troubleshooting, vital sign assessment, proper documentation and note taking. PREREQUISITES: PSG 101*, PSG 102* or permission of Program Director. 80 hours per term.

*Upon completion of the Summer semester, the student should be able to set-up and run a sleep study with minimal amount of guidance.
Fall Semester: Data Analysis of Polysomnography

**PSG 130* Data Management in Polysomnography (4)** A study of the mathematical equations used in a sleep report with focus on sleep report review, sleep documentation and editing and reviewing physician's final report. Also covered is the proper flow of patients into an accredited sleep disorders center. Sleep center management covered; time permitting. PREREQUISITES: PSG 110* and PSG 120C* or permission of Program Director.

**PSG 131* Sleep Scoring (4)** A study of the sleep staging of adults and pediatrics, respiratory scoring, scoring of PLMS, scoring of REM density, scoring of EKG arrhythmias and recognition of atypical EEG patterns. PREREQUISITES: PSG 110* and PSG 120C* or permission of Program Director.

**PSG 132* Sleep Registry Review (4)** This course is designed to prepare the student for the NBRPT examination. It includes test preparation and review. PREREQUISITES: PSG 110* and PSG 120C* or permission of Program Director.

**PSG 133C* Clinical Practice II (6)** Supervised clinical application of electrode placement utilizing the 1020 method, proper patient preparation, montages, protocols, impedance checks, calibrations, trouble-shooting, vital sign assessment, proper documentation and note-taking. PREREQUISITES: PSG 110* and PSG 120C* or permission of program director. 120 clinical hours per term.
Section 2. Sleep Diagnostics Technology Program
Advisory Committee

Responsibilities/Activities of the Committee

PSG Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs.

The primary areas of committee emphasis and associated activities are as follows:

Curriculum and Instruction

- review and suggest revisions to course content
- compare/contrast curriculum with the needs of the profession
- identify and explore use of new technologies
- advise on labor market needs and trends
- review, recommend, and assist in obtaining instructional materials

Program Review

- review and recommend program goals, objectives, and evaluative benchmarks
- participate in program evaluation
- compare student performance standards to business/industry standards
- assess, recommend, and/or provide equipment and facilities
- participate in annual and long-term program planning and development
- assist in identifying new clinical sites/intern sites/teaching locations
- assist in accreditation activities
Recruitment and Job Placement

- assist in recruiting new staff and potential students
- notify program faculty of area job opportunities for graduates
- provide or assist in obtaining cooperative work experiences, internships/externships, or service-based learning opportunities for students
- assist with career/job fairs and related activities, if indicated
- assist in employment of graduates/program completers
- assist in conducting placement follow-ups with graduates and employers

Graduate and Faculty Professional Development

- support faculty participation in retraining and back to-industry technical skill building
- identify and support professional development opportunities for faculty and graduates

Community/Public Relations

- recommend the program to employers, community, and the media
- promote special College and program events
- assist in developing and implementing program marketing plans

Resources

- participate in annual review of program’s resource needs
- identify external sources of program funding and other levels of needed support
- provide tours and field trips, job shadowing experiences, and speakers
- leverage community resources and broker community partnerships

- assist in identifying and addressing special program needs (i.e., scholarships, equipment, supplies, external funding support for program expansion, etc.)

Evaluations

- participate in the annual evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
- participate in an annual review of graduate placement data, employer satisfaction survey results, and graduate licensure/certification results
General PSG Advisory Committee Information

Meeting times: TBD
Date: TBD

Tentative Topics:
Curriculum Update
Program Status
Program evaluation Report
Budget planning
Strategic initiatives

Graduation
Placement
Advisory Committee evaluation process

Location: Main Campus: Volunteer State Community College

Frequency of meetings: Once a year
Special called meetings: Only when necessary

Special Projects and Areas of Emphasis

Program Expansion: Ongoing
Curriculum Review: Ongoing
Clinical Site Enhancement: Ongoing
SACS Visit: Fall 2014
Self-study: Fall Semester 2014
Site Visit: Spring or Summer Semester 2015
Advisory Committee Membership

Health Boles
6504 Windy Hill Cr
Brentwood, TN 37027

Dr. Ramesh Chadalavada
VSCC Program Medical Director
221 North Crest Dr
Springfield, TN 37172

Brian Hughes
Sleep Center of Middle Tennessee
1725 Medical Center Parkway
Suite 220
Murfreesboro, TN 37129

Kim Kermeen
Director of Neuro, Cardiographics and Respiratory Therapy at Sumner Regional Medical Center
585 Hartsville Pike
Gallatin, TN 37066

Tracey Toy
VSCC Student Representative

Ted Wright
DME Representative

Jill Wallace
Center for Sleep at St. Thomas
Scheduling Coordinator and Daytime Testing Technologist

A. J. Manasco
VSCC Program Instructor
114 Buckhaven Court
Hendersonville, TN 37075

Mel Matthews
VSCC Program Director/Instructor
2514 Sam Houston Ct
Gallatin, TN 37066
Section 3. General College Information

History
The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967.

This local initiative anticipated future General Assembly action to authorize and appropriate funds. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early
1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System. On February 1, 2003, Dr. Warren R. Nichols became Volunteer State’s second President. The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, since its 1971 inception. The main campus of Volunteer State is now comprised of sixteen buildings. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area. Since its inception through the current academic year, more than one hundred thousand individuals have attended the College.

**Statement of Mission**

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

**Degrees**

The College offers Associate Degree career programs in business, early childhood education and allied health, plus university parallel programs in over 50 major areas.

- Associate of Applied Science-designed for job entry
- Associate of Arts-designed for transfer
- Associate of Science-designed for transfer
- Associate of Science in Teaching- designed for transfer

**Certificates**

The College offers a number of Technical Certificate programs specifically designed for job-entry skill development and workforce skill enhancement.
Vol State's Twelve County Service Area

- Main Campus, Gallatin
- Cohn Adult Learning Center
- Hunters Lane High School
- Livingston Center
- Macon County High School
- Madison Church of Christ
- McGavock Center
- Robertson County Lifelong Learning Center
- Wilson Central High School

And many more locations offering specialty career classes!