



**Riverside Sleep (Polysomnographic) Trainee Apprenticeship:
Growing Your Future**

Applications due by 2/6/2023

A Unique Opportunity for Riverside Employees

Application & Information Packet

12/2022

Riverside Healthcare – Sleep (Polysomnographic) Trainee Apprenticeship Program

The Sleep (Polysomnographic) Trainee Apprenticeship Program supports the professional growth of Riverside employee(s) who are hired as a 1.0 FTE sleep trainee employee while completing training and clinical hours to become a certified sleep technician. As a sleep trainee, you can EARN while you LEARN to help patients get better sleep while you become a certified sleep technician at Riverside Healthcare.

What do Riverside Sleep Trainees do?

A sleep trainee completes coursework and exams along with performing basic sleep testing procedures and associated interventions under direct supervision of a sleep technician or a sleep technologist. Upon completion of the training program and required clinical training hours, the sleep trainee is required to become a certified Sleep Technician and work at Riverside for 18 months following certification attainment.

What are important skills to become a sleep technician or sleep technologist?

Beyond the study of equipment and the technical skills of conducting and scoring a sleep study, patience, compassion, and good communication are necessary. Given most sleep tech positions are overnight positions—being a ‘night owl’ is helpful along with the ability to work independently upon becoming a certified (or registered) sleep tech.

Why is sleep so important?

When sleep isn’t right, it doesn’t just affect people during their day. “Good sleep improves your brain performance, mood, and health. Not getting enough quality sleep regularly raises the risk of many diseases and disorders, ranging from heart disease and stroke to obesity and dementia” (*National Institute of Health 4/2021*). To identify what is getting in the way of good sleep, Riverside Sleep (Polysomnographic) Technicians conduct sleep studies in Riverside’s outpatient areas and are important members of the care delivery team.

What do sleep techs do?

Sleep techs are trained professionals who work in a sleep laboratory conducting sleep studies, review the results, and create summary reports that guide patient care. The sleep tech, an abbreviation for either technician or technologist, may conduct overnight studies. Most sleep techs work overnight. They arrive before the patient and prepare for the night’s study, making sure the equipment is ready for use. They greet the patients, make them comfortable, and spend about an hour prepping the patient for the sleep study along with educating the patient about sleep. Once the patient is put to bed, the sleep tech monitors the study to ensure it is of good technical quality. If the patient needs to get up, the tech will assist.

Some sleep techs work during the day. Their job responsibilities may include waking patients who sleep in, conducting daytime sleep studies, or reviewing (scoring) sleep study data. Sleep stages are identified and breathing abnormalities such as snoring, hypopneas, and apnea are marked. Leg movements that may occur in periodic limb movement syndrome are counted. These results are summarized in a report reviewed and approved by a sleep physician.

How will the Sleep Tech Trainee Program help me become a certified sleep tech?

Riverside Healthcare is pleased to offer the Accredited Sleep Technologist Education Program (ASTEP), Clinical Experience Pathway, created by the American Academy of Sleep Medicine. This training provides standardized education for sleep trainees, consisting of required interactive learning videos ranging from 45 to 60 minutes, each followed by a brief set of post-test questions.

This ASTEP program, offered through Riverside, will include 80 hours of paid classroom/online training and study time. The training consists of seven classroom days where students will complete modules, hands-on demonstrations, and return demonstration of sleep skills. Attendance at the classroom modules is mandatory, along with passing the final exam. Voluntary test review and preparation lab with a practice exam will also be offered to sleep trainees. Upon completing the module series, trainees will be awarded 26 Continuing Education Credits (CEC) and be able to explain the roles and responsibilities of a sleep technologist, describe the tasks performed by a sleep technologist during a sleep study and identify multiple scoring waveforms and sleep stages.

Within 60 days of completing the required components of the ASTEP Clinical Experience Pathway and working a minimum of 416 clinical sleep trainee hours, sleep trainees are required to take the Certified Polysomnographic Technician (CPSGT) certification examination from the Board of Registered Polysomnographic Technologists (BRPT).

What if I don't pass the certification exam?

If failing to pass the CPSGT certification exam on the first attempt, one retake of the exam is required with the sleep trainee responsible for paying for the second exam attempt (\$240 as of 12/2022).

What if I still don't pass the certification exam on the second attempt?

Failure to pass the certification exam within 90 days of completing the ASTEP program and 416 clinical hours shall result in termination from the sleep trainee position. If the trainee is in good standing according to Riverside policies and procedures, they may be permitted to apply for and transfer to other positions within the health system for which they are qualified.

Upon successfully passing the CPSGT certification exam, I understand I may be offered a certified sleep technician position at Riverside. If I decline the position, I may be expected to re-pay Riverside any educational funding provided. If I accept the position, I understand I am expected to continue working at Riverside for a minimum of 18 months to avoid repayment of any educational funding. If Riverside does not offer me a certified sleep technician position upon program completion, I am not obligated to repay any educational funding I received.

Interview Process

Sleep Trainee applicants will complete interviews and shadowing on the night shift at the Sleep Lab to evaluate if this is a good fit with their career goals.

Class Schedule

Upon completion of interviews, selected applicants will receive offers to become a 1.0 FTE Sleep Trainee, starting coursework on 4/3/2023 (see class schedule on pages 5-9). The Manager of Pulmonology and Sleep Medicine manages this program along with establishing work days and shifts.

What is the pay for this position?

A hired trainee will be a .9 position working 3/ 12 hr. shifts per week. A trainee's starting pay is \$20.25/hr.; upon becoming certified the pay is \$21.25. Become registered as a sleep tech three years after being certified is required by the certifying body, Board of Registered Polysomnographic Technologists (BRPT). In addition, hourly differentials (e.g., night shift hours) are also available based upon work hours in addition to the above hourly rate.

Selection Criteria

The selection of students is based on several criteria, including work performance, attendance, recommendation/approval from current leader, a written statement, and ability to demonstrate readiness for this program along with a willingness to work varying shifts (including nights), and to travel between sleep lab locations within Riverside Healthcare.

HS Diploma or GED is required, and at least six months of direct patient care experience or one year of post-secondary education is required; or, Current enrollment in an accredited educational program leading to a certificate or associate degree with an emphasis in sleep technology.

Also required: willingness to obtain and maintain currency of an American Heart Association Basic Life Support CPR certificate.

Application Process

Completed applications for Riverside employees interested in being part of the Sleep Trainee apprenticeship must be submitted to Riverside's Organizational Development and Learning Department (scan to rhcscholarships@rhc.net). Further review of your attendance records, past performance evaluations along with discussion and approval of your application by your Riverside leader will be completed by Riverside Human Resources as part of the decision process. If you have a corrective action, you may be ineligible for the program. You will be notified along with your leader via email if you are accepted into the program.

Incomplete applications will not be considered.

For Additional Information re: The Program

Organizational Development and Learning Department at extension 22701 or 815-935-3276.

Riverside Healthcare Sleep Trainee Apprenticeship Program

Directions for Completion: Please complete all sections of the entire application.

Section I: Personal Information

Name _____ Previous Name _____

Address _____

City, State, Zip _____ Home Phone_ (_____) _____

Email _____

Please circle any/all degrees/diplomas you have obtained:

High School Diploma/GED and List Other:

Section II: Employment History and Background *(Please include any breaks in employment)*

RHC Hire Date _____ Current FTE Status _____

Current RHC Department _____

List all employment, starting with the most recent, up until employment at RMC.

Employer	City/State	Dates
----------	------------	-------

Section III: Written Statement

Please attach a **maximum one-page typed response** to the questions below. Include any other information that you feel is important to know.

1. Why do you want to become a certified sleep technician at Riverside?
2. Tell about a time when you went above and beyond to help a team member or patient.
3. Patients are not always at their best. Describe a time where you dealt with someone else's stress. What did you do to care for yourself while you helped them?

Section IV: Completion Agreement

Checklist:

- ☐ Written statement is attached
- ☐ Sections I. through IV. are complete.
- ☐ Authorization Review section is complete and signed by applicant.
- ☐ Application has been signed by department manager or director.
- ☐ I have worked at Riverside for a minimum of six months.

Authorization Review:

By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize review of all information so my eligibility for this program may be determined.

Please check any/all of the boxes below that apply:

- ☐ I have verified, to the best of my ability, that this application form is complete.
- ☐ I understand I may be asked to participate in any award ceremonies /publicity as requested by Riverside to market this program.
- ☐ I understand successful completion of the ASTEP program includes completing seven modules of classroom instruction with mandatory attendance (no make-up sessions will be offered), passing a final exam and completion of 26 online modules.
- ☐ Upon successful completion of the entire ASTEP program as described above, I understand I will be expected to work as a sleep trainee under the direction of a certified sleep technician or registered sleep technologist until I have completed 416 clinical hours at Riverside at sleep lab outpatient locations.
- ☐ Within 60 days of completing the ASTEP seven classroom modules, final exam, and 26 online training modules along with a minimum of 416 clinical sleep trainee hours, I understand I am required to self-register and complete the Certified Polysomnographic Technician (CPSGT) certification examination from the Board of Registered Polysomnographic Technologists (BRPT).
- ☐ If failing to pass the CPSGT certification exam on the first attempt, one retake of the exam is required with the sleep trainee responsible for paying for the second exam attempt
- ☐ Upon passing the CPSGT certification exam, I understand I may be offered a certified sleep technician position at Riverside. If I decline the position, I may be expected to re-pay Riverside any educational funding provided. If I accept the position, I understand I am expected to continue working at Riverside for a minimum of 18 months to avoid repayment of any educational funding. If Riverside does not offer me a certified sleep technician position upon program completion, I am not obligated to repay any educational funding I received.

Print Applicant Name

Signature of Applicant

Date Signed

My signature below represents I have checked this application for completion and discussed the application with my employee. My signature also represents my full support and recommendation of this employee for this opportunity and that this employee is in good standing at Riverside:

Signature of Riverside Leader/Supervisor/ Director or Designee

Date Signed

APPLICANT: After meeting with your leader, please send the application and any/all attachments to Riverside Human Resources where signature for the following area will be obtained.

My signature below represents I have reviewed this application and acknowledge this employee is in good standing.

Signature of Human Resources Employee completing Review

Date Reviewed



Class Schedule

April 3, 2023

Day 1 Modules

8:30-9:30 – Welcome to the Class

9:30-10:30 Welcome to Sleep Technology

This module provides a discussion of the scope and practice of sleep technology and a review of pathways to professional recognition. Overview of clinical conditions that may lead to a sleep study. Overview of the sleep study procedure. Overview of training required to become a sleep technologist. Role of ASTEP in this training.

10:30-11:30 the Patient Chart

A review of the elements of the patient chart with a focus on key information needed by sleep technologists. HIPAA. Paper charts vs EMR. Overview of different protocols. Include NP/PA providers in the discussion.

Break

12:30- 1:30 Meet the Patient

Methods for greeting the patient and answers to questions patients frequently ask. Remedies for common issues, including troubles falling asleep and anxiety in the sleep center.

1:30- 2:30 Infection Control in the Sleep Center

Review of Universal and Standard Precautions, disinfection and hand washing. A discussion of procedures for patients exhibiting signs/symptoms of infectious illness, body fluid exposure, evidence of lice and bedbugs.

3:00- 5:00 – Discussion on modules; review protocols for scheduling patients in the Sleep Center

April 4, 2023

Day 2 Modules

8:30-9:30 Basics of Electrode Application: EEG and EOG

EEG and EOG: A discussion of the standardized placement of electrodes for monitoring activity from the brain and the eyes.

9:30-10:30 Basics of Electrode Application: Respiratory and EMG Monitoring

Respiratory and EMG: Methods for transducing air flow and effort to monitor breathing during sleep and limb muscle activity from the chin and legs during sleep including ECG lead placement.

Break

10:45-11:45 Basics of Sleep Recordings

A discussion of the origin of the EEG, recording montages and how to discriminate signals from artifact. Troubleshooting artifacts. Expand the section on filtering, provide examples. Discuss changing the amplitude of a signal.

Break

12:30- 1:30 Respiratory Monitoring

Basic respiratory physiology and methods for monitoring key aspects of breathing. Including a discussion of transcutaneous/end-tidal CO2 monitoring.

1:30- 5:00 – Review Modules, learn and practice the 10-20 head measurement; practice in pairs.

April 5, 2023 Day 3 Modules

8:30-9:30 Sleep Study Protocols

Standard methods for recording sleep, protocols and the AASM publications that support their use. Discussion of coding and HSATs.

9:30-10:30 Normal Sleep

Basic sleep physiology including effects of sleep deprivation, influence of circadian rhythms on sleep and a brief introduction to the neurophysiology of sleep.

Break

10:45-11:45 Breathing during Sleep

A discussion of the effects of sleep on breathing and how changes at sleep onset increase the risk of obstructive sleep apnea.

Break

12:30- 1:30 Sleep Center Emergencies

Common sleep center emergencies defined and a review of appropriate responses. Move ECG monitoring to lead placement.

1:30- 5:00 – Review Modules, practice the 10-20 head measurement; practice sleep hook up in pairs.

Half- night observation in the Sleep Center

April 6, 2023
Day 4 Modules (Afternoon)

12:00- 1:00 Scoring Workshop – Waveforms

Recognizing the building blocks for sleep scoring with a focus on EEG activity and eye movements.

1:00- 2:00 Scoring Workshop – Sleep Stages

A review of the rules for scoring sleep stages including examples that illustrate the scoring rules.

Break

2:15- 3:15 Scoring Workshop – Respiratory Events

Distinguishing apneas, hypopneas and Respiratory Effort Related Arousals from normal breathing during sleep.

3:15- 4:00 Scoring Workshop – Arousals, EEG Abnormalities, Movements and Cardiac Events

An overview of rules for scoring of non-respiratory events during sleep.

4:00- 5:00 – Review Modules, review sleep stages

April 7, 2023
Day 5 Modules

8:30-9:30 Insomnia and Hypersomnia

A discussion of insomnia types and the three-process theory of insomnia as well as an introduction to narcolepsy and other hypersomnia's.

9:30-10:30 Circadian Rhythm and Movement Disorders

An overview of the effects of phase and entrainment on the circadian distribution of sleep and a review of Restless Legs Syndrome and movements during sleep.

Break

10:45-11:45 Sleep Related Breathing Disorders

Review the causes and consequences of obstructive sleep apnea and other breathing disorders during sleep.

12:30- 1:30 PAP for SRBD

A discussion of the variety of methods for delivering positive airway pressure and an assessment of oral appliance and surgical therapies for OSA. Shorten the section on BPAP therapy and limit it to therapy of OSA only.

1:30- 5:00 – Review Modules, learn and practice the 10-20 head measurement; practice hook up in pairs, practice scripting for putting a mask on a patient, practice adding masks to each other in the sleep center with a PAP machine, oxygen, and masks.

April 10, 2023
Day 6 Modules

8:30-9:30 Non-PAP Therapies for the Treatment of OSA

Discussion of oral appliances, methods of oral appliance titration, and airway stimulators. Presentation of interventions in the treatment of OSA.

9:30-10:30 Administration and Titration of Oxygen

A discussion of the physiologic basics of and indications for oxygen administration.

10:45-11:45 Parasomnias and Nocturnal Epilepsies

Review of parasomnias arising from stage R sleep and from other sleep stages and the difficulties of distinguishing parasomnias from nocturnal epilepsies.

12:30- 5:00 Afternoon in Sleep Center

April 11, 2023
Day 7 Modules

8:30-9:30 Pediatric Breathing Disorders

A discussion of sleep related breathing disorders in children, including scoring criteria and preferred treatments

9:30-10:30 Other Pediatric Sleep Disorders

A review of behavioral insomnias, bedwetting and other sleep disorders common in children

10:45-11:45 Home Sleep Apnea Test

A discussion of the technology and protocols for the clinical use of a home sleep apnea test

12:30- 5:00 Afternoon in Sleep Center

April 12-14 – overnight and observation times scheduled for students