



AMERICAN ASSOCIATION OF SLEEP TECHNOLOGISTS

RISK MANAGEMENT IN THE SLEEP CENTER

MARCH 11-12, 2016

The Seelbach Hilton

Louisville, Kentucky

Course Co-chairs:

Patricia Gibson, RST, RPGST

Cindy Kistner, RST, RPSGT, REEGT

AAST CEC Credits: 13

Advanced Registration

Deadline: February 12, 2016



REGISTER ONLINE AT WWW.AASTWEB.ORG

COURSE OVERVIEW

This course will focus on risk management in the sleep center. An expert faculty will provide guidelines for risk reduction and strategies to provide appropriate intervention. Topics will include: life safety, infection control, HIPAA and patient confidentiality, patient acceptance, documentation and charting, internal audits, and regulatory and accreditation requirements. Afternoon workshops will allow attendees to actively participate to improve recognition of comorbidities and symptoms as well as appropriate interventions. Participants will also be able to identify cultural and gender sensitivities, as well as prepare for pediatric and special needs patients in the sleep center.

TARGET AUDIENCE

This course is relevant to sleep technologists, sleep center managers, nurses, physician assistants and physicians seeking the knowledge necessary to ensure safety, privacy and proper accommodation of their patient population.

COURSE OBJECTIVES

Upon completion of the course, participants will be prepared to:

- + Identify risk factors in the sleep center;
- + Assess patient acceptance criteria and accommodate patient needs to ensure a safe environment;
- + Distinguish risks involved and determine appropriate intervention for aggressive patients, patients with significant comorbidities, pediatric patients and infectious patients;
- + Explore ways to improve documentation and communication between the physician and technologist; and
- + Develop a plan to review policies to ensure a safe environment and meet criteria for regulatory and accreditation agencies.

SCHEDULE & TOPICS

FRIDAY, MARCH 11

7:00AM – 8:00AM	Breakfast* and Registration
8:00AM – 8:15AM	Welcome
8:15AM – 9:15AM	Patient Acceptance Criteria <i>Kathryn Hansen, REEGT</i> <ul style="list-style-type: none"> + Determine policies/criteria for patients tested in the laboratory + Define documentation required prior to patient acceptance
9:15AM – 10:15AM	Documentation and Charting <i>Rita Brooks, MEd, RST, RPSGT, REEG/EPT</i> <ul style="list-style-type: none"> + Demonstrate appropriate communication techniques + Identify communication and charting requirements + Provide accurate and descriptive chart notes
10:15AM – 10:30AM	Break
10:30AM – 11:30AM	Infection Control <i>Laura Linley, RST, RPSGT, CRTT</i> <ul style="list-style-type: none"> + Practice universal precautions + Define equipment and reusable sensor disinfection + Utilize disposable and one-time-use equipment appropriately
11:30AM – 12:30PM	HIPAA and Patient Confidentiality <i>Robert Turner, RST, RPSGT</i> <ul style="list-style-type: none"> + Explain HIPAA guidelines + Define patient identifiers, appropriate use of patient information and data encryption requirements
12:30PM – 1:30PM	Lunch*
1:30PM – 5:00PM	Workshops: <ul style="list-style-type: none"> + Cardiac Arrhythmias + Endocrine: Diabetes + Pulmonary: Oxygen Sensors + Neurologic: Seizure Disorders

*These meals are provided; attendees are responsible for all other meals.



SATURDAY, MARCH 12

7:30AM – 8:00AM **Breakfast***

8:00AM – 8:15AM **Welcome**

8:15AM – 9:45AM **Internal Audits: Regulatory and
Legislative Advisory Committee**

Kathryn Hansen, REEGT

- + Define OSHA, state, federal, and accreditation requirements
- + Define safety and regulatory requirements
- + Recognize and meet payor requirements
- + Identify and apply local, state, and federal requirements in preparation for audits

9:45AM – 10:15AM **Break**



10:15AM – 11:45AM

Life Safety

Michael Zachek, MD

- + Identify patients with comorbidities
- + Prepare a safe environment for patients of all ages
- + Define facility access issues
- + Describe medication storage and access requirements

11:45AM – 12:45PM

Lunch*

12:45PM – 4:00PM

Workshops:

- + Ethnic Sensitivities
- + Gender Sensitivities
- + Accommodating Disabled Patients
- + Pediatric Patients: Bringing Families to the Lab

*These meals are provided; attendees are responsible for all other meals.

The American Academy of Sleep Medicine serves as the management company for the AAST; however, the AASM does not have any influence on the content or faculty selected for this course.

Questions? Call the AAST Meeting Department at (630) 737-9704

IMPORTANT DATES

February 12, 2016

Advanced Registration Deadline to Receive
Reduced Registration Fees

Deadline to Reserve Hotel Rooms at Discounted
Rate of \$149/Night

February 19, 2016

Cancellation Deadline

March 11-12, 2016

Risk Management in the Sleep Center

REGISTRATION FEES

Advanced Registration Fees

On or before February 12, 2016

\$275 *member*

\$320 *nonmember*

Regular Registration Fees

After February 12, 2016

\$315 *member*

\$360 *nonmember*



GENERAL INFORMATION

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COURSE LOCATION

The course will all be held at:

The Seelbach Hilton
500 South 4th Street
Louisville, Kentucky 40202



HOTEL RESERVATIONS

The AAST has reserved a block of guest rooms at a discounted group rate of **\$149/night plus taxes** at:

The Seelbach Hilton
500 South 4th Street
Louisville, Kentucky 40202

Space is limited, so please make reservations well in advance; the group rate will no longer be available if all rooms in the block sell out. Reservations must be made by individual attendees directly with the hotel's reservation department by calling 1-800-333-3399; to receive the special group rate, you must identify yourself as part of the group code listed below. Reservations may also be made online at aastweb.org/course.aspx. Check-in time is 4:00pm and check-out time is 11:00am.

Cut-off Date: February 12, 2016 **Group Code:** 2016 AAST Spring Course



TRANSPORTATION FROM AIRPORT

The airport nearest to the Seelbach Hilton Hotel is Louisville International Airport (SDF). Louisville International Airport is approximately a 15 minute drive from the Seelbach Hilton Hotel.



MEALS

Meals provided by the AAST are available for registered attendees only. Attendees are responsible for meals not listed.



RECORDING

The AAST strictly prohibits photographing and/or audio, video, or otherwise recording, of the exhibit hall, sessions and speakers at the course.



CONTINUING EDUCATION

The American Association of Sleep Technologists has approved this course for 13 continuing education credits (CECs); an application has been submitted to the American Association for Respiratory Care (AARC) for Continuing Respiratory Care Education (CRCE) contact hours for respiratory therapists.

All participants requesting AAST CECs or AARC CRCE credits must return the credit claim form included with the registration materials to the AAST information desk upon completion of the course. An AAST representative will be available to address any questions or concerns during the course.

Credit letters will be emailed by the AAST approximately four to six weeks following the course.



ELECTRONIC COURSE MATERIALS

The AAST will provide course materials only in an electronic format. Prior to the course, attendees will be allowed to download and, if preferred, print course materials.

PLEASE NOTE: The AAST **will not** supply computers or tablets to view the materials or power for computers or tablets. For attendees wishing to view the course materials on their laptops or tablets, it is imperative that attendees have them sufficiently powered prior to arrival at the course each day.



WAYS TO REGISTER

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Online (credit card only)

www.aastweb.org

Fax (credit card only)

630-737-9789

Mail (check or credit card)

American Association of Sleep Technologists
Attn: Meeting Department
2510 North Frontage Road
Darien, IL 60561

CONFIRMATION AND REGISTRATION DISCLAIMER

Registration is limited. Please register early. Confirmation letters will be sent via email within one week of receipt of registration form and payment. On-site registration is limited and will be accepted on a first come, first served basis. The AAST will not be held liable if an individual purchases an airline ticket before receiving confirmation of registration for a course.

CANCELLATION POLICY

Written notification must be submitted to the meeting department for registration cancellation. A \$50.00 administrative fee will be withheld on cancellations postmarked prior to February 19, 2016. After this date, no refunds will be available. Refunds are not provided to no-shows. The AAST reserves the right to cancel this course and provide a full refund should conditions warrant. The refund will only include the cost of registration for the course.

REGISTRATION CATEGORIES

Members

To register as a member, the registrant must currently be an individual member of the American Association of Sleep Technologists (AAST). If the AAST is unable to confirm that the individual is a member of the society, the AAST will register the individual as a nonmember for this course at the nonmember prevailing fee.

Nonmembers

Want to register for the member price, but you're not a member? Join the AAST to receive instant savings including reduced course registration fees, a subscription to A2Zzz, and much more. Visit the AAST website at www.aastweb.org for more information about membership including a complete listing of benefits and a description of all membership categories. Membership is on a calendar-year basis (January 1–December 31).

Guests

Attending the course with a spouse or family member? See the Guest Registration form at www.aastweb.org for further details and to register!

EXPERIENCE LOUISVILLE



Experience all that Louisville has to offer! Join the AAST in the heart of Kentucky to experience a thriving downtown with everything from historic sites to contemporary restaurants.

Images below © www.kentuckytourism.com



**Louisville Slugger
Museum & Factory**



**Churchill Downs Racetrack
Home of the Kentucky Derby**



Kentucky Bourbon Trail



Louisville Zoo

REGISTRATION FORM

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Registration Information (Please print or type clearly)

First Name: _____ Last Name: _____

Credential(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Fax: _____

Email (Required to receive confirmation): _____

Special Needs/Accommodations: _____

How did you hear about this course? (Check all that apply)

☐ Website ☐ Email ☐ Colleague ☐ Mailing ☐ Other _____

Attendee List Permission (Check One)

I give my permission to include my contact information on an attendee list to be distributed to course attendees. ☐ Yes ☐ No

Membership Dues for Nonmembers

Membership dues are based on the date that the registration is received by the national office. 2016 memberships will be valid through December 31, 2016.

2016 Membership-Year Regular Members ☐ \$125.00 Student Members ☐ \$50.00

Registration Fees (Check the appropriate registration fee(s). Registration fees are based on the date that the registration is received at the national office.)

	On or Before 2/12/16	After 2/12/16
AAST Member	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$315.00
Nonmember	<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$360.00

Method of Payment (Check one)

☐ Check made payable to the AAST (U.S. funds drawn on a U.S. bank)
☐ Credit Card ☐ VISA ☐ MasterCard ☐ American Express

Card #: _____

Exp. Date: _____ Validation Code**: _____

Cardholder's Name: _____

Billing Address: _____

Signature: _____ Date: _____

**For a VISA or MasterCard, the validation code is the last 3 numbers in the signature box.
For an American Express, the validation code is the 4 numbers above the credit card number.



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Darien, Illinois 60561

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