


<b>Name of Policy:</b> <u>Mandatory continuing education</u> <b>Policy Number:</b> 3364-171-01-09 <b>Department:</b> Sleep Disorders <b>Approving Officer:</b> Senior Hospital Administrator <b>Responsible Agent:</b> Director, Sleep Disorders  <b>Scope:</b> The University of Toledo Medical Center Pulmonary Services Department	  <b>Effective Date:</b> 03/17/2023 Initial Effective Date: 03/17/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

All professional and medical staff are responsible for maintaining an average of 10 hours of Continuing Medical Education/Continuing Educational Credits (CME/CECs) per calendar year. Professional staff will obtain an average 10 American Medical Association (AMA) Physician’s Recognition Awards (PRA) category 1 credits per year in sleep medicine. Technical staff will obtain an average of 10 hours per year of CECs in sleep related educational fields.

**(B) Purpose of Policy**

Due to the constant change and advancement in healthcare and Sleep Medicine, it is essential that the professional and technical staff working in the Sleep Lab continue to advance their knowledge and skills by maintaining a minimum number of Continuing Education Credits (CECs) or Continuing Medical Education units (CMEs).

**(C) Procedure**

1. American Academy of Sleep Medicine (AASM) guidelines specify 30 CECs in 3 years averaging 10 CECs per year.
2. CME/CECs must be earned from a provider recognized by the ASSM.
3. All Polysomnographic Technologists (PSGT) must achieve a total of 50 CECs in a five-year period. To re-certify for their Registered Polysomnographic Technologist (RPSGT) certification or retake the RPSGT (Registry) exam in accordance with the Board of Registered Polysomnographic Technologist (BRPT) guidelines.
4. Noting the difference between the AASM and the BRPT requirements for CECs, technologists in the Sleep Lab, along with physicians will be required to achieve 10 CME/CECs per calendar year.
5. CEC’s can be obtained via seminars, on-line offerings, webinars, etc.
6. New hires will provide copies of their CEC’s earned from the previous 3 years. If the CEC’s have not been acquired the CEC’s will be prorated based on the date of hire.
7. CEC’s will be audited prior to the annual employment review. If the minimum amount of CEC’s has not been obtained a plan will be developed to assist the technical staff in completing the minimum requirements.
8. Individuals not meeting compliance will have disciplinary action plan which may include suspension or termination.
9. It is the responsibility of each individual to supply the Sleep Lab Manager, copies on an annual basis, beginning each calendar year. These will be kept in the employee’s personal file.

<b>Approved by:</b>	<b>Review/Revision Date:</b> 03/23
<u>/s/</u> Michael Taylor Director, Pulmonary Services	<u>03/20/2023</u> Date
<u>/s/</u> Andre Aguilon, M.D. Medical Director	<u>03/19/2023</u> Date
<u>/s/</u> Russell Smith Senior Hospital Administrator	<u>03/20/2023</u> Date
<i>Review/Revision Completed By:</i> <i>Director, Sleep Disorders Center</i>	<b>Next Review Date: 03/26</b>
<b>Policies Superseded by This Policy:</b>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*