Certification Examination in Otorhinolaryngology and Head-Neck Nursing

Handbook for Candidates

EXAMINATION DATES SPRING 2017		
Application Deadline	Testing Window	
April 15, 2017	Begins:	May 13, 2017
	Ends:	May 27, 2017
FALL 2017		
Application Deadline	Testing Window	
September 15, 2017	Begins:	October 14, 2017
	Ends:	October 28, 2017

PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • 17th FLOOR • NEW YORK, NY 10018

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This handbook contains necessary information about the Otorhinolaryngology and Head-Neck Nursing examination. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

CERTIFICATION

The National Certifying Board for Otorhinolaryngology and Head-Neck Nurses (NCBOHN) endorses the concept of voluntary, periodic certification by examination for all otorhinolaryngology and head-neck registered nurses. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Board certification in otorhinolaryngology and head-neck nursing is highly valued and provides formal recognition of basic otorhinolaryngology and head-neck nursing knowledge.

PURPOSES OF CERTIFICATION

TO PROMOTE DELIVERY OF SAFE AND EFFECTIVE CARE IN OTORHINOLARYNGOLOGY AND HEAD-NECK NURSING PRACTICE THROUGH THE CERTIFICATION OF QUALIFIED OTORHINOLARYNGOLOGY AND HEAD-NECK NURSES BY:

1. Recognizing formally those individuals who meet the eligibility requirements of the National Certifying Board for Otorhinolaryngology and Head-Neck Nurses and pass the Certification Examination in Otorhinolaryngology and Head-Neck Nursing.

2. Encouraging continued personal and professional growth in the practice of otorhinolaryngology and head-neck nursing.

3. Establishing and measuring the level of knowledge required for certification in otorhinolaryngology and head-neck nursing.

4. Providing a standard of requisite knowledge for certification, thereby assisting the employer, public, and members of the health professions in the assessment of otorhinolaryngology and head-neck nurses.

ELIGIBILITY REQUIREMENTS

1. Currently licensed as a Registered Nurse in the United States or the equivalent in another country. **(Submit a copy of current RN license with application.)**
2. Recommended at least three years of experience in otorhinolaryngology and/or head-neck nursing practice.
3. Completion and filing of an Application for the Certification Examination in Otorhinolaryngology and Head-Neck Nursing.
4. Payment of required fee.

ADMINISTRATION

The Certification Program is sponsored by the National Certifying Board for Otorhinolaryngology and Head-Neck Nurses (NCBOHN). The Certification Examination in Otorhinolaryngology and Head-Neck Nursing is administered for the NCBOHN by the Professional Testing Corporation (PTC), 1350 Broadway - 17th Floor, New York, New York 10018, (212) 356-0660, www.ptcny.com Questions concerning the examination should be referred to PTC.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION

Eligible candidates who pass the Certification Examination in Otorhinolaryngology and Head-Neck Nursing are eligible to use the registered designation CORLN after their names and will receive certificates from the

NCBOHN. A registry of Certified Otorhinolaryngology and Head-Neck Nurses will be maintained by the NCBOHN and may be reported in its publications.

Otorhinolaryngology and head-neck nurse certification is recognized for a period of five years at which time the candidate must retake and pass the current Certification Examination in Otorhinolaryngology and Head-Neck Nursing or meet continuing education requirements as are in effect at that time in order to retain certification.

REVOCATION OF CERTIFICATION

Certification may be revoked for any of the following reasons:

1. Falsification of an Application.
2. Revocation of current Registered Nurse license.
3. Misrepresentation of certification status.

The Appeals Committee of the NCBOHN provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process.

APPLICATION PROCEDURE

1. Read and follow the directions on the application and in this handbook. All applications must be completed online. The application can be found on Professional Testing Corporation's website www.ptcny.com/clients/ncbohn.
2. The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this handbook.

COMPLETION OF APPLICATION

Candidates must complete the examination application in full, using your name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. The completed application, with all documentation, can be submitted and paid for online at www.ptcny.com/clients/ncbohn.

FEES

Application fees for the Certification Examination in Otorhinolaryngology and Head-Neck Nursing:

SOHN Members.....$325.00
Non-SOHN Members $425.00

MAKE CHECK OR MONEY ORDER PAYABLE TO:

PROFESSIONAL TESTING CORPORATION

Visa, MasterCard, and American Express are also accepted. Please complete the Credit Card Payment section on the Application.

REFUNDS

There will be no refund of fees. Fees will not be transferred from one testing period to another.

EXAMINATION ADMINISTRATION

The Certification Examination in Otorhinolaryngology and Head-Neck Nursing is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you, visit **http://www.ptcny.com/cbt/sites.htm** or call PSI at (800) 733-9267. Please note: Hours and days of availability vary at different centers. ***You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC (notices@ptcny.com).***

TESTING SOFTWARE TUTORIAL

A testing tutorial document can be viewed online. Please visit www.ptcny.com/cbt/demo.htm. This document can give you an idea about the features of online testing.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your application has been received and processed and your eligibility verified, you will be sent a notice from PTC confirming receipt of payment and acceptance of application. Within six weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization via email from notices@ptcny.com. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660.

The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

Your current government-issued photo identification, such as a driver's license or passport, must be presented in order to gain admission to the testing center. PTC also recommends you bring a paper copy of your Scheduling Authorization and your PSI appointment confirmation with you to the testing center.

After you make your test appointment, PSI will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location. Contact PSI at (800) 733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

- **It is your responsibility as the candidate to call PSI to schedule the examination appointment.**
- **It is highly recommended that you become familiar with the testing site.**
- **Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.**

SPECIAL NEEDS

NCBOHN and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by

calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. **Please note: PSI does not have the authority to authorize refunds or transfers to another testing period.**

RULES FOR THE EXAMINATION

1. All Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology such as smart watches; MP3 players such as iPods; pagers, cameras and voice recorders are not permitted to be used and cannot be taken in the examination room.
2. No papers, books, or reference materials may be taken into or removed from the testing room.
3. Simple, nonprogrammable calculators are permitted with the exception of calculators as part of cellular phones, Blackberries, etc. A calculator is also available on screen if needed.
4. No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

REPORT OF RESULTS

Candidates will be notified in writing by PTC within four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will also receive certificates from the NCBOHN.

REEXAMINATION

The Certification Examination in Otorhinolaryngology and Head-Neck Nursing may be taken as often as desired upon filing of a new Application and fee. There is no limit to the number of times the examination may be repeated.

CONFIDENTIALITY

1. The NCBOHN will release the individual test scores ONLY to the individual candidate.
2. Any questions concerning test results should be referred to NCBOHN or the Professional Testing Corporation.

CONTENT OF EXAMINATION

1. The Certification Examination in Otorhinolaryngology and Head-Neck Nursing is a computer-based examination composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.

2. The content for the examination is described in the Content Outline below.

3. The questions for the examination are obtained from individuals with expertise in otorhinolaryngology and head-neck nursing and are reviewed for construction, accuracy, and appropriateness by the NCBOHN.

4. The NCBOHN, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

5. The Certification Examination in Otorhinolaryngology and Head-Neck Nursing will be weighted in approximately the following manner:

I. Conditions 25%
II. Assessment 25%
III. Interventions 40%
IV. Professional Issues 10%

CONTENT OUTLINE

I. CONDITIONS

A. Otologic/Neurotologic
- 1. Normal Anatomy and Physiology
- 2.Conditions
  - a. Auditory
    - 1. Conductive Hearing Loss
    - 2. Sensorineural Hearing Loss
    - 3. Otosclerosis
    - 4. Tinnitus
  - b. Vestibular
    - 1. Meniere's Syndrome
    - 2. Benign Paroxysmal Vertigo
    - 3. Vestibular Neuronitis
  - c. Facial Nerve
    - 1. Bell's Palsy
    - 2. Neuromas
    - 3. Other
  - d. Inflammatory Disorders
    - 1. External Otitis
    - 2. Otitis Media
    - 3. Cholesteatoma
    - 4. Autoimmune
  - e. Tumors, Toxins, Trauma
    - 1. Acoustic Neuromas
    - 2. Glomus Tumors
    - 3. Ototoxicity

- 4. Temporal Bone Fractures
- 5. Cerebrospinal Fluid Leaks
- 6. Barotrauma
- 7. Foreign Bodies
- 8. Carcinomas

f. Other

B. Nasal, Paranasal, Facial, Orbital

1. Normal Anatomy and Physiology
2. Conditions

a. Rhinorrhea
b. Rhinitis
c. Sinusitis
d. Epistaxis
e. Polyps
f. Nasal Obstruction
g. Tumors

1. Hemangioma
2. Fibromas
3. Carcinoma of Nasal and Paranasal Sinuses
4. Basal Cell Carcinoma

h. Fractures
i. Infections
j. Cleft Lip
k. Choanal Atresia
l. Other

C. Oral and Nasopharyngeal

1. Normal Anatomy and Physiology
2. Conditions

a. Pharyngitis and Tonsillitis
b. Carcinomas

1. Tongue
2. Floor of Mouth
3. Nasopharyngeal
4. Oropharyngeal

c. Obstructive Sleep Apnea
d. Cleft Palate
e. Foreign Bodies
f. Trauma

1. Burns
2. Lacerations

g. Other

D. Laryngeal/Hypopharyngeal

1. Normal Anatomy and Physiology
2. Conditions

a. Infections

1. Epiglottitis
2. Croup
3. Laryngitis
4. Tuberculosis

b. Stridor
c. Hoarseness
d. Carcinomas
e. Vocal Cord Paralysis
f. Vocal Cord Polyps
g. Papillomas
h. Laryngomalacia
i. Kaposi's Sarcoma
j. Fractures
k. Other

E. Tracheal and Esophageal
1. Normal Anatomy and Physiology
2. Conditions
a. Tracheitis
b. Stenosis
1. Subglottic
2. Tracheal
c. Carcinoma of Cervical Esophagus
d. Foreign Bodies
e. Zenker's Diverticulum
f. Tracheal-Esophageal Fistula
g. Burns
h. Other

F. Salivary
1. Normal Anatomy and Physiology
2. Conditions
a. Sialoadenitis
b. Drooling
c. Benign Mixed Tumors
d. Xerostomia
e. Obstruction
f. Parotitis
g. Other

G. Neck
1. Normal Anatomy and Physiology
2. Conditions
a. Cervical Adenopathy
b. Thyroid Disease
c. Thyroglossal Duct Cyst
d. Trauma
e. Deep Neck Infections
f. Congenital Neck Masses
1. Lymphatic Malformations
2. Hemangioma
g. Rhabdomyosarcoma
h. Other

H. Allergy
I. Pathophysiology
J. Epidemiology

II. ASSESSMENT

- A. Health History
- B. Physical Examination
  - 1. Ear
  - 2. Nose
  - 3. Oral Cavity
  - 4. Cranial Nerves
  - 5. Skin
  - 6. Neck
- C. General Diagnostic Tests
  - 1. Radiographic
    - a. Videofluoroscopy
    - b. Computerized Tomography
    - c. Magnetic Resonance Imaging
  - 2. Ultrasound
  - 3. Endoscopic Procedures
  - 4. Laboratory
  - 5. Positron Emission Tomography
  - 6. Other
- D. Ear Diagnostic Tests
  - 1. Basic
    - a. Audiogram
    - b. Auditory Brainstem Evoked Response
    - c. Tuning Forks
      - 1. Weber
      - 2. Rinne
  - 2. Specialized
    - a. Romberg
    - b. Electronystagmogram
    - c. Nerve Stimulating
    - d. Schirmer's
- E. Communication Skills
  - 1. Written
  - 2. Oral
  - 3. Sign
  - 4. Alternative Devices
  - 5. Hearing
- F. Psychosocial

III. INTERVENTIONS

- A. Pretreatment
  - 1. Patient and Family Education
  - 2. Physical Preparation
- B. Treatment
  - 1. Nonsurgical
    - a. Medications
    - b. Radiation
    - c. Chemotherapy
    - d. Nutritional
    - e. Other

2. Surgical
    a. Instrumentation and Equipment
    b. Procedures
        1) Otorhinolaryngology
            a) Myringotomy and tubes
            b) Tonsillectomy and Adenoidectomy
            c) Stapedectomy
            d) Tympanoplasty with Mastoidectomy
            e) Nasal
            f) Endoscopic Sinus
            g) Parotidectomy
            h) Cochlear Implant
            i) Bone Anchored Hearing Aid
            j) Other
        2) Head and Neck
            a) Composite Resection
                i) Oral Cavity
                ii) Mandible
                iii) Neck
            b) Maxillectomy
            c) Airway Procedures
                i) Panendoscopy
                ii) Tracheostomy
                iii) Laryngectomy
                (a) Supraglottic
                (b) Hemilaryngectomy
                (c) Total Laryngectomy
            d) Neck Masses
                i) Branchial Cleft Cyst
                ii) Thyroidectomy
            e) Plastic and Reconstructive
                i) Cleft Palate
                ii) Flaps and Grafts
                iii) Rhytidectomy
                iv) Blepharoplasty
                v) Vocal Cord
                vi) Other
            f) Trauma
                i) LeFort's Fracture
                ii) Temporal Bone Fracture
                iii) Burns
                iv) Wounds

C. Post-Treatment Management
    1. Airway
    2. Nutrition
    3. Pain
    4. Skin Integrity
    5. Tissue Perfusion
    6. Safety
    7. Infection Control

8. Body Image
9. Psychosocial
10. Metabolic

D. Rehabilitation
1. Activities of Daily Living
2. Therapy
a. Speech
b. Swallowing and Feeding
c. Hearing
d. Vestibular
e. Physical
3. Maxillofacial

E. Complications
1. Sensorineural Deficits
2. Airway Obstruction
3. Hemorrhage
4. Wound Breakdown
5. Infection
6. Other

IV. PROFESSIONAL ISSUES

A. Education
1. Patient and Family
2. Staff

B. Prevention and Detection Activities
1. Risk Factors
a. Lifestyle
b. Eating Habits
c. Noise Pollution
d. Occupational Exposure
e. Substance Abuse
f. Other
2. Strategies
a. Health Maintenance Programs
b. Educational Materials
c. Community Awareness
d. Other

C. Ethics

D. Legal Concerns
1. Documentation
2. Confidentiality
3. Patient Rights and Informed Consent
4. Advance Directives

E. Professional Relationships
1. Staff
2. Patient and Family
3. Health Community

F. Safety

G. Professional Development

H. Research Issues

SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

---

1. Which of the following best describes a hearing loss caused by a cerumen impaction?

    1. Mixed
    2. Conductive
    3. Psychogenic
    4. Sensorineural

---

2. Which of the following drugs is ototoxic?

    1. Penicillin
    2. Tetracycline
    3. Gentamicin
    4. Cephalosporin

---

3. If an ORL nurse photographs a patient before surgery and uses that picture in an unauthorized manner, the nurse may be liable for a charge of

    1. false imprisonment.
    2. assault and battery.
    3. invasion of privacy.
    4. defamation of character.

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4. A postoperative patient with a tracheostomy who cannot read or write should be provided with

    1. a calendar.
    2. a picture chart.
    3. a pad and pencil.
    4. appropriate educational booklets.

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5. To control epistaxis the **FIRST** action should be to

    1. pack nasal cavity with gauze.
    2. cauterize with silver nitrate.
    3. lie down and apply ice on the forehead.
    4. apply pressure by squeezing the nostrils together.

---

6. Which of the following can be used to test the seventh cranial nerve?

    1. Smile
    2. Smell test
    3. Shoulder movement
    4. Tongue movement

7. Nasogastric tube feedings are administered following total laryngectomy to

   1. protect the pharyngeal suture.
   2. minimize the risk of aspiration with oral feedings.
   3. minimize constipation through use of fiber formulas.
   4. help the patient adapt to alterations in taste and smell.

8. Which of the following structures is primarily responsible for balance function?

   1. Stapes
   2. Cochlea
   3. Tympanic membrane
   4. Semicircular canals

CORRECT ANSWERS TO SAMPLE QUESTIONS

1. 2, 2. 3, 3. 3, 4. 2, 5. 4, 6. 1, 7. 1, 8. 4

ONLINE PRACTICE TEST IN OTORHINOLARYNGOLOGY AND HEAD-NECK NURSING

WHAT IS IT: A practice test consisting of 75 questions with a testing time of 2 hours taken over the Internet

WHEN: Available Now

WHY TAKE IT: To experience taking a computerized exam, to review an example of the type of content included in the Certification Examination in Otorhinolaryngology and Head-Neck Nursing, and to learn more about question format, style, and level of difficulty

SCORE REPORT: After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly

NOTE: Performance on the online practice test may differ from actual performance on the Certification Examination. Thus, there is no guarantee that taking this practice test will help you pass the Certification Examination. Participants may, however, find it helpful to review content in any areas of weakness indicated on the score reports prior to taking the Certification Examination

FEE: $75 by credit card

APPLY: Go to www.ptcny.com and select Online Practice Test in Otorhinolaryngology and Head-Neck Nursing

FURTHER INFO: Visit www.ptcny.com or call Professional Testing Corporation at 212-356-0668

REFERENCES

The National Certifying Board for Otorhinolaryngology and Head-Neck Nursing has prepared a list of references to assist in preparing for the Certification Examination in Otorhinolaryngology and Head-Neck Nursing. These references contain journals and textbooks which include information of significance to otorhinolaryngology and head-neck nursing practice. Inclusion of certain journals and textbooks on this list does not constitute an endorsement by the NCBOHN of specific professional literature which, if used, would guarantee candidates successful passing of the certification examination.

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