

Certification Examination in Otorhinolaryngology And Head-Neck Nursing



Candidate Handbook 2024

Application Deadline*	Testing Window
April 10, 2024	May 11 – May 25, 2024
September 4, 2024	October 5 – October 19, 2024

***Applications will not be accepted after this deadline**

Administered by:



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www.ptcny.com/contact

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

CONTACT INFORMATION

<p>Professional Testing Corporation (PTC) www.ptcny.com (212) 356-0660</p>	<ul style="list-style-type: none">• Apply for examination• Obtain general application information• Obtain information about testing policies• Transfer to a new testing period• Request Test Accommodations• Request Hand Score• Question about score reports• Recertification• Miscellaneous inquiries
<p>Prometric www.prometric.com/NCBOHN (800) 741-0934</p>	<ul style="list-style-type: none">• Schedule test appointment• Reschedule test appointment (within the same testing period)• Cancel test appointment• Find directions to test site• Questions regarding testing sites and appointments
<p>National Certifying Board of Otorhinolaryngology and Head-Neck Nurses (NCBOHN) sandeyschwartz@icloud.com</p>	

ATTENTION CANDIDATES

This handbook contains necessary information about the Certification Examination Otorhinolaryngology and Head-Neck Nursing (NCBOHN). It is required reading for those applying and taking the Examination. All individuals applying for the examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Please retain this handbook for future reference. This handbook is subject to change. See www.ptcny.com for handbook updates.

ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER- NO BACKPACKS, BAGS, POCKETBOOKS OR CLOTHING CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.

CERTIFICATION

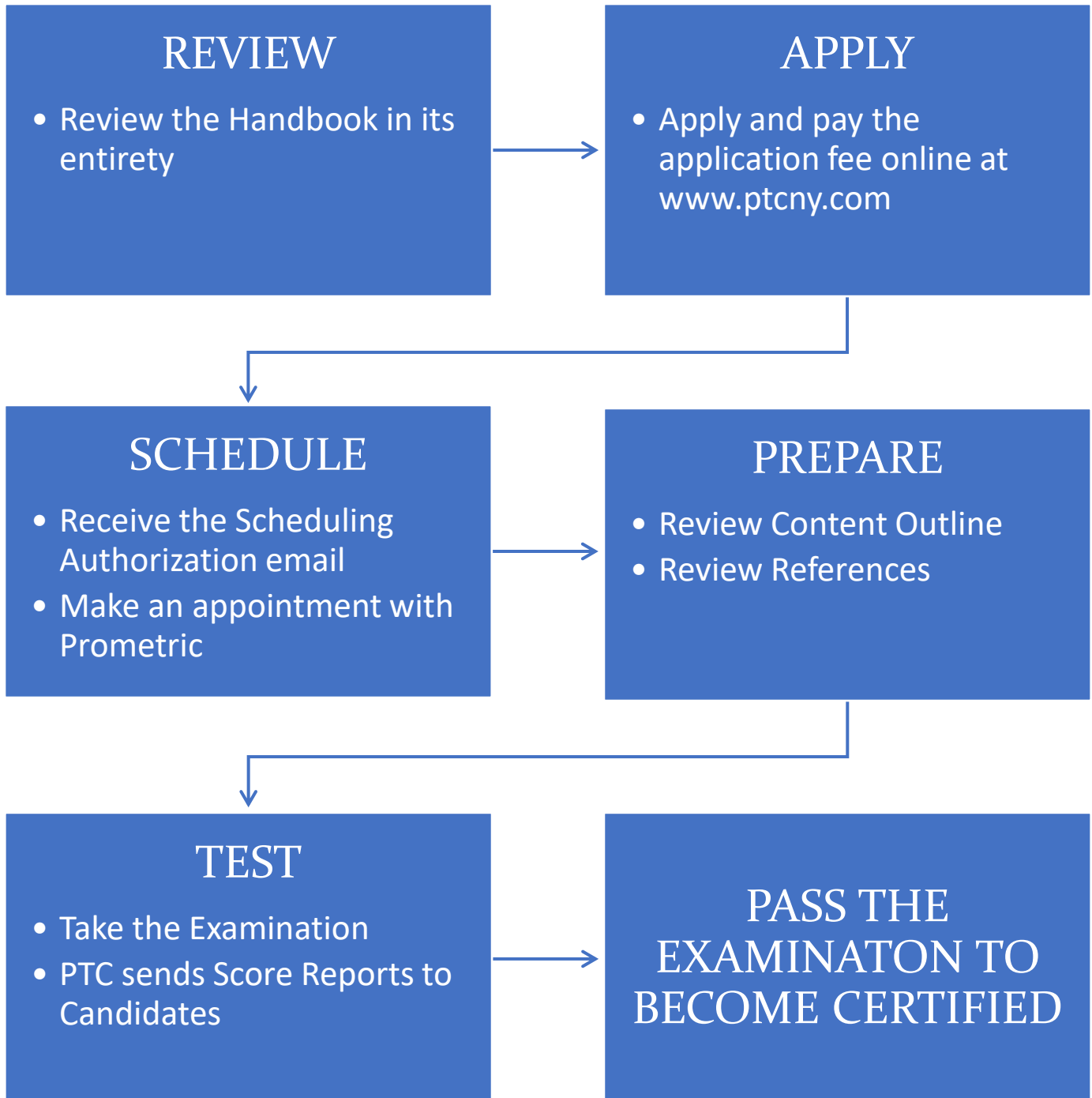
The National Certifying Board for Otorhinolaryngology and Head-Neck Nurses (NCBOHN) endorses the concept of voluntary, periodic certification by examination for all otorhinolaryngology and head-neck registered nurses. Certification is one part of a process called credentialing. It focuses specifically 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.

THE CERTIFICATION PROCESS



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.

COMPLETION OF APPLICATION

Step 1 – Fill Out the Application

- Go to <http://www.ptcny.com/test-sponsors/NCBOHN>
 - View testing periods and application deadlines
 - Fill out online application completely and upload supporting documentation.
 - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID.
 - Applications are not complete until all information, documentation, and payment has been provided.
 - When you start a new application, you will be asked to create a PIN number. This PIN will be used if you need to come back to the application to finish it later. Keep the link to the application and your PIN number for later use.

Step 2 – Submit Exam Fee and Application for Review

PTC will send you an email that says that your payment and application have been received and are being reviewed. Please allow up to 10 business days for review.

Step 3 – Receive Application Status Update

- After your application is reviewed PTC will update you with another email.
 - **REOPENED FOR MORE DOCUMENTS**
 - This means we are missing the required documentation. Follow the directions in the email.
 - Applications that are incomplete as of 14 days before the start of the testing window will be refunded minus the administration fee (see fees page 10).
 - **REJECTED**
 - This means you are not eligible to take the exam. The reason will be explained in the email.
 - Rejected applications will be refunded minus the administration fee (see fees page 10)
 - **APPROVED**
 - This means your application is approved. You will move on to Step 4.

Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment

- Approved candidates will receive an email with their Scheduling Authorization, within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your Exam appointment with Prometric.

Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.

EXAMINATION ADMINISTRATION AND SCHEDULING

Certification Examination in Otorhinolaryngology and Head-Neck Nursing is administered during an established two-week testing window daily, excluding holidays, at computer-based testing facilities managed by Prometric.

Scheduling Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/NCBOHN.

IMPORTANT!

You **MUST** present your current driver's license, passport, or U.S. military ID at the test center. Expired, temporary, or paper driver's licenses will **NOT** be accepted.

The first and last name on your Scheduling Authorization **MUST** exactly match the first and last name on your photo ID.

Fees will not be refunded for exams missed because of invalid ID.

Rescheduling Examination Appointments within a Testing Period

Candidates can reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: www.prometric.com/NCBOHN.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay full examination fees for a future testing period.

Transferring to a New Testing Period

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$160.00.** After you have transferred once by paying the \$160.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, ***please plan carefully.***

Please note: requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to <http://secure.ptcny.com/apply>.
2. Click "Start New Application."
3. Choose NCBOHN in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
4. Fill out the application making sure you answer yes to the question asking if you are transferring.
5. When you have finished the application, click "Submit Transfer Request."
6. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$160.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period, the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved.

Note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.



Failing to Report for an Examination

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination

EXAMINATION FEES

Fee Type	Amount	Details
Application Fee – SOHN Members	US \$325.00	<ul style="list-style-type: none"> • Non-refundable • Non-transferable • Includes testing center fees • Includes a non-refundable \$75 administrative fee
Application Fee – Non-members	US \$425.00	
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 6)	US \$50.00	<ul style="list-style-type: none"> • Applies to candidates who need to move their appointment within their current testing period • Payable directly to Prometric • Reschedule with Prometric online or over the phone
Transfer Fee (For candidates moving to a new testing period; see page 7-8)	US \$160.00	<ul style="list-style-type: none"> • Applies to candidates who need to move to a new testing period • Must submit new application & fee to PTC



- There will be no refund of fees unless applicants are ineligible for the examination.
- Ineligible candidates will be refunded their fees minus an administrative fee.
- No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.

Be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.

TEST ACCOMMODATIONS

NCBOHN and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide and any documentation regarding your disability and test accommodations is confidential and is not included in scoring or reporting.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

To request test accommodations, follow these 4 steps:

1. Download the Request for Test Accommodations Form, available from www.ptcnyc.com or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional.
3. Upload the completed and signed Test Accommodations Form with the online exam application.
4. Submit fully both the Test Accommodations Form and the application at least 8 weeks prior to the start of your chosen testing period.

NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- If you miss the 8-week deadline, you may not be able to test during your chosen testing period and you will be subject to rescheduling or transfer fees.
- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

PREPARING FOR THE EXAMINATION

- Check your driver's license, passport, non-driver state issued ID or U.S. Military ID.
 - Is it expired?
 - Does the first and last name on your ID match the first and last name on your Scheduling Authorization email?
 - Proctors at the Prometric testing center will refuse admission to candidates with expired ID, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Prometric Appointment Confirmation email to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your test center and parking options and check the weather and traffic conditions before you leave for the test center. Allow plenty of time as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>
- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use this to help you start studying for the examination.
- Review What to Expect at the Test Center and Rules for the Examination on the next pages before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
 - Candidates will be asked to:
 - present their IDs.
 - empty and turn out their pockets.
 - walk through a metal detector or get “wanded”.
 - Eyeglasses, jewelry, and other accessories will be inspected.
 - Jewelry other than wedding and engagement rings is prohibited.
 - Leave these at home or place them in your locker.
 - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
 - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks and medical supplies.
 - Water in a clear plastic containers (no labels) may be brought into the testing room.
- During the Exam
 - No breaks are scheduled during the exam.
 - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
 - Smoking is prohibited at the testing center.
 - All examinations are monitored and may be recorded in both audio and video format.
- Keep in mind:
 - Other exams will be administered at the same time as your examination.
 - You may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided.
 - Prometric is unable to provide a completely noise-free environment.
 - Headphones may be requested to minimize the impact of ambient noise.
 - Proctors will periodically walk through the testing room as part of their monitoring process.
 - See [Prometric's website](#) for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

Read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

⇒ **DO NOT BRING**

These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.

- Cell phones and all other electronic devices
- Watches
- Jackets/coats/bulky clothing such as sweatshirts
- Hats (except hats worn for religious reasons)
- Jewelry, including watches and wearable technology.



- ⇒ You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.
- ⇒ No questions concerning content of the examination may be asked during the examination session. Read carefully the directions that are provided on screen at the beginning of the examination session.
- ⇒ You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**
- ⇒ See [Prometric's statement on Test Center Security](#) for more information.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. NCBOHN will initiate an investigation and request suitable analyses and appropriate documentation.

TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at www.ptcny.com/contact within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 15 days of the test appointment.

REPORT OF RESULTS

Candidates will be notified via email 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 NCBOHN.

Scoring Procedure

Prior to administration of the examination, representatives from the NCBOHN Certification Committee and the Professional Testing Corporation meet to review all test items for accuracy. At this meeting, the passing score for the examination is set using recognized psychometric methods. The passing score represents the number of test items determined necessary for the candidate to answer correctly to be considered as having minimal basic knowledge of otorhinolaryngology and head-neck nursing.

In order to protect the security and integrity of the certification examination, neither NCBOHN nor the Professional Testing Corporation will release examination items, candidate responses, or keys to any candidate or agency.

Setting the Passing Score

To ensure that pass/fail decisions are based on sound testing practices, NCBOHN uses a criterion referenced standard setting methodology.

The passing score for the Certification Examination in Otorhinolaryngology and Head-Neck Nursing represents an absolute standard and is determined using the modified Angoff technique, a well-established, and widely adopted, consistent approach in the testing industry. A panel of subject matter experts carefully evaluate each item on the examination and estimate the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by NCBOHN.

Requesting a Handscore

Candidates who fail the examination may request a hand scoring of their data file. Hand scoring is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for hand scoring must be received by PTC no later than 90 days after the date of the examination by completing and returning the Request of Handscore form on www.ptcny.com with payment of \$25. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

To ensure correct reporting of results, PTC automatically performs handscores of examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any examination results will change from “fail” to “pass” through handscoring.

Confidentiality of Examination Scores

NCBOHN will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to NCBOHN or PTC.

Reexamination

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.

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and to not use or divulge information learned from the examination. The examination is the exclusive property of NCBOHN and candidates may not use examination information in any way without the express prior written consent of NCBOHN.

The Certification Examination in Otorhinolaryngology is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. NCBOHN, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their exam terminated during the exam administration in order to maintain a secure and proper exam administration and/or exam scores invalidated.

ATTAINMENT OF REGISTRATION & 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 such alternative requirements as are in effect at that time in order to retain certification.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of Application.
2. Revocation of current healthcare credential or 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.

CONTENT OF THE EXAMINATION

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 three and half (3 1/2) hours. The content for the examination is described in the Content Outline on the next page.

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.

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

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

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

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.

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.

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

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

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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: The online practice test is an optional tool candidates may use as they prepare for the certification examination. While the practice test may help candidates identify areas of strengths and weakness, it should not be used as the only means to determine candidate preparedness or readiness to test. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

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REFERENCES

The following references may be of some help in preparing for the examination. The list does not attempt to include all acceptable references nor is it suggested that the Certification Examination in Otorhinolaryngology and Head-Neck Nursing is necessarily based on these references. The NCBOHN does not endorse any reference or resource as an official study guide for the certification exam.

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