

# Certification Examination in Otorhinolaryngology And Head-Neck Nursing



## Candidate Handbook 2021

Application Deadline*	Testing Window
April 14, 2021	May 15 – May 29, 2021
September 8, 2021	October 9 – October 23, 2021

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

Administered by:



1350 Broadway, Suite 800 | New York, NY 10018  
[www.ptcny.com/contact](http://www.ptcny.com/contact)

## COVID-19 Precautions

Candidates are reminded that face masks are REQUIRED at Prometric testing centers. Candidates must bring and wear face masks for the duration of their time inside the testing center.

Masks with exhale/one-way valves are prohibited to use at the testing center, due to the lack of viral particle filtration provided by these masks. Masks with wearable technology are also prohibited. **Any test taker that comes to the test center without an acceptable face mask will not be allowed to test, marked as a “no show,” and will not be eligible for a free reschedule.**

Additionally, candidates must comply with all federal, state and local mandates and guidelines.

Note: if you fall into any of the following categories, you will not be permitted to test until you no longer fit the criteria:

- Have been diagnosed with COVID-19 in the past 14-days;
- Have been exposed to someone diagnosed with COVID-19 in the past 14-days;
- Are experiencing flu or cold-like symptoms; OR
- Have returned from travel to a highly infected area in the past 14-days.

Please contact PTC ([www.ptcny.com/contact](http://www.ptcny.com/contact)) if you fall into any of the above categories.

**If you are diagnosed with or under quarantine due to exposure to COVID-19 during your testing window:** PTC will allow a free transfer to a later testing window. We will need documentation of a positive test or a doctor's note or letter from an employer to confirm quarantine dates.

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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.*

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## CONTACT INFORMATION

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

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## 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](http://www.ptcny.com) for handbook updates.

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## **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.

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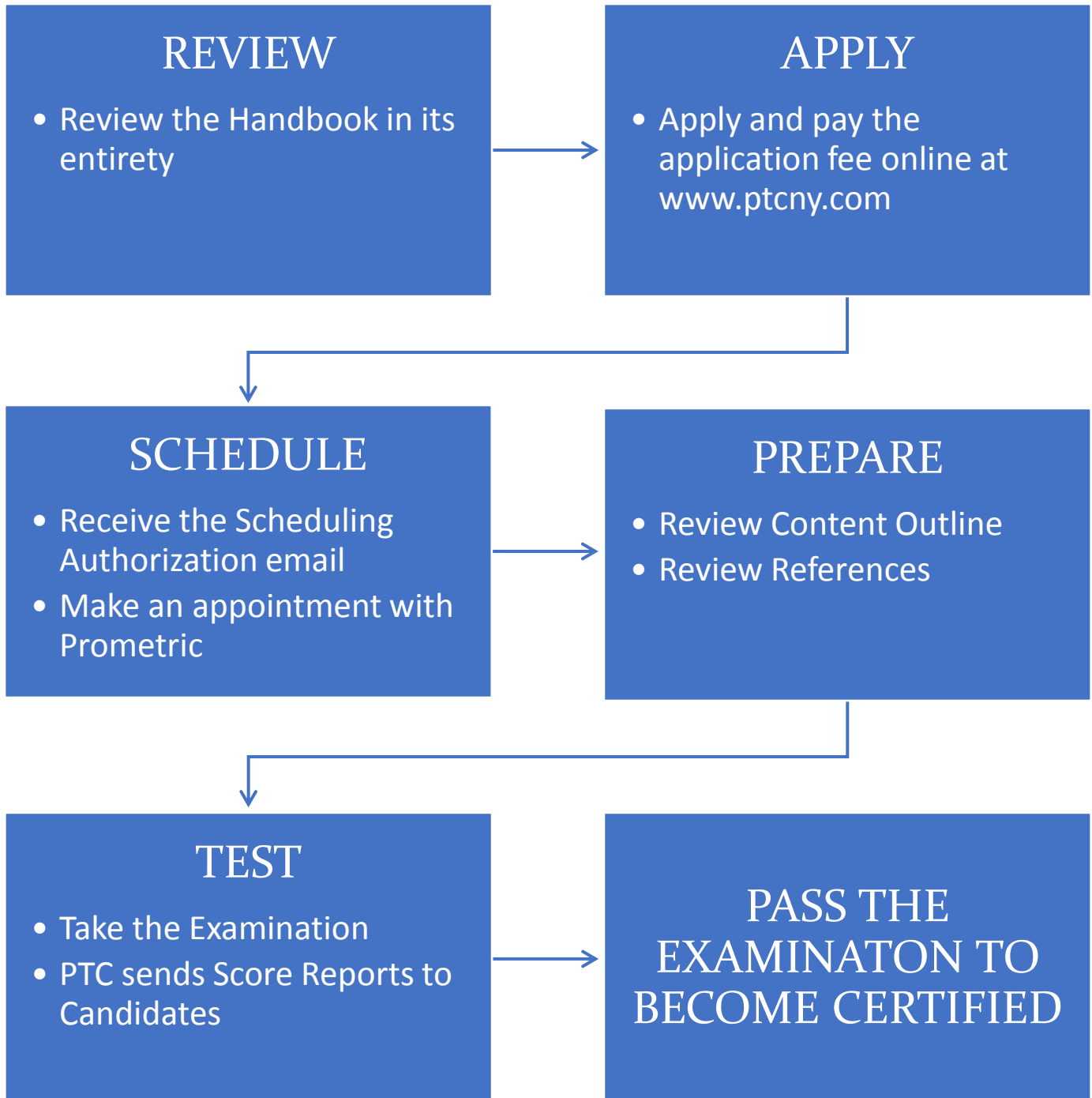
## **PURPOSES OF CERTIFICATION**

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.

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## THE CERTIFICATION PROCESS



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## 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.

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## COMPLETION OF APPLICATION

### ***Step 1 – Complete Application***

Go to <http://www.ptcny.com/test-sponsors/NCBOHN> to view examination testing periods, application deadlines, and link to the online application. You must complete the examination application in full, using your first and last name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. Applications are not considered complete until all information and payment has been provided. The completed application can be submitted and paid for online. Retain the link to the application and your login information.

Please note, for new applications you will be asked to create a PIN number. This PIN will be used when going into your existing application.

### ***Step 2 – Submit Examination Fee and Application for Review***

Receive email from PTC stating that your payment and application has been received and under review.

### ***Step 3 – Receive Approval of Application***

Receive email from PTC stating that your application has been approved.

### ***Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment***

Within eleven (11) weeks prior to the start of the testing period, candidates will receive a Scheduling Authorization from PTC via email from [notices@ptcny.com](mailto:notices@ptcny.com). The Scheduling Authorization includes an eligibility number and information on how to set up your examination location, date, and time through Prometric. Retain this document.

You must present your current driver's license, passport, or U.S. Military ID at the testing center at the time of your examination appointment or you will be refused admission. The first and last name on the ID must exactly match the name on the Scheduling Authorization.

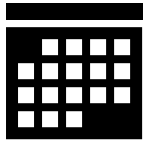
**Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the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

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## EXAMINATION ADMINISTRATION AND SCHEDULING

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

### Scheduling Examination Appointments



Approximately eleven (11) weeks prior to the start of the testing window, approved candidates will be emailed a Scheduling Authorization 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 eight (8) weeks prior to the start of your chosen testing window, contact the Professional Testing Corporation at (212) 356-0660 or online at [www.ptcny.com/contact](http://www.ptcny.com/contact).

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-served, 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. **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.**

Candidates unable to take the examination during their chosen testing window will need to reapply for the examination and pay a new application fee.

After you make your test appointment, Prometric 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 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](http://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 are able to 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](http://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. The candidate is responsible for contacting Prometric and canceling the original examination appointment, if one was made.

**Exams may only be transferred to a new testing period once; please plan carefully.**

Please 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**

<b>Fee Type</b>	<b>Amount</b>	<b>Details</b>
Application Fee – SOHN Members	US \$325.00	<ul style="list-style-type: none"><li>• Non-refundable<sup>1</sup></li><li>• Non-transferable</li><li>• Includes testing center fees</li><li>• Includes a non-refundable \$75 administrative fee</li></ul>
Application Fee – Non-members	US \$425.00	
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 7)	US \$50.00	<ul style="list-style-type: none"><li>• <b>Applies to candidates who need to move their appointment within their current testing period</b></li><li>• Payable directly to Prometric</li><li>• Reschedule with Prometric online or over the phone</li></ul>
Transfer Fee (For candidates moving to a new testing period; see page 7-8)	US \$160.00	<ul style="list-style-type: none"><li>• <b>Applies to candidates who need to move to a new testing period</b></li><li>• Must submit new application &amp; fee to PTC</li></ul>



**All fees are non-refundable and non-transferable.**

<sup>1</sup> Applicants who are ineligible to take the examination or whose applications are incomplete by the application deadline will have their examination fees returned minus an administrative fee.

There will be no refund of fees except if applicants are ineligible for the examination. Ineligible candidates will be refunded their fees minus an administrative fee. **Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**

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## 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. 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 special test accommodations will be held in strict confidence.

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.

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/PDF/PTC\\_SpecialAccommodationRequestForm.pdf](http://www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf) or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application. Candidates who do not submit their Special Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

**Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.**

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## PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the name on your ID match the name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, 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 Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the

testing center. Make sure you give yourself plenty of time to arrive 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 these to help you start studying for the examination.
- Review the Rules for the Examination on the next page before your appointment.

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## WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - Candidates will be asked to present their IDs
  - Candidates will be asked to empty and turn out their pockets
  - Candidates will be “wanded” or asked to walk through a metal detector
  - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
  - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
  - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
  - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
  - Accessing mobile phones or study materials during the examination is prohibited
  - Smoking is prohibited at the testing center
  - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees 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. However, headphones may be requested to minimize impact.

Please see [Prometric’s website](#) for more information about what to expect on testing day.

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## RULES FOR THE EXAMINATION

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

- ⇒ You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- ⇒ 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. Prometric provides lockers for your personal items.
- ⇒ No papers, books, or reference materials may be taken into or removed from the testing room.
- ⇒ 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.
- ⇒ Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- ⇒ Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- ⇒ All watches and "Fitbit" type devices cannot be worn during the examination.
- ⇒ Food/beverages are not permitted inside the testing room. Leave these items in your assigned locker.



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

**Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.**

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## 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](http://www.ptcny.com/contact) within 3 business days of the test appointment. Any comments about the test itself should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 3 business days of the test appointment.

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## 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.

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## 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 multiple sclerosis.

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.

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## 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](http://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 handscoreing.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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

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## SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

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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

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## ONLINE PRACTICE TEST

**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:** 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.

Though the specific questions that are on the practice test will not appear on the actual certification examination, it allows candidates to become familiar with the style of questions that may be asked. The instant score report received after practice test submission shows overall test performance as well as performance in each of the content areas. Candidates may find this information useful in determining future study needs. Once the practice test is scored, candidates cannot return to the test to review the questions. Performance on the practice test does not guarantee similar performance on the actual certification examination.

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The practice test is not a requirement for certification eligibility nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information.

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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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PTC19104