

Harrisburg Area Community College

Cardiovascular Technology Student Handbook

February 2015

Table of Contents

Equal Opportunity Statement/PHRC Statement	3
Disability Statement	4
Program Philosophy	4
Mission Statement	4
Program Goals	4
Scope of Practice-Cardiovascular Technology	5-6
Essential Qualifications and Interpersonal Communication	7-11
Program Curriculum, Grading and Graduation requirements	12-13
Academic Dishonesty	14
Faculty	15
Progression/Readmission Practice	16
Problem Resolution	17
Learning Resources	18
Classroom Requirements	19
Attendance Policies	19
Clinical Practice Statement	20
Professional Conduct	21
Program Policies and Procedures Including Health Career Code of Ethics	21-23
Inclement Weather	23
Leave of Absence	24
Funeral Leave	24
Tardiness	24
Clinical Dress Code	24
Employment References	25
Remediation of an Unsafe Practice Incident	25
Health Requirements Practice	25
Radiation Policy	25-26
Health Practice Related to Pregnancy	27
Practice Regarding Standards of Behavior	28
CPR Course Practice	28
Employment Practice	28
Tests and Exams	29
Program Time Requirements	30
Bloodborne Pathogen Exposure	31-35
Prohibitive Offense Procedure	36-39
PA Child Abuse History Clearance	40
Notification of Eligibility Decision	41
Student Acknowledgement	42

The Cardiovascular Technology student manual is to be used in conjunction with the course objectives, syllabi, clinical manuals, and the College student handbook.

STUDENTS IN NEED OF ACCOMMODATIONS:

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:

<http://www.hacc.edu/StudentServices/DisabilityServices/Contact-Us.cfm>

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRA”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

HACC—Gettysburg Campus
Peggy Violette Coordinator Disability Services
101 J
731 Old Harrisburg Road
Gettysburg, PA 17325
Phone: 717-339-3518
Fax: 717-337-3015
Email: mlviolet@hacc.edu

HACC—Harrisburg Campus
Carole Kerper
Director, Disability Services
Cooper 230
One HACC Drive
Harrisburg, PA 17110
Phone: 717-780-2614
Fax: 717-780-2335
Email: clkerper@hacc.edu

HACC—Lancaster Campus
Vicki Van Hise
Coordinator, Disability Services
Main 212B
1641 Old Philadelphia Pike
Lancaster, PA 17602
Phone: 717-358-2972
Fax: 717-358-2951
Email: vlvanhis@hacc.edu

HACC—Lebanon Campus
Deborah Bybee
Coordinator, Disability Services
104F
735 Cumberland Street
Lebanon, PA 17042
Phone: 717-270-6333
Email: dabybee@hacc.edu

HACC—York Campus
Lori Shoemaker—MSS, LSW
Coordinator, Disability Services
YL 134A
2010 Pennsylvania Avenue
York, PA 17404
Phone: 717-801-3276
Fax: 717- 718-7252
Email: rshoemak@hacc.edu

HACC—Virtual Learning
Deborah Bybee
Coordinator, Disability Services
104F
735 Cumberland Street
Lebanon, PA 17042
Phone: 717-270-6333
Email: dabybee@hacc.edu

DISABILITY STATEMENT:

The Americans with Disabilities Act exists, in part, to ensure that people with disabilities are not unfairly discriminated against in the pursuit of their education. In order to receive reasonable accommodations in class, students must provide the College proper documentation attesting to the presences of a disability. If you have not yet registered for Disability Support Services at this campus, please contact the office of disability services at 358-2972. If you need special assistance or accommodations throughout the CVT course load because of a temporary or permanent disability, please make an appointment to see the faculty member during office hours. We support your desire to be successful in this program.

PHILOSOPHY

The faculty beliefs are in accordance with the mission and goals statement of the College. The faculty view people as unique biological, psychological, social, and cultural beings. People are deserving of respect and entitled to the opportunity to achieve the level of performance of which they are capable.

The faculty believes that learning is a dynamic, interactive process of growth, during which the students are acquiring knowledge and self-awareness. Learning is measured by observing behavioral changes in the students. These changes are observed through the application of classroom theory and demonstration of clinical skills. Students are active participants in the learning process by assuming responsibility for learning.

The clinical experiences of the Cardiovascular Technology Program are designed to ensure the student's knowledge of theory and practice of the essential skills in this field. Clinical experiences enable the student to develop the cardiovascular skills required for entry into the profession.

MISSION STATEMENT

Harrisburg Area Community College will provide a program in Cardiac Sonography and Invasive Cardiovascular Technology to qualified students, leading to an Associate in Science Degree. Upon successful completion of the program students are prepared to sit for the Cardiovascular Credential Examination and/or the ARDMS registry examination. At the time of graduation the student is capable of functioning as an entry-level technologist within the health care community.

PROGRAM GOALS

1. The program will prepare qualified students to function as entry-level cardiovascular technologists.
2. Graduates will be prepared to sit for the credentialing examinations.
3. Graduates will function as competent entry level cardiovascular technologists.
4. Graduates will demonstrate the ability to use theoretical knowledge and critical thinking skills in clinical practice.
5. Graduates will exhibit behavior consistent with respect and compassion toward individuals within a diverse population of patients, visitors, volunteers and health care professionals. Graduates will demonstrate behaviors according to the HIPAA standards.
6. Students will demonstrate effective oral and written communication skills.
7. Encourage graduates and students to continue professional growth and development.

Scope of Practice

Scopes of Practice for Cardiovascular Technology

The profession of Cardiovascular Technology was first recognized by the American Medical Association in 1982. The educational guidelines for cardiovascular technology were approved and adopted in 1985. Cardiovascular technologists are qualified by specialized training and education to perform established cardiovascular diagnostic and therapeutic procedures at the request or direction of a physician.

The profession of Cardiovascular Technology is a multi-disciplinary science which requires the technologist to be trained and educated in the basic and applied principles of several modalities. Once training is completed, the cardiovascular technologist will usually specialize and perform procedures in cardiac catheterization, echocardiography, or vascular ultrasound.

Cardiovascular technology is a field recognized by the American Medical Association.

Cardiographic Technician

The position of Cardiographic Technician is an entry level position, involving technicians working in EKG, stress testing and/or Holter monitoring. Technicians working in EKG are trained on the job, as a rule. Training usually is conducted by an EKG supervisor or a cardiologist and lasts no more than 4 to 6 weeks for the basic "resting" EKG. Training for specialized EKG testing, stress testing and Holter monitoring is much more extensive and involves in-depth study of cardiovascular anatomy and physiology. These programs can involve 18 months to 2 years of study.

There are no licensing requirements for EKG technicians and credentialing is voluntary at this time. The credential awarded to a Cardiographic Technician, upon successful completion of the certified cardiographic examination, is that of Certified Cardiographic Technician.

Non-Invasive Cardiovascular Technologist

The Cardiovascular Technologist specializing in non-invasive cardiovascular technology is a health care professional who, through the use of specific high technology equipment and at the direction or prescription of a qualified physician, performs procedures for patients leading to the diagnosis of congenital heart disease, acquired heart disease, coronary artery disease, and peripheral vascular disease.

The technologist is proficient in the use of physiologic analytical equipment during diagnostic procedures. The non-invasive cardiovascular technologist is trained in advanced life support techniques as the patient population is often at high risk for cardiopulmonary arrest.

The non-invasive cardiovascular technologist performs diagnostic procedures involving patients in the non-invasive cardiovascular laboratory as well as coronary care and medical / surgical intensive care unit environments. The technologist may perform procedures in hospitals, specialized clinics and private offices. The non-invasive cardiovascular technologist is a highly specialized diagnostician of the various presentations of cardiac and cardiovascular disease.

The credential awarded to the non-invasive cardiovascular technologist upon completion of the non-invasive registry examination is that of Registered Cardiac Sonographer (RCS).

Invasive Cardiovascular Technologist

The invasive cardiovascular technologist is a medical professional who is highly skilled and trained in the applied science of invasive cardiovascular technology with experience in all aspects of diagnostic and interventional cardiovascular procedures and who has demonstrated proficiency and knowledge through a credentialing examination.

Academic training in the science of invasive cardiovascular technology includes: a bachelor of science degree, an associate of science degree awarded from a two-year course of study, or a certificate of completion awarded from a hospital, trade, or technical cardiovascular educational program. Qualifying programs have been accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) or an equivalently accredited allied health or science degree with practical experience. Confirmation of educational preparation, knowledge, and competence is evidenced by the achievement of professional credentials in invasive technology.

The invasive cardiovascular technologist position generally requires working in a cardiac catheterization laboratory or special procedures laboratory. The cardiac cath lab provides professional cardiovascular care to the patient undergoing cardiac evaluation, diagnosis, and treatment for cardiovascular disease known or suspected or for cardiac anomalies.

In this setting, the procedures require either puncture or incision of an artery or vein which is used to thread a thin catheter that will traverse the vessel and position itself in the heart or adjoining arteries or veins. This position requires high levels of understanding of cardiovascular anatomy and physiology, pharmacology, radiation, physics and safety, as well as radiological imaging and positioning. In some instances, an understanding of Intra-Aortic Balloon pumping is necessary depending on the acuity of the patient and the complexity of procedures performed in this setting.

Accuracy in waveform and hemodynamic analysis and measurement, preparing and administering medications, acquiring a viable image and proper sterile procedure are all prerequisites for a person in this position.

The credential awarded to the invasive cardiovascular technologist, upon completion of the invasive registry examination, is that of Registered Cardiovascular Invasive Specialist (RCIS).

Definition

The Invasive Cardiovascular Professional is a health care professional that, through the utilization of specialized equipment and under the direction of a qualified physician, performs procedures on patients resulting in accurate diagnosis and/or optimal treatment of congenital or acquired heart disease while maintaining maximum patient safety and comfort. The Invasive Cardiovascular Professional performs/reviews a baseline patient assessment, evaluates patient response to diagnostic or interventional maneuvers and medications during cardiac catheterization laboratory procedures, provides patient care and drug administration commonly used in the cardiac catheterization laboratory under the direction of a qualified physician. The Invasive Cardiovascular Professional acts as the first assistant during diagnostic and therapeutic catheterization procedures. The Invasive Cardiovascular Professional is proficient in basic and advanced cardiac life support (pediatric advanced life support/PALS if working with children) as recommended by the American Heart Association. The Invasive Cardiovascular Professional is proficient in the operation and maintenance, as specified by the manufacturer, of all diagnostic and therapeutic equipment used for procedures in his/her specific area of operation. Procedures are usually performed in the invasive cardiovascular lab, but may be performed in critical care areas or specialized clinics as necessitated or allowed by circumstances and equipment adaptability.

There are four primary roles in which the Invasive Cardiovascular Professional performs:

- 1) Scrub Assistant
- 2) Operation of imaging equipment
- 3) Circulating during the procedure
- 4) Patient Monitoring and Procedure Documentation

The following is a list of specific diagnostic examinations or procedures, which may be included in, but not limited to, an expected scope of practice for the Invasive Cardiovascular Professional. Adequate education, training and orientation for any procedure or subspecialty (ie; pediatrics, electrophysiology) are required before assuming responsibility as a staff member. It is recognized that many invasive cardiovascular labs are developing expanded practices that may include non-cardiac, peripheral/endovascular examinations and interventions. (From: Alliance of Cardiovascular Professional).

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS
CARDIAC SONOGRAPHY

All individuals, including persons with disabilities, who apply for admission to the Cardiac Sonography program, must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Cardiac Sonography program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other devices used for communication

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
2. Wear lead aprons (approx. 10 pounds) up to 2 or more hours
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Remain sitting up to 8 or more hours
7. Reach above the shoulder level or below waist level to perform tasks as needed. Ability to manipulate transducer and ultrasound equipment. The patient is positioned on their left side during the procedure. The student /technologist must be able to hold and manipulate the transducer effectively in order to acquire diagnostic images. This requires leaning and manipulating the transducer with force.
8. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
9. Keep hand and arm steady while moving arm or while holding arm and hand in one position while applying force with the transducer
10. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
11. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure and Doppler)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient’s record or related document; copying other student’s written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** _____ (Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student’s expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I have read and understand the Health Careers Code of Ethics as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website. _____ (Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student’s expense. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student’s expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. _____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials. _____ (Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at student’s expense): Hepatitis B, MMR, DPT, Varicella, and an annual TB screen. _____ (Initial)

I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC. _____ (Initial)

Have you ever been admitted to another health career program at HACC or another college from which you did not graduate?
 _____ I have not _____ I have **(Good Standing Form to be completed)**

 Applicant Signature

 Date

 Print Name

 HACC ID

 Witness

 Program

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS
INVASIVE CARDIOVASCULAR TECHNOLOGY

All individuals, including persons with disabilities, who apply for admission to the Invasive Cardiovascular Technology program, must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Invasive Cardiovascular Technology program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

7. Communicate verbally using clear and effective English
8. Write legibly in clear and effective English using correct grammar, punctuation and spelling
9. Quickly and accurately comprehend and follow verbal instructions in English
10. Quickly and accurately read, comprehend and follow written instructions in English
11. Actively participate in group discussions
12. Use communication equipment – telephone, computer, other device used for communication

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

11. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment).
12. Wear lead aprons (approx. 10 pounds) up to 8 or more hours
13. Move quickly, freely and safely around the assigned work area and patient care settings
14. Sustain professional activities for up to 8 or more hours
15. Remain standing up to 8 or more hours
16. Remain sitting up to 8 or more hours
17. Reach above shoulder level (to manipulate equipment)
18. Reach below waist level (to manipulate equipment)
19. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
20. Keep hand and arm steady while moving arm or while holding arm and hand in one position
21. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - d) Function efficiently in various degrees of light, from dark to bright lighting
 - e) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - f) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

7. Concentrate on a task over a period of time without being distracted
8. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
9. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
10. Perform multiple tasks simultaneously
11. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)

12. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

12. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
13. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
14. Use team approach to carry out responsibilities
15. Respond to all persons sensitively and with respect for cultural diversity
16. Maintain general good health and self-care
17. Display flexibility and adapt to changing environments
18. Manage time effectively
19. Accept responsibility for own behavior and be forthright about errors or uncertainty
20. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
21. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
22. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

Interpersonal Communication

It is the belief of the faculty that interpersonal communication is a key component to the students' success. Students should possess the following attributes in the classroom, clinical environment and laboratory (on campus).

- Ability to work well with others.
- Good communication skills.
- Ability to be punctual.
- Demonstrates motivation to participate.
- Demonstrates empathic and self directed care of patients.
- Dependability.
- Consistency in work ethic and responsibility for one's actions.
- Consistency in ability to complete work in a timely fashion taking quantity into consideration.
- Thoroughness when completing assignments.
- The ability to exercise independent judgment.

A portion of the students' grade will depend on interpersonal communication with staff, students, patients, faculty and physicians.

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** _____ (Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I have read and understand the Health Careers Code of Ethics as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website. _____ (Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student's expense. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. _____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials. _____ (Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at student's expense): Hepatitis B, MMR, DPT, Varicella, and an annual TB screen. _____ (Initial)

I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC. _____ (Initial)

Have you ever been admitted to another health career program at HACC or another college from which you did not graduate?
____ I have not ____ I have (**Good Standing Form to be completed**)

Applicant Signature

Date

Print Name

HACC ID

Witness
3/26/12

Program

Program Curriculum

Ten core courses comprise the curriculum for the Cardiovascular Technology-Invasive Program. These courses are: CVT 200, CVT 210, CVT 211, CVT 212, CVT 213, CVT 214, CVT 215, CVT 216, CVT 217, and CVT 218.

Nine core courses comprise the curriculum for the Cardiovascular Technology-Cardiac Sonography Program. These courses are: CVT 200, CVT 219, CVT 220, CVT 222, CVT 223, CVT 224, CVT 226, CVT 228, and CVT 230.

Course Descriptions- See college catalog

Course Sequence Core Curriculum Classes

Invasive

- Summer I
 - CVT 200 Cardiac Pathophysiology 6 credits
- Fall
 - CVT 210 Intro to Invasive Cardio. 3 credits
 - CVT 211 Radiation Safety Inv. Inst. 2 credits
 - CVT 212 Invasive CV Procedures 3 credits
 - CVT 213 Invasive Instrumentation Lab 2 credits
 - CVT 218 Cardiac Pharmacology 2 credits
- Spring
 - CVT 214 Interventional Cardiology 3 credits
 - CVT 215 Invasive Clinical Practicum I 4 credits
 - CVT 216 Congenital Heart Disease 1 credit
- Summer II
 - CVT 217 Invasive Clinical Practicum II 5 credits

Cardiac Sonography

- Summer I
 - CVT 200 Cardiac Pathophysiology I 6 credits
 - CVT 222 Cardiac Sonography Physics and Instrumentation 3 credits
- Fall
 - CVT 219 Intro to Ultrasound Imaging Sys. 1 credit
 - CVT 220 Intro. to Cardiac Sonography 3 credits
 - CVT 223 Concepts in Cardiac Physiology Assessment 3 credits
- Spring
 - CVT 224 Clinical I 4 credits
 - CVT 226 Doppler Physics and Cardiac Hemodynamics 3 credits
- Summer II
 - CVT 228 Clinical II 5 credits
 - CVT 230 Introduction to Pediatric Echo 2 credits

Additional Courses Required for Associate Degree Option:

- ENG 101
- ENG 102
- SPCH 101 or 104/COMM courses
- CVT 100
- Humanities and Arts Core Elective
- Social and Behavioral Science Core Elective
- Free Elective
- BIO 121
- BIO 122
- MATH 103
- PE and Wellness (requirement)
- One diversity course is required to meet graduation requirements. (See HACC catalog for complete list of diversity courses)

Students are responsible to meet requirements for graduation. Students should be consulting with their academic advisor for questions and qualifications.

PROGRAM GRADUATION REQUIREMENTS

Students must achieve successful completion of all required courses with a minimum grade of 75%-"C". In addition students must obtain a minimum grade of a 75% on all final and practical examinations.

ACADEMIC GRADING PRACTICE

- Grades will be recorded as a numerical average or letter grade equivalent on graded assignments, which encompasses quizzes, tests and examinations. The grading scale for the cardiovascular technology program is as follows:

<u>Percentage Range</u>	<u>Letter Grade</u>	<u>Quality Point Average</u>
100-93	A	4.0
92.9-85	B	3.0
84.9-75	C	2.0
74.9-70	D	1.0
<69	F	0.0

- The grading scale for the clinical portion of the cardiovascular technology program is as follows:

<u>Percentage Range</u>	<u>Letter Grade</u>	<u>Quality Point Average</u>
100-95	A	4.0
94-85	B	3.0
84-75	C	2.0

- At the end of each semester the Program Director reviews student grades. Students enrolled in the program are expected to maintain a minimum grade for each course of 75% to be considered in good standing and eligible to advance to the next semester. A grade of D or F in any CVT course results in dismissal from the program.

ACADEMIC DISHONESTY

Any student enrolled in the CVT curriculum identified as initiating, cooperating and/or participating in academic dishonesty will receive a zero for the exam or assignment. Please understand a 75% or better in every CVT course is required to continue in the program.

PURPOSE

The purpose of this Administrative Procedure provides a consistent definition of academic dishonesty, describes a process for dealing with dishonesty, and establishes a consistent set of disciplinary actions which may be imposed for such misconduct. Statements defining academic dishonesty will be available online .
(College Policy 594, Academic Dishonesty)

II. DEFINITIONS

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work. It includes, but is not limited to:

- A. Cheating – giving or receiving answers on assigned material, using materials or aids forbidden by the instructor, unauthorized possession of examinations, or any other intentional use or attempted use of unauthorized materials, information, or study aid.
- B. Plagiarism – the offering of someone else’s work, words, or idea as one’s own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one’s own or another’s academic records, or falsifying of admissions, registration, or other related college materials.
- F. Knowingly assisting someone who engages in A-E above.

Section 7324 of the Crimes Code of PA makes it a misdemeanor of the 3rd degree to see or offer for distribution any dissertation, thesis, term paper, essay, report, or other written assignment, or to sell or offer for distribution any assistance in the preparation of such assignments, for submission to an educational institution to meet the requirements for a degree, diploma, certificate, or course of study. ("Assignment" means a written, recorded, pictorial, artistic, or other academic task. "Prepare" means to create, write or in any way produce in whole or substantial part any such assignment.)

This law does not prohibit an educational institution or members of its faculty and staff from offering instruction or instructional services as part of its curricula or programs. Neither does the law apply to the sale of certain copyrighted materials described in Section 7324(f).

FACULTY

Full Time Faculty

Kristy Werkheiser, M.Ed., RT(R)(M), RCIS, CCT, FSICP
Associate Professor and Program Director-Cardiovascular Technology
717-358-2872
kjwerkhe@hacc.edu

Pamela Pacana, MS, RDCS, FASE
Assistant Professor and Director of Clinical Education – Cardiovascular Technology and Cardiac Sonography
717-358-2918
plpacana@hacc.edu

Stephany Yoder, BS, RCIS
Director of Clinical Education – Cardiovascular Technology and Invasive Technology
717-358-2993
sjyoder@hacc.edu

Adjunct Faculty

Rachel Bottomstone, MPA, RCIS
Adjunct Instructor-Cardiovascular Technology-Invasive Technology
rtbottom@hacc.edu

Erika Campbell, BS, RCIS
Adjunct Instructor-Cardiovascular Technology-Invasive Cardiovascular Technology
eacampbe@hacc.edu

Melissa Feeney, AS, RDCS
Adjunct Instructor- Cardiovascular Technology-Cardiac Sonography
mgsweeney@hacc.edu

Justine Mulay, MAEd/AET, RDCS, RVT
Adjunct Faculty- Cardiovascular Technology-Cardiac Sonography
jemulay@hacc.edu

Sandra Pasic, AS, RDCS, FASE
Adjunct Instructor and Clinical Faculty-Cardiovascular Technology-Cardiac Sonography
spasic@hacc.edu

Jennifer Savaglio, AS, RCIS
Adjunct Instructor-Cardiovascular Technology-Invasive Technology
jasavagl@hacc.edu

Lois Schaffer, M. Ed., R.T.(R), RCIS, FSICP
Professor and Chair Health and Public Services
laschaff@hacc.edu

PROGRESSION/READMISSION POLICIES

A theory and clinical grade of 75% or above must be earned for each cardiovascular clinical course in order to progress to the next cardiovascular course and to graduate from the Cardiovascular Technology Program.

RETENTION

Support services are available for students who need assistance in overcoming academic and personal barriers to succeed in the College. At any point, a student may initiate making appointments with appropriate faculty. Students in danger of failing are particularly encouraged to seek out assistance from the appropriate course instructor or faculty member during office hours.

WITHDRAWAL OR FAILURE TO PROGRESS

Students who withdraw or receive a grade lower than 75% in a course in Cardiovascular Program shall schedule an appointment with the Program Director of Cardiovascular Technology and complete a withdrawal form.

READMISSION

1. A student who wishes to reenter the Cardiovascular Technology Program shall submit a request for readmission to the Program Director of Cardiovascular Technology as soon as possible. Students will apply to the program and be placed in the pool of applicants. Students will be given equal consideration for admission.
2. A student who wishes to reenter the Cardiovascular Technology Program must be readmitted by the readmission committee and must re-apply via the formal process.
3. A student who has failed a cardiovascular technology course may only be readmitted one time with the permission of the faculty and must prove competency in all prior class work.
4. Successful completion of any class with a CVT prefix requires the following: Any student who does not receive a C or better will not be eligible to progress into the next CVT course or clinical rotation. Students must successfully complete both lecture and lab to attend clinical rotations. Students who receive less than a "C" will be dropped from the Cardiovascular Technology Program. There is not an opportunity to immediately repeat any course. Students who do not successfully complete a course will be offered the opportunity to be placed on a waiting list without a guaranteed seat in the next 100 level semester offering. Students who pass lab and do not pass lecture/didactic but successfully complete the failed class within two semesters must demonstrate competency in all prior work (IE: lab-competency) before being placed in a clinical rotation. Students in the 200 level sequence **who are unsuccessful** should re-apply to the program the following December. **Reapplication to the program does not guarantee acceptance.**
5. Acceptance into the Cardiovascular Technology Program does not guarantee successful completion or graduation from the program.
6. Students who fail to progress academically in the Cardiovascular Technology Program may reapply however acceptance is not guaranteed.
7. Students who are dismissed from the program for a Code of Ethics violation are not permitted to re-enter the program.

Cardiovascular Technology Policy for CVT 101

This course must be completed within three years of application to the clinical component of the CVT programs. Students who have completed this course more than three years ago must meet with the Program Director.

If the course was taken longer than three years ago the following options are available upon receiving approval from the Program Director.

- Take the final and pass it with a C or better
- Re-take and pass the course with a C or better
- Audit the course and pass the final with a C or better
- Show proof of current employment in the field of CVT (EKG/EST/, Holter or monitor tech, rhythm analysis tech)
- Show proof of current CCT or CRAT credential

PROBLEM RESOLUTION

Students having difficulty in any aspect of the Cardiovascular Technology Program are asked to follow the Chain of Command listed below in their attempt to resolve the problem:

- Step 1. Discuss your concerns with the INSTRUCTOR with whom you are having difficulty—either the classroom or clinical instructor.
- Step 2. Discuss your concerns with the PROGRAM DIRECTOR OF CARDIOVASCULAR TECHNOLOGY if you still feel that the problem has not been resolved to your satisfaction.
- Step 3. Discuss your concerns with the DEAN of the Lancaster Campus.

If the problem remains unresolved at this point, the Dean will discuss the college grievance policy.

LEARNING RESOURCES

The Office for Academic Success serves students by providing guided support opportunities that contribute to and enhance the total college experience.

Five major areas are sponsored by the Office for Academic Success:

- The Learning Center
- The Test Center
- Supplemental Instruction
- Carl D. Perkins Vocational & Technical Education
- Act 101 (Harrisburg Campus only)
- Male Mentoring Program (Harrisburg Campus only)

Other suggested opportunities for improving academic success:

- The textbooks chosen for you to purchase are a major source of information throughout the semester. Readings from these textbooks will be assigned in the syllabus, so that you may prepare appropriately for class.
- Faculty are a valuable resource. They are available throughout the semesters at specified times and during posted office hours, in order to assist students with any academic problems that may arise.
- Another source of valuable information is the college Library. During the semester, you will be asked to read articles or view videos, in order to enhance classroom activity. These articles or videos will be put on reserve in the library for that semester only so that you may supplement learning by using the library often for other appropriate readings and research.
- The students are encouraged by the area hospitals to use their respective libraries as the need arises. Many times, these hospitals have journals and articles, which may not be available in our own College library. When using the hospital libraries, identify yourself as a cardiovascular technology student from Harrisburg Area Community College and you will be permitted use of the facilities.
- The Allied Health Laboratory should serve as a source of learning and reinforcement throughout your cardiovascular technology education at HACC. Not only are the Self-Learning Modules available; but also textbooks, videos, network software, and CD ROMs are available for student use. The laboratory is available to students as listed in the LAB BINDER-sign-up sheets.
- Proven aids to learning that students may wish to consider are study groups. These are small groups of "Study-Buddies" who meet together at an agreed upon place and time to study. The groups should have agreed upon objectives for each session and work specifically toward these objectives. Make sure that the meeting places are agreeable to all involved in the group, and that the needs of all in the group are met. Study groups are voluntary organizations among students and the Program does not take responsibility for arranging or monitoring the activities of study groups.

CLASSROOM REQUIREMENTS

- The course syllabus is provided the first day of class. Students should read the appropriate materials before lecture materials are presented.
- Students are expected to be considerate of other students in the classroom and not to be disruptive. Talking during lecture can be extremely disruptive and may interfere with understanding complex material. Disruptive students will be asked to leave the classroom.
- Some instructors will allow a ten-minute break in the middle of the lecture period; while others allow the break at the end of the period.
- Academic Honesty policies will be strictly followed. Refer to the student handbook, college catalog, and AP 594. Students will be dismissed for all forms of Academic Dishonesty, including plagiarism and cheating during exams and/or quizzes. Re-appointment/re-application to the Cardiovascular Technology Program *will not* be considered.

ATTENDANCE POLICIES

CLASS

- Students are expected to attend all scheduled theory classes. All absences will be recorded. **If a student is absent for 10% of the total classroom hours the student will be dropped a letter grade. If the student is absent for 15% of the total classroom hours the student will be dropped from the class.**
- The individual student is responsible for all of the material covered in class and all the assignments that are given in his/her absence.
- See syllabus for details.

LAB

- Students are expected to attend all learning experiences in pre-clinical lab. If a student is unable to attend lab for any reason he/she must notify the instructor.
- The faculty believes that attendance is critical to the learning and passing of the clinical skills needed to participate in clinical externships. The student is responsible for all of the material covered in lab and assignments missed in their absence.

DRESS CODE

- There is no specific dress code for attendance at a class held on campus.
- The dress code for shadowing and/or clinical field trips is business casual.
- See Dress and Personal Grooming Practice.
- Uniforms are required for all clinical rotations and/or activities.

CLINICAL PRACTICE STATEMENT

Students are educated on safe practice and national standards of patient care and clinical practice. College program Practice supersedes clinical site Practice. If at any time a student has a question, they should contact clinical faculty immediately.

Clinical Rotations

- Students are assigned a clinical rotation/facility based on the availability of sites. Students may be required to commute up to 60 miles from their residence.
- Students are scheduled at clinical facilities by the Director of Clinical Education. Students are not permitted to contact a clinical facility directly and/or independently to schedule their own clinical rotation. Failure to abide by this policy will result in automatic probation.
- Students are expected to report to their designated clinical sites at specific times according to the criteria set by the clinical instructor and the clinical facility. (Clinical Manual)
- If the student cannot be present for a clinical day, he/she must notify the clinical preceptor at least one hour prior to the start of the clinical experience. The student must also contact the director of clinical education via e-mail no later than 9AM on the scheduled clinical day the student is absent.
- A physician's excuse is required for missed clinical time due to illness, three days or greater. The excuse must be shown to the preceptor and then given to the director of clinical education and Program Director.
- Failure to follow this Practice will result in the student being placed on probation.
- If a student is going to be late, he/she is expected to notify the clinical preceptor at the clinical facility prior to the start time. Additionally the student will send an e-mail to the director of clinical education stating the reason for the lateness.
- If a student needs to leave early, the request must be approved in advance. The clinical preceptor and/or the director of clinical education will decide whether the request is appropriate. See the "time off request form posted on Trajecsyst and in D2L.
- In the event of the College closing due to a snow or weather event the student will follow the established inclement weather policy as discussed during orientation. If a student misses clinical due to inclement weather, a make-up experience will be scheduled. A final course grade will not be given until all make-up assignments are complete. Please see Inclement Weather Policy posted on Trajecsyst and D2L (as well as in the clinical handbook).

Competency to attend clinical and perform clinical examinations on patients:

It is important the student recognize that we are supporting the community, patients we serve and our profession. Students who are not deemed competent to attend clinical will be withdrawn from the program. Students must demonstrate competency in laboratory skills, by successfully passing the practical final examination with a grade of "C" or better. Failure to do so will result in the student receiving a "D" for the course and being withdrawn from the program.

Required Documentation; prior to beginning clinical rotations:

Handouts and guidelines provided during orientation and posted on D2L.

Cardiovascular Technology Professional Conduct

As members of the Allied Health team it is of utmost importance that student cardiovascular technology students conduct themselves professionally at all times. The following are some of the guidelines for proper conduct. However, it is impossible to list all situations that you may encounter and, therefore, we must rely on your maturity in handling each occurrence with professionalism.

- Please remember that the manner in which you conduct yourself at the clinical setting is a *direct reflection* on the Cardiovascular Technology Program and Harrisburg Area Community College. Students are present in the clinical setting as guests of the facility for the purpose of education. Facility policies and procedures are to be followed; however, college program Practice supersedes clinical facility Practice.
- Do not use or consume illegal substances. The College reserves the right to refer students to a physician in the event of a violation or a suspected violation of this provision. The student is responsible for all of the costs of this referral. Comply with the college Student Rights and Responsibilities and presented in the Student Handbook.
- Conduct himself/herself on or off campus in a manner consistent with the standards of the academic and professional community.

Health Career Code of Ethics

In order to promote excellence in patient care, the Health Career student shall:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not reference any person, place or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace, etc.), Twitter, or video sharing (YouTube, etc.). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

Addressing Patients & Personnel

Practice: Students must address patients and personnel in the proper manner.

Procedure: Cardiovascular technology students are to address healthcare professionals by their proper names (i.e., Doctor Jones). Instructors are to be addressed by their title and last name unless otherwise specified by the instructor.

Patients should always be addressed by their last names, unless otherwise instructed.

Supervisors should be addressed by their title and last name, unless otherwise instructed.

Non-business Telephone Calls and Computer Usage

Practice: Students are not to use the phones and/or computers for personal use (i.e. checking email or performing searches unrelated to cardiology) at the clinical education sites. Phones are to be used for business purposes only or personally in the event of an emergency.

Procedure: Use of phones or computers will result in disciplinary action. If this condition persists, probation and dismissal for conduct reasons will result.

Lunch

Practice: Student lunches will be 30 minutes in length. Clinical is 8 ½ hours with a 30 minute lunch break.

Procedure: While in the clinical area, it will be the responsibility of the supervising technologist/clinical instructor to assign lunches. Students will take lunches according to their clinical room assignment/technologist's lunch time.

While in the classroom, breaks will be scheduled at the discretion of the individual instructor.

Lunches will be taken on the clinical site premises unless otherwise authorized by the clinical instructor.

Performance of Exams Prior to Competency Completion

Practice: Students should perform all cardiac sonography examinations and invasive procedures with direct supervision.

Procedure: Cardiac Sonography and Invasive students who perform any examination without direct supervision will be placed on academic probation.

Completion of Attendance Records, Clinical Experience Records

Practice: Attendance records and clinical experience evaluations must be completed and returned to the Director of Clinical Education during midterm (i.e., 180 hours) and final (i.e., 360 hours) via the online Trajecsyst system. Incomplete attendance records and clinical experience evaluations will result in a deduction in the clinical grade.

Procedure: Students' clinical grade will be lowered by 5 points for each incomplete clinical experience record not submitted in accordance with the above Practice.

Breaks

Practice: The academic calendar identifies breaks during and between semesters.

Attendance

Practice: Students are required to participate in all assigned classes, laboratory classes and clinical assignments unless excused by the Director of Clinical Education for reasons of illness or emergency. Students are required to be present for classroom hours and clinical rotation hours identified in the semester schedules.

Students who have responsibilities outside the program **will not** be given any special consideration as to attendance requirements and are required to participate in all aspects of the program.

Clinical Attendance

Students are expected to report to the department promptly and remain there during the designated hours. The Director of Clinical Education or clinical mentor may excuse students early from the site provided patient exams and related tasks have been completed.

Students must attend clinical a minimum of 3-4 days (8 hour days) per week in order to complete clinical obligations by the mid-August deadline. Failure to complete clinical hours by the deadline may result in dismissal from the program.

If a student is going to be late, he/she is expected to notify the clinical preceptor at the clinical facility prior to the start time. Additionally the student will send an e-mail to the director of clinical education stating the reason for the lateness.

If a student needs to leave early, the request must be approved in advance. *The judgment of the Director of Clinical Education and/or the clinical mentor will determine whether the request is appropriate.*

If a student cannot be present during a clinical day, she/he must notify the contact person at the clinical facility before the scheduled reporting time. The student must also contact the Director of Clinical Education between the hours of 8:00 - 9:00 AM on the day of the absence. Students will be placed on probation after the first missed unexcused absence. If a second unexcused absence occurs the student will be dismissed from the program.

A physician's excuse is required for missed clinical time due to illness (i.e. more than three consecutive days). The excuse must be copied and given to the clinical mentor and the original must be given to the Director of Clinical Education.

Types of Absences:

Examples of excused absences:

- You are ill and you contacted your clinical preceptor and director of clinical education prior to the start of your normal shift. If you need to miss more than three consecutive days you must present documentation from your physician (i.e.: a doctor's note).
- Your child is ill and you contacted your clinical preceptor and director of clinical education prior to the start of your normal shift.
- You requested time off and your request was approved in advance by the director of clinical education, your clinical preceptor and/or the program director. *See attached request form.*

Examples of unexcused absences:

- You do not report to clinical and you do not contact your clinical preceptor or Director of Clinical Education with a reason why, i.e.: you simply **do not show up** for your scheduled clinical day.
- You will be placed on probation (written warning) after the first missed clinical day for an unexcused absence.

- ❑ **Any student not conforming to the Attendance Practice will be subject to disciplinary action that will result in dismissal from the program.**
- ❑ **The clinical facilities expect students to arrive on time and be available to begin clinical duties upon arrival; this is your professional responsibility. You are a guest in the hospital.**

Inclement Weather Guidelines: GENERAL PROCEDURE

In the event the college closes due to a snowstorm or other inclement weather, all health career students who are scheduled for class or a clinical experience that day will not report to class or clinical.

In the event a campus closes due to a snowstorm or other inclement weather, all health career students who are scheduled for class or a clinical experience originating (section campus) at that campus that day will not report to class or clinical.

In the event of inclement weather and the college remains open, all students are expected to make every reasonable effort to attend class and clinical. However, **undue risk when traveling is to be avoided**. Students who believe it is not safe to travel should notify the clinical area/affiliate and/or the director of clinical education/clinical instructor of their absence per the course syllabus and/or student clinical handbook. Students are responsible for making up missed assignments or the clinical day per the course syllabus and/or student clinical handbook.

In the event of the college announces a delayed opening:

- Students who are scheduled for classes on campus should follow the college delayed opening schedule per course syllabus.
- Students who are scheduled for clinical start time prior to 9:00 AM should report at 9:00 AM. All other students report at the assigned time.

Program Director/Director of Clinical Education reserves the right to cancel a clinical rotation even if the campus remains open.

Program Director/Director of Clinical Education reserves the right to send students to clinical even if the campus is closed as long as the PD/DCE is available via telephone while the students are in clinical and as long as there are clinical instructors/preceptors present at the site.

WEATHER EMERGENCY ANNOUNCEMENTS

Students scheduled to attend class on campus:

- Subscribe to E2Campus for the campus where classes originate and check emails/text messages for notices of cancellation/delay.
- Listen to designated radio/TV stations or refer to the HACC website at www.hacc.edu.

Students scheduled to attend a clinical experience:

- Subscribe to E2Campus for the campus where classes originate and check emails/text messages for notices of cancellation/delay.
- Listen to designated radio/TV stations or refer to the HACC website at www.hacc.edu.
- Follow program procedure for clinical cancellation or delay as stated in the course syllabus and/or student clinical handbook. Program will utilize a communication method (i.e. phone chain, recorded message on program voice mail, email or text message notification).
- **Students are responsible for maintaining accuracy of their contact information with the program director.**

9/3/07 Rev 5/31/12

Leave of Absence

Practice: Due to the nature of the program, leaves of absences may be granted to the individual student. If a major subject is missed during the leave of absence, the student will be terminated and may reapply the following year.

Procedure: Students must submit, in writing, a request for a leave of absence. This request must include the length and reason for the leave, which may include documentation from your physician.

The request will be reviewed by the program director for approval or disapproval. Students reapplying to the program after a one-year leave will be required to take a series of clinical and academic examinations to determine their level of competency. The results will be used to determine if advanced placement in the program is appropriate.

Funeral Leave

Practice: In the event of a death in the immediate family (parent, spouse, child, sibling, parent-in-law, brother/sister-in-law, grandparent, legal guardian or significant other), the student will be granted up to three (3) days leave immediately following the death or the two calendar days following the death plus the day of the funeral. This leave will be granted upon notifying the director of clinical education.

Tardiness

Practice: Habitual tardiness will result in disciplinary action.

Procedure:

1. After two late arrivals in a semester, the student will be given a written warning.
2. Additional problems with tardiness will result in dismissal from the program at the discretion of the Director of Clinical Education.

Discipline & Conduct

Practice: Failure to follow rules of conduct and regulations of the College, Classroom and Clinical Sites constitutes grounds for warning, probation and/or dismissal. This Practice depends heavily on the severity of the incident. Written disciplinary action must be signed by the student and the program director and director of clinical education and becomes part of the student's personal file and permanent record.

Procedure: Students will be counseled with respect to appropriate conduct. When necessary, the director of clinical education will administer disciplinary action for infractions of rules. Disciplinary action will reflect the seriousness of the misconduct. It may consist of verbal or written warnings or dismissal at the discretion of the Program Director and Director of Clinical Education.

Misconduct: Certain acts of misconduct that interfere with the operation of the Program or clinical education site will result in disciplinary action which includes dismissal from the program. Serious infractions of civil or institutional regulations which threaten personal safety or property of individuals or that interfere with the operation of the Program or clinical education site will result in disciplinary action which includes dismissal from the program.

CLINICAL DRESS CODE

1. Student's personal appearance and required attire must be neat and clean. Students are expected to dress in an appropriate and professional manner suitable for their specific work area and are to maintain a well-groomed professional appearance at all times.
Uniforms are required for all cardiovascular technology students.
 - Hair should be tied back. Hair color must be a natural hair color (i.e. purple hair, etc...is not acceptable).
 - No artificial nails of any kind are acceptable.
 - Body piercing is not permissible. Belly-button rings must be appropriately covered (i.e. appropriate shirt length). Any visible tattoos must be covered while participating in clinical requirements.
 - Students should not wear clothing with insignias, pins, etc...which are controversial in nature and unrelated to the health care mission. Clothing should be neat and pressed with no emblems or labels that are visible (i.e. popular clothing insignias).
2. Students must display their Cardiovascular Technology Badge Buddy with their HACC photo ID badge to serve as identification. Many clinical affiliates require a hospital ID badge at the student's expense. **The required uniforms are Gray tops and black pants** and are available for purchase through HACC Lancaster Campus Book Store.

3. Shoes will be neat, clean, and should be comfortable. Clogs and high-heel shoes and open toe shoes are considered safety hazards and are not permitted.
4. Students may be dismissed from the clinical facility at the discretion of the preceptor due to inappropriate dress or grooming. Notification of this action by the preceptor will be documented on the student's evaluation form.
5. Although some hospitals may state that uniforms are not necessary the student is responsible to wear the uniform under HACC guidelines.

REFERENCES FOR EMPLOYMENT

All requests for references are to be made in writing to a faculty member, giving the name and address of the employer. See the program faculty for the "Authorization to Release Information" document. In order to provide a reference for any prospective employer one release will be sufficient.

REMEDIATING AN UNSAFE PRACTICE INCIDENT

1. The student will submit an "Event Report" to the Program Director.
2. The Program Director and Director of Clinical Education may meet with the student to discuss the incident and remedial plan. The remedial plan will be prepared in writing and become part of the student's permanent file. A standard form is available.
3. The hospital may complete an incident report per their policy.

HEALTH REQUIREMENTS PRACTICE

The student will have to complete and submit all required documents to Tami Burkholder, Administrative Assistant to the program of Cardiovascular Technology. This includes all required health forms and vaccination history, prior to beginning the "Clinical" program beginning in May.

I understand that as a health care worker:

- Many procedures performed may expose me to blood borne pathogens, ionizing radiation and potentially hazardous materials.
- I should have the following immunizations: Hepatitis B, MMR, DPT, Varicella, Influenza, and an annual TB screening unless I choose to request an allowable exemption.
- I may be required to submit a drug test after acceptance into the program and that I am responsible for this expense.

RADIATION SAFETY PROGRAM POLICIES AND PROCEDURES

In compliance with the NRC Title 10 Code of Federal Regulations part 20.1502, the program shall monitor exposure to radiation and radioactive materials of faculty and students likely to receive in 1 year, from sources external to the body, a dose in excess of 10 percent (500 milirems) of the annual dose limits for adult radiation workers (5 rems). This includes all students attending clinical education as part of the clinical phase of the program, but does not include any pre-clinical students who would receive considerably less than this amount during their limited observational rotations in the imaging department.

Disciplinary Actions

Any infraction of the radiation safety program policies and procedures will result in disciplinary action to be determined according to the severity of the infraction by the program officials. Minor infractions will at a minimum result in a documented written warning. Any infraction that results in the unnecessary radiation of a person will be considered a severe infraction, and may result in suspension, probation or dismissal from the program.

General Procedures

1. If the student is unlikely to exceed 500 mrem per year, a personal dosimeter is not required.
2. Students whose radiation exposure is not monitored through a personal dosimeter will be classified as part of the general population, whose annual dose limit is 100 mrem.
3. If a faculty member or a student in the clinical phase of the program is pregnant and declares her pregnancy in writing, the College will acquire a second dosimeter to be worn at the waist level. When lead apparel is appropriate, the device will be worn under the lead apparel at the waist level.
4. All students will receive basic radiation safety instruction prior to participation in clinical education.

5. Careful collimation shall be used to restrict the x-ray beam to the size of the image receptor , or area of interest, whichever is smaller.
6. The student must make use of the appropriate operator protection devices provided, e.g. lead apron, lead shield, etc.
7. The student must adhere to any special radiation safety instructions relating to specific equipment or procedures.
8. Any unusual occurrence or apparent malfunction of the x-ray apparatus that may involve increased exposure to radiation shall be reported to the college faculty instructor and facility supervisor.
9. The student will never be in the direct path of the x-ray beam. Students should always be protected.
10. Protective lead wear shall be worn during procedures.

ALARA PROGRAM & REPORTING PROGRAM POLICIES

The intent of the ALARA (As Low as Reasonable Achievable) program is to maintain exposure to radiation at levels that are as low as reasonably achievable. This radiation safety program is based on the premise that radiation exposure is not risk free. Therefore, exposure should be kept to levels below the limits permitted by the State of Pennsylvania, The Nuclear Regulatory Commission and other regulation agencies. ALARA is critical to our radiation protection philosophy. The dose limits for faculty and students in the clinical phase are:

Effective Dose Limits

1. Whole body deep dose 5,000 mrem (milliRem)/year. 1,250 mrem/quarter.
2. **ALARA whole body dose limit:** 500 mrem/year; 125 mrem/quarter
3. **ALARA's Level 1 investigation limit is:** Whole body deep dose 125 mrem/quarter to 374 mrem/quarter
4. **ALARA's Level 2 investigation limit is:** Whole body deep dose > 375 mrem/quarter and to 499 mrem/quarter
5. **ALARA's Level 3 investigation limit is: Whole body is greater than 500 mrem/quarter.**
6. **Declared pregnancy level:** Fetal dosimeter limit is 500 mrem/per gestation period 50 mrem/month

PERSONNEL RADIATION MONITORING PROGRAM POLICIES

It is the policy of the CVT Program at Harrisburg Area Community College to evaluate exposure to personnel and students on a quarterly and accumulative basis.

Materials and Methods

1. All students in the clinical phase of the program will be issued a personal dosimeter.
2. The dosimeter will be worn at all times when ionizing radiation is being used in the energized lab and at the assigned clinical site.
3. The dosimeter shall be positioned on the front of the body at the collar level; if lead apparel is worn, the device shall be positioned on the collar outside of the lead apparel.
4. All dosimeters are to be exchanged quarterly with program officials according to the assigned due date, which will coincide with schedule didactic classes.
5. If a student loses or damages his/her dosimeter device, the director of clinical education (DCE) or program director will be contacted prior to the students or faculty member reporting to an assigned clinical site.

Procedures

1. Every 3 months dosimeters are returned to the program director and processed by an approved NVLAP (National Voluntary Laboratory Accreditation Program) facility.
2. When the dosimeter reports are received, they will be reviewed by the Director of Clinical Education and the Program Director.
3. All readings will be monitored for levels exceeding the effective dose limits.
4. If any faculty's or student's reading exceeds the level one effective dose limit, the Director of Clinical Education or Program Director will meet with the faculty member or student to determine possible reasons for the exceeded level and review radiation safety practices. The student conference form will be used to document the advising session with students.
5. Additionally, if any faculty's or student's reading exceeds the level two or the fetal dose limit, the Program Director or designee will investigate the causes for the excessive dose level. The objective of the investigation will be to learn why the faculty member or student received the excessive dose and to determine what type of corrective action may be needed. A written report of findings with recommendations will be provided. Based the written report, corrective actions will be determined and documented on a student conference form for students and letter to the Program Director. Additionally, if any faculty's or student's reading exceeds 1250 mrem/quarter or 5000 mrem/year, the investigation must also include notification to the Pennsylvania Department of Environmental Protection (DEP) Radiation Control Division.
6. Copies of all notices, investigation, etc... will be maintained in the ALARA binder and for students in the individual's advising file.

Radiation Monitoring Reports

1. Social Security numbers and birth dates are removed from the reports.

2. The exposure reports will be forwarded by the Program Director to the respective Director of Clinical Education. The Director of Clinical Education will arrange for students to review the report.
3. The exposure reports will be maintained in the Program Director's office.
4. A copy of the termination report will be provided to the student upon request.

HEALTH PRACTICE RELATED TO PREGNANCY

- In the event a student becomes pregnant, she must submit a statement from her obstetrician or midwife, which will be attached to the health form.
- The obstetrician or midwife must state that she may continue to participate in clinical cardiovascular technology experiences. Recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women will be followed.
- After delivery, written approval must be given prior to returning to clinical experience. Faculty will make reasonable efforts to allow make-up of missed clinical experiences; however, the student must recognize that extended absences may result in the inability to meet clinical objectives.
- Students who withdraw from courses for documented health problems--including pregnancy--are allowed readmission to the course the following year, if so requested in a letter to the faculty.
- *For students in the Invasive CVT Program*, the Program Director, Radiological Physicist Consultant and the Radiation Safety Officer will review the radiation dosimetry report monthly.

PRACTICE REGARDING STANDARDS OF BEHAVIOR IN CLINICAL and CLASSROOM SETTINGS

PURPOSE

The Cardiovascular Technology Program at Harrisburg Area Community College is committed to the education of cardiovascular technology students in a safe and conscientious manner. The Cardiovascular Technology Program is also committed to student participation in clinical settings. Each cardiovascular technology student must be able to complete the classroom and clinical components of the program described in the syllabus and clinical evaluation tool. A student's success in doing so can be affected by emotional/psychological problems that can interfere with their ability to function safely in the classroom or in a clinical setting. These problems can be related to drug, alcohol, and financial, sexual, spiritual, harassment, violence, or interpersonal issues. These problems sometimes manifest themselves in unsafe or unprofessional behavior of students involved in clinical programs. When this occurs, the Cardiovascular Technology Program will have a strong interest in intervening.

Therefore, this Practice is established to identify potential and actual behavior problems, and to establish procedures to deal with these problems, in order to: (1) ensure patient safety and well-being, and (2) foster each student's successful completion of their course of study through a demonstration of safe cardiovascular technology practices.

PRACTICE

It is the practice of the Cardiovascular Technology Program to actively address any student's unsafe and/or unprofessional behavior in a clinical setting. Unsafe or unprofessional behavior can be the result of drug-induced or alcohol-induced impairments, sometimes in combination with interpersonal, financial, sexual or spiritual issues. Whatever its source, it is unacceptable behavior that is the primary focus of this Practice.

PROCEDURE

- Students and faculty may identify unacceptable behaviors. Students are encouraged to talk with faculty about any problems that may cause the student difficulty in the educational program before the behavior becomes unacceptable. A Behavioral Intervention Report maybe submitted.
- A faculty member in a clinical setting who identifies a student exhibiting unacceptable behavior may send that student home once it is determined that the student is able to go home safely.
- A faculty member in a clinical setting or a classroom setting who identifies a student exhibiting unacceptable behavior may ask the student to leave the room immediately and to speak with the faculty member at the end of the class or clinical session. In either case, the student will be directed to see the program director on or before the next class or clinical session. The program director will discuss the situation and possible helpful interventions with the student. A behavior intervention report may be submitted.
- If substance/alcohol abuse is suspected and the student denies drug/alcohol use, the student will be asked to submit to a prompt blood test at the student's expense.
- **In cases where representatives of HACC have reasonable suspicion of drug use, HACC reserves the right to require drug testing as a condition of remaining in the Program.**

CPR COURSE PRACTICE

- Prior to beginning CVT 103, CVT 224, or CVT 215, all students must show evidence of having completed a CPR for Healthcare Providers course.
- CPR course completion card is accepted from the American Heart Association-CPR for healthcare providers. A current copy of the student's verification card shall be maintained on the student's file in the program director's office, while the student is enrolled in the program.
- Students are not permitted in the clinical area without a current CPR completion card. It is the student's responsibility to insure that the CPR card is current.

EMPLOYMENT PRACTICE

- The student is urged to give careful consideration to his/her ability to engage in part-time or full-time employment during the academic year because of the considerable demands of the cardiovascular technology program.
- Students will not be excused from theory or clinical experiences due to conflict with employment schedule.
- Full-time employment during clinical rotations is not acceptable.
 - The student has an obligation to complete course requirements prior to engaging in full-time employment.
 - Liability:
 - Is the student functioning as an employee or a HACC student?
 - Conflicting roles:

- Students have course objectives that must be met.
- Employees must meet their employer's objectives in a given day.
- The patient deserves to know whether they are being cared for by an educated employee with clinical experience or a student accompanied by an educated healthcare professional.
- Clinical hours must be completed in order to graduate from the program.
- Students may not be paid for clinical time. This includes: CVT 103, CVT 224, CVT 228, CVT 215, and CVT 217.
- If it is found that a student is in violation of this Practice, it will result in **immediate dismissal** from the program.

TESTS/EXAMS

- Students are expected to attend class and clinical on all dates and times where examination are being held.

TIME REQUIREMENTS OF THE CARDIOVASCULAR TECHNOLOGY PROGRAM
“CLINICAL PORTION”

Invasive

- Summer I
 - CVT 200 Cardiac Pathophysiology 2-3 hour classes/week

- Fall
 - CVT 210 Intro to Invasive Cardio. 2-3 hour classes/week
 - CVT 211 Radiation Safety Inv. Inst. 1-2 ½ hour class/week
 - CVT 212 Invasive Hemodynamic Assessment 2-2 ½ hour classes/week
 - CVT 213 Invasive Instrumentation Lab 2-3 hour class per week.
 - CVT 218 Cardiac Pharmacology 3 hour class per week

- Spring
 - CVT 214 Interventional Cardiac Practices 3.5 hours per week.
 - CVT 215 Invasive Clinical I 360 hour clinical rotation
 - CVT 216 Congenital Heart Disease 5-3 hour classes

- Summer II
 - CVT 217 Invasive Clinical II 480 hour clinical rotation

Cardiac Sonography

- Summer I
 - CVT 200 Cardiac Pathophysiology 2-3 hour classes/week
 - CVT 222 Cardiac Sonography Physics and Instrumentation 1-3 hour lecture/2-3hr. lab/wk

- Fall
 - CVT 219 Intro. To Ultrasound Imaging Sys. 1-3 hour class each week
 - CVT 220 Intro. to Cardiac Sonography 2-3 hour classes/week
 - CVT 223 Concepts in Cardiac Physiologic Assessment 1-3 hour class each week

- Spring
 - CVT 224 Clinical I 360 hour clinical rotation
 - CVT 226 Doppler Physics and Hemo 1-3 hour lecture/1-3hr lab

- Summer II
 - CVT 228 Clinical II 480 hour clinical rotation
 - CVT 230 Introduction to Pediatric 1-2 ½ lecture/week (evening)
Blended course meets six times during the semester

***Health & Public Service Department
Policy on Student Injury or Accidental Exposure to Infectious Agent***

All injuries, blood and body fluid exposures, or exposure to a potentially infection TB patient for whom infection control procedures have not been taken must be reported to your instructor, preceptor or supervisor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention. He/she will ask you about the incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the location and/or identification of the source or source person.

AN INCIDENT REPORT MUST BE FILED FOR EVERY INJURY OR ACCIDENTAL EXPOSURE.

In case of accidental exposure to blood or body fluids, or exposure to TB, students are expected to follow the procedure outlined after the incident report.

All forms will be retained on a secure drive by the Coordinator of Health Careers.



Health & Public Service Department
Student Injury or Accidental Exposure to Infectious Agent Incident Report Form

Directions: This form should be completed by the student within immediately after an incident occurs. Clinical preceptor and Program Director/Director of Clinical Education should be notified immediately. Form must be in Program Director's office within 24 hours.

Student Name: _____ Student HACC ID: _____

Date of Incident: _____ Date of Report: _____

Place Incident Occurred (specify facility and unit/department): _____

Person(s) involved in the Incident: _____

Instructor/Preceptor/Supervisor Name: _____

Describe the Incident:

Detail what equipment was being used:

Initial Action(s), such as flushing, washing, medical care, etc...:

Describe planned follow-up action(s), such as medical care, etc.:

The student must initial each statement below. The student's initials indicate understanding of each statement.

_____ I realize that I am responsible for any health care expenses related to this situation.

_____ I realize that I have the right to refuse to be treated for injury and accept all responsibility.

Signature of Student: _____ Date: _____

Student Address: _____

Phone Number: _____

Accidental Exposure to Blood or Body Fluids

IMMEDIATELY after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa) WASH THE EXPOSED AREA WITH SOAP AND WATER OR FLUSH EYES WITH AT LEAST ONE (1) LITER OF WATER OR NORMAL SALINE SOLUTION.

Follow the appropriate procedure based upon where the exposure occurred:

On Campus or Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to faculty member. If the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. If the exposure is on campus, the faculty member will contact HACCC security and report the incident so a record can be made of the incident. If occurs off campus complete agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.
3. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.	7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.
8. All expenses incurred are the responsibility of the student.	8. All expenses incurred are the responsibility of the student.

- *HACC Health Career Programs' Post Exposure Responsibility Form will be maintained in the student file for 30 years.*

Accidental Exposure to infectious TB

Clinical Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.
4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> . Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure.	6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> . Student must provide the program administrator the results of the PPD test within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure
7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, must have a PPD test placed 12 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. The student, who previously had a positive PPD (prior to the exposure), will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.	7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, must have a PPD test placed 12 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. The student, who tested positive for TB prior to the exposure, will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.
8. All expenses incurred are the responsibility of the student.	8. All expenses incurred are the responsibility of the student.

* *HACC Health Career Programs' Post Exposure Responsibility Form* will be maintained in the student file for 30 years



**Health & Public Service Department
Post Exposure Responsibility Form**

Student Name: _____ Student HACC ID: _____ Date of
Incident _____

This form must be completed by the student within 24 hours after the exposure and submitted to the program director within 48 hours after exposure.

ALL STUDENTS MUST be seen in the emergency department/employee health department within 2 hours for blood and body fluids exposure or TB exposure. Failure to comply will result in dismissal from program. It is the student's responsibility to obtain medical treatment and follow-up after exposure to blood or body fluids or tuberculosis. Treatment following exposure includes initial screening; counseling concerning risk, health, and relationships; and follow up testing.

Initial all statements which are correct.

- _____ I have been seen in the emergency department/employee health department or by my personal health care provider within 2 hours after a blood and body fluid exposure or within 24 hours of a TB exposure.
- _____ My exposure was to blood or body fluids and post exposure prophylaxis (PEP) measures were taken as appropriate (PEP measures may include blood work for baseline HIV, Hepatitis B and C; administration of immunizing agents; administration of antiretroviral treatment; and administration of immunoglobulin.)
- _____ My exposure was to TB, and I previously have had no history of a positive PPD test, a PPD test was placed and I was provided counseling related to signs and symptoms of TB.
- _____ My exposure was to TB, and I have a previously known positive PPD test, a PPD test was not placed but I was provided counseling related to signs and symptoms of TB and recommended follow up measures.
- _____ I plan to fully participate in all follow-up medical care as recommended by the emergency department/employee health department or my personal health care provider.
- _____ I have had a blood or body fluid exposure and I do not plan to participate in follow-up care as recommended.
- _____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to not participate in continued monitoring for the presence of TB will require that I withdraw from the program.

The student must initial each statement below. The student's initials indicate understanding of each statement.

- _____ I realize that I am responsible for any health care expenses related to this situation.
- _____ I realize that I have the right to refuse to be tested for exposure/infection.

Student signature

Date

Witness signature

Date

Witness printed name

THIS FORM MUST BE MAINTAINED FOR THE DURATION OF MY CLINICAL EDUCATION EXPERIENCE PLUS 30 YEARS.

Prohibitive Offense Procedure for Health Career Programs

I. Purpose

Outline the steps to be taken in all cases of criminal findings. It is HACC's position, in order to protect the safety of the client and the ethics of the HACC health career programs, individuals who have committed certain crimes cannot be placed in the position of caring for older adults, children, and/or working in a health career environment. This procedure applies to all health career programs except the non-credit nurse aide program.

II. Definitions

- A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
- B. Pending charges: Any criminal charges as yet unresolved by the courts.
- C. Court documents: Original source documents identifying the outcome of any criminal charge and/or conviction.
- D. Background check: The process required by HACC for admission into any clinical component of any health career, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
- E. Conviction: Being convicted, pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict, accelerated rehabilitative disposition (ARD) or receiving any other disposition (excluding acquittal or dismissal) for any criminal offense.
- F. Prohibitive offense list: List of offenses which indicate a student is not qualified to enter a health careers program.

III. Procedure

- A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to a health career program.
- B. All convictions and pending or new charges must be reported to the director of the health career program immediately upon offer of admission. These include all felony and misdemeanor convictions.
- C. Students must have a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the health career program and yearly in selected programs.
- D. A student with any conviction or pending charge on the attached list is not eligible for entry or continuation in a clinical program. Please note: This is not an all-inclusive list. As noted below, HACC will consider for admission, students with a record of other felony or misdemeanor convictions on a case by case basis.
- E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any health career program at HACC.
- F. Failure to disclose a criminal record or charge will result in dismissal from the program.
- G. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities apply their own standards for evaluating whether criminal convictions are disqualifying, as do employers. HACC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse

employment opportunities. A student with a conviction or convictions is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability prior to entering the non-clinical portion of the health career program.

- H. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that a student will be able to participate in experiences at any clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and HACC accepts no liability for a student's rejection by a clinical facility.
- I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following in order to participate in a clinical health career program at HACC. The student may not participate in the program until all documentation is received and a decision is reached. Steps in the process of evaluating criminal records:
 - I. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check).
 - a. If the student has only summary offenses or one misdemeanor in the CC3900 series, CC 5902B or CS 13A series, the student must meet with the program director and will be/remain eligible for the program. Go to Section I, IV.
 - b. If the student has more than one misdemeanor, any felony convictions, or any pending charges, the student must obtain an original copy of the court records showing how the case was concluded by the court system. No decision will be made without court documentation. Go to section I, II. (Note: Since a decision must be made prior to participating in any health career program, the student should complete this process as efficiently as possible).
 - II. Meet with the director of the program bringing the documentation to that meeting.
 - III. The director will review these guidelines and the student's documentation with the student. The conviction will be compared to the HACC Prohibitive List for Participation in a health career program.
 - a. If the conviction matches one on the prohibited list, the student will not be admitted.
 - b. If the offense is similar, but not worded exactly as it appears on the list, the director will consult with the dean of health careers, who in turn will consult with the college attorney, for an interpretation of the conviction.
 - c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, HACC will consider the applicant for admission but may reject the applicant because of the conviction(s) in its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the College. In this case, the director will forward all information to the HACC Health Careers Prohibitive Offenses Committee and a decision will be made by a two-thirds majority vote of the members.
 - 1. This committee is appointed by the dean of health careers and will consist of a minimum of four directors of health career programs.
 - 2. Members will serve two years, with the exception of members of the first committee, who will be appointed for one- or two-year terms.
 - 3. A chair will be appointed. The role of the chair will be to ensure the decision is made in a timely manner. The chair will keep a record of the all meetings of the committee, forward those records to the office of the dean of health careers and notify the requested program director of the decision.

IV. In all cases, once the decision has been made, the director of the requested program will meet with the student to discuss the decision and options for the student. The director will then:

- a. document the decision and meeting using the attached notification form
- b. give one copy to the student
- c. place one copy in the student's confidential file
- d. forward the original form to the office of the dean of health careers.

<u>Prohibitive Offenses</u>***		
Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting In Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors

CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a computer	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and Other Sexual Materials to Minors	Any
CC5903D	Obscene and Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35(i), (ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36, CS13A37	Designer Drugs	Felony
CS13Axx*	*Any Other Felony Drug Conviction Appearing on a PA RAP Sheet	Felony
Added to state list: DUI	2 or more Driving Under the Influence of drugs or alcohol, or Driving while intoxicated convictions with in 5 years of admission to the clinical component of the program, includes ARD	2 or more Misdemeanors

***Any felony conviction or two misdemeanor convictions within the CC3900 series would prohibit the applicant from admission. The CC3900 series is any offense that starts with CC39. The two misdemeanor offenses do not need to be the same offense.

Pennsylvania Child Abuse History Clearance

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the clinical programs.

Other Offenses Not On The Prohibitive List Which Will Be Considered In Admission Decisions
 (Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered.
 This is not an inclusive list.)

Shoplifting	Fraud	Bribery
Harassment	Stalking	Extortion
Abuse or neglect in any form	Simple Assault	Prostitution
Weapons	Violation of protection from abuse order	
Terrorism/terroristic threats	Hate Crimes	Possession of Paraphernalia
Falsification of any legal document/record	Possession and/or distribution of a controlled drug (to include ARD)	Any other felony drug conviction

*The decisions of HACC are based on Protection of Older Adults Act, the Child Protection Laws, the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.

**Form to notify the student of the decision next page.

Notification of Eligibility Decision

(for entering/continuing in a clinical component of a health career program at HACC
based on criminal background findings)

The purpose of this document is to provide written documentation for the student with a criminal record.

Name of Student: _____ HACCID: _____

Health Career Program: _____ Date: _____

In attendance at the meeting were: _____

The subject of the meeting was as follows:

- To provide a review of the findings on the criminal background check required by the HACC health career program
- To communicate the decision made related to the student's eligibility to participate/continue in the clinical component of a health career program at HACC

If it is decided the student is qualified to apply/continue in the health career program, the subject of the meeting was as follows:

- To communicate the possible effect of the convictions on acquisition of licensure/certification following graduation
- To establish it is the student's responsibility to contact the licensing/credentialing board and employers to determine the effect of these findings on practice in the health career profession.
- To discuss the licensing/credentialing board requirements in the application process, related to criminal records

The student was notified of the following decision of regarding application/continuation in the health career program:

_____ The student is qualified to apply/continue in the clinical program.*

_____ The student is not qualified to apply/continue in the clinical program due to the following reason/s:

Offense/s: _____

Comments: _____

Prohibitive Offense Committee Chair, if applicable: _____ Date: _____

Signature of Program Director: _____ Date: _____

Signature of Student: _____ Date: _____

A copy of this form will be given to the student, one will be placed in the student's confidential file and the original will be placed in the office of the dean of health careers.

10/19/10 rev 3/16/12 MMT/vg, 7/24/12

STUDENT ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Cardiovascular Technology Student Handbook. I realize that the handbook contains certain rules, regulations, policies, and procedures, but is not intended to be a complete and exhaustive explanation of the same. I also understand this is subject to change, that I am to familiarize myself with its contents, and that I am to abide by the rules and regulations as stated herein or as subsequently changed. I further understand and agree that this booklet does not constitute a contract.

Student's Signature

Date