

St. Cloud Technical
&
Community College
Cardiovascular Technology Program
Student Handbook
2021-2022 (revised 6/21/2021)



St. Cloud Technical & Community College is accredited by the Higher Learning Commission of the
North Central Association of Colleges and Schools

St. Cloud Technical & Community College is a member of the Minnesota State Colleges and Universities System.

ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer

TTY users may call MN Relay Service at 711 to contact the college.

St. Cloud Technical & Community College

320-308-5000 – 800-222-1009

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I.

Nondiscrimination/Harassment Policy

See MinnState Policy 1B.1

Policy Statement St. Cloud Technical & Community College and Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited.

Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

St. Cloud Technical & Community College EEO Statement

SCTCC is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectational preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. SCTCC will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to the affirmative action officer, Deb Holstad, located in office 1-403, or by telephone at 320-308-3227. Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities, who is located in office 1-401V, or by telephone at 320-308-5096, or 320-308-5988 (TTY).

This publication is available in accessible formats upon request by calling 320-308-5096. TTY users please call MN Relay Service at 711 to contact the college.

Event Accommodations

If you need a disability-related accommodation or wheelchair access information, please contact Student Services at 320-308-5096 at least one week in advance of the event. TTY users please call MN Relay Service at 711 to contact the college.

Printed material

This publication is available in accessible formats upon request by calling 320-308-5096. TTY users please call MN Relay Service at 711 to contact the college.

Mission Statements

St. Cloud Technical & Community College – Mission Statement

St. Cloud Technical & Community College prepares students for life-long learning by providing career, technical and transferable education.

Cardiovascular Technology Program – Mission Statement

The Cardiovascular Technology program goals are to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for invasive cardiology.

Program Objectives

- Prepare our students to succeed as entry level cardiovascular technologists.
- Enable our students to exercise discretion and judgment in the performance of invasive cardiovascular services.
- Provide students sufficient information to make informed decisions on professional conduct and ethical issues.
- Ensure that each student performs appropriate procedures and analyzes hemodynamic data for interpretation by a physician.
- Equip our students with the ability to demonstrate appropriate communication skills with patients, colleagues, supervisors and physicians.

The student handbook is to be used as an informational guide to the St. Cloud Technical & Community College, Cardiovascular Technology Program. The information in this program handbook may change without notice.

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I. Introduction to Cardiovascular Technology

The invasive cardiovascular technologist is a health care professional who, under the direction of a qualified physician, performs procedures on patients supporting in diagnosis and treatment of congenital or acquired heart disease while maintaining maximum patient comfort and safety.

The cardiovascular technologist performs a baseline patient assessment, provides patient care, and administers medications commonly used in the cardiac catheterization lab under the direction of a qualified physician. The other roles fulfilled by the cardiovascular technologist include:

1. Hemodynamic monitoring - continuous observation of patient's EKG and blood pressure, running the computerized recording system, and maintaining the procedure documentation.
2. Scrubbing – working side-by-side with the cardiologist, helping with the catheters, guidewires, and other sterile equipment used to image and treat disorders of the cardiovascular system.
3. Circulating – assisting the patient, administering medications, and handing sterile equipment to the physician or scrub technologist. The circulating technologist may also operate the x-ray table and C-arm to obtain the necessary radiologic views.

The SCTCC CVT program requires AHA BLS certification and familiarity with Advanced Cardiac Life Support. The cardiovascular technologist is an expert in the operation and maintenance, as specified by the manufacturer, of all diagnostic and therapeutic equipment used for procedures.

The cardiovascular technologist is responsible for protection of the patients and personnel from excessive radiation exposure in cooperation with the hospital radiation safety officer. Other responsibilities include electrical hazard protection and sterility of supplies used during procedures.

Procedures involving the cardiovascular technologist are usually performed in the cardiac catheterization laboratory, but may be performed in critical care areas, specialized clinics, or in the operating room.

It is also important to note that cardiovascular technology is a rapidly evolving field. Technical and professional development is a continuing process. Cardiovascular technologists must be dedicated and strive to maintain currency in new techniques and technology available.

Physical Demands and Potential Hazards

Physical Demands:

Manual Dexterity: Cardiovascular technologists must have fine manual dexterity skills to manipulate catheters and guidewires.

Physical Strength: Technologists assist patients to and from the examination table in the catheterization lab environment and properly position patients on the exam table to obtain cardiac images. Typically lifting, pulling, and pushing requirements will not exceed 50 pounds of force.

Stress: Work may sometimes be stressful because the cardiovascular technologists are in close contact with patients who have serious heart ailments, including an acute myocardial infarction. Some patients during the procedures may encounter complications that have life or death implications, and the technologist must be emotionally mature to cope with death and dying.

Visual Acuity: Cardiovascular technologists rely on computer displays to obtain adequate recordings of cardiac structures, EKG, and blood pressure tracings, in both a semi-dark environment and CRT monitors at a distance.

Communication: Technologists must be able to communicate effectively in written and spoken English in order to transmit information to members of the health care team. Additionally, they must possess sufficient hearing acuity to distinguish vocal commands in a noisy environment and in which the speakers' mouths are often covered with masks.

Potential Physical Hazards:

Ionizing Radiation Exposure: Technologists must assume the risk of exposure to ionizing radiation; that risk is minimal, however, provided the technologist observes proper radiation safety precautions.

Physical Demands: Technologists spend a lot of time walking and standing, and must wear a lead apron for protection from ionizing radiation (x-rays).

Ergonomic Considerations: Proper ergonomics should be utilized whenever possible to reduce the stress to the body. Stretching and reaching are required when performing the duties of the cardiovascular technologist.

Biohazard Exposure: Patients requiring cardiac catheterization may present with various infectious diseases. When performing the duties of the cardiovascular technologist, universal precaution measures must be utilized at all times.

Eye Strain: Cardiovascular monitoring is typically performed in a semi-dark environment, viewing the computer screen of the hemodynamic monitor.

II. Class Policies and Guidelines

Grading System

The letter grade is computed from cumulative points at the end of each semester.

The academic grading system is the following:

94 - 100%	A
87 - 93%	B
80 - 86%	C
74 - 79%	D
73% and below	F

A letter grade of “C” or better must be earned to continue in the CVT program.

Withdrawal Procedure

If a student chooses to withdraw from a class(es), they must *complete the following steps*:

1. Notify the instructor and advisor and complete the Course Withdrawal Form and submit to Registration (this form can be obtained from Registration).
2. Schedule an appointment to meet with the Program Director to discuss a plan.
3. Students wishing to completely withdraw from the college should obtain and complete a “Withdrawal Worksheet” from the Admissions Office.

Delay in Program Completion

In some cases, students experience an interruption in their educational program. Students are encouraged to contact the Program Director as early as possible to arrange reinstatement. The Program Director, with the assistance of faculty, will determine the appropriate sequencing of course work upon reentry. The Cardiovascular Technology Program teaches skills that may erode if not used. Depending on the point at which a student leaves the Program, and the length of time a student is away from the Program, the student may need to repeat some courses upon reinstatement. Assessments will be made on a case by case basis by the Program Director and faculty.

Repetition of Courses

A Cardiovascular Technology student who earns a “W”, “D”, or “F” in any course is considered to be making unsatisfactory progress in the Cardiovascular Technology Program. If the student needs to retake a course, placement will be considered on a space available basis. If a grade of “W”, “D”, or “F” is obtained on the second attempt, the student will be terminated from the Cardiovascular Technology Program.

It is possible for a Cardiovascular Technology student to drop from a course and not receive a “W” if they drop on or before a set drop date. These students who do this will be considered as attempting to take the course.

III. Classroom Theory-Policies & Expectations:

Participation & Attendance:

Core cardiovascular technology classes are typically fast paced and challenging. **Attendance is very important.** Should it become *absolutely* necessary to miss a class, please contact the instructor as soon as possible. Students are responsible for obtaining lecture information from classmates or the instructor before or after class hours. Occasionally quizzes (flash quizzes) may be given at the beginning of class recapping previous knowledge learned or assigned. Flash quiz points may only be earned if present.

Clinical Lab Attendance Expectations

Attendance of clinical lab courses during scheduled times is a mandatory part of the learning process and essential to mastering the curriculum. Content is presented sequentially in a pattern that builds new skills and knowledge on that previously learned. Students missing scheduled class time set themselves up for requiring additional instructor time to catch up and this time is taken away from the other students who attended as scheduled.

No more than 20 clinical lab hours may be missed. All missed hours must be made up before any final test outs may occur. Any missed hours amounting to greater than 20, will result in a failing grade for clinical lab. Any student who exceeds the 20 hours maximum missed limit will need to schedule a meeting with the program director and instructors. The Dean of Health will be included in meeting if deemed necessary by instructors or program director.

Exams:

Exams will be announced and must be completed during class time. *There will be no make-up exams without prior authorization.* The student is responsible for making all necessary arrangements to be present on the day of the exams.

Papers & Projects:

All papers and projects must be turned in on-time. *Late assignments will not be accepted at full credit.* Individual course syllabi contain specific late assignment penalties. Assignment rubrics will be handed out when the project is assigned so expectations are clear. All assignments must be turned in to receive a passing grade in the course.

Lab Progression:

Skills in the simulated lab are built on progression of learning. Students must become proficient in all of the skill presented. Failure to achieve competence in any skill will lead to course failure. Table set up is critical to successful practice as a CVT both in terms of time and quality. Patient outcomes of therapies following table set up are dramatically and negatively impacted with every added second of delay. At the same time, contamination of the field or equipment associated with entering the central vasculature provides direct access for pathogens causing life-threatening sepsis. Owing to this, students are required to successfully complete this skill within 10 minutes without contamination.

Lab Dress Code:

See lab manual for full dress code policy.

Students will wear appropriate attire to reduce the risk of occupational exposure from potentially infectious contaminants. All students will wear scrub attire consisting of scrub top and pants. Non scrubbed personnel must wear a long sleeved jacket, snapped closed with cuffs pulled to the wrists. Tops may be worn under scrubs IF contained or covered by scrubs. Clothing that cannot be covered by scrubs should not be worn, NO long sleeves. Socks and non-open toed shoes must be worn. Surgical hat/hood must be worn during procedures. Fingernails should be kept short, clean, natural and healthy. Artificial fingernails (i. e. extensions, tips, acrylics or gels) are not to be worn. Jewelry is not to be worn or must be covered. No scented perfumes, essential oils, lotions, colognes or aftershave should be worn.

Leave of Absence During Pregnancy (applies to the entire course curriculum)

Pregnant students may elect to leave the Program during pregnancy. If the student elects to leave the Program, they must notify the Program Director in writing. An incomplete will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return, subject to space availability. It may not be feasible for the student to re-enter the Program immediately since some courses are offered sequentially and only once a year.

Pregnant students are encouraged to notify the Program Director as soon as possible to make any necessary arrangements. The Program Director will meet with the student to discuss a plan on how they can complete the Program.

Academic Integrity Policy

Academic integrity is highly valued at St. Cloud Technical & Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

Any violation of the St. Cloud Technical & Community College's academic integrity policy S3.28 is considered a disciplinary offense and will be subject to the policies of this instructor and can be submitted to the Director of Campus Life for review, entrance into a violation database, and possible disciplinary action as outlined in the academic integrity procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review the complaint/grievance policy S3.24 and procedure 3.24.1 <http://sctcc.edu/sites/default/files/policies/S3.24%20Complaint%20Grievance.pdf>

APPLIED CLINICAL INTERNSHIP PARTICIPATION POLICIES

Each student is required to complete a 624 hour unpaid clinical internship (lunches not included). The internship site may be located within the five state region including Minnesota, Wisconsin, North Dakota, South Dakota and Iowa. The hours of the internship are to be completed within 16 weeks from the first date of attendance (averaging 39 hours/week). The intern will be directly supervised by their preceptor as the student participates in daily cath lab duties.

In order to provide the necessary “hands-on” time for the students, clinical internship sites are selected according to their cath lab procedure volumes and site staffing. As a result, some of our clinical internship sites may not be within daily driving distance.

Clinical sites may vary year-to-year in accordance with the sites' ability to provide quality learning environments for the students (site staffing dynamics).

Exceptions may be made should a student have family out of state, and wish to pursue clinical outside of the normal five state area. Clinical facilities must meet standard volume requirements and have adequate staffing to facilitate clinical instruction.

Once a student is assigned to a site for clinical internship, they must adhere to that specific site's code of dress and conduct. Failure to adhere to clinical site regulations may result in immediate termination of the clinical internship and subsequent academic disciplinary actions.

Under no circumstances may a student contact clinical sites to secure placement. A student who violates this provision is subject to dismissal from the Cardiovascular Technology Program.

Authorization for the Release of Student Information

Students are required to sign an authorization for the release of student information to clinical agencies

Basic Life Support Certification

CVT students must maintain AHA BLS Healthcare (CPR) certification throughout the program. The student is responsible to provide proof of current certification to the Program Director prior to the start of the CVT program. The certification must be kept current. If CPR certification is not current, the student will not be allowed to attend clinical until they provide evidence of current certification.

Pre-Clinical Participation Health Record

A completed health/immunization form must be on file prior to beginning any clinical experiences. The CVT department follows the guidelines from the Center for Disease Control (CDC) and the Minnesota Department of Health (MDH).

Conscientious objection regarding immunizations is not recognized. If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility. While attempts will be made, an alternative facility placement cannot be guaranteed. Progression in the program cannot be maintained unless all clinical health requirements are complete.

Health Insurance

Proof of health insurance is required by clinical sites. Proof of health insurance will be collected on the day of student orientation.

Criminal Background Study

Clinical experiences are essential components of the CVT curriculum. Students participating in clinical experiences where they care for patients and residents at health care facilities. Contracts are established between St. Cloud Technical & Community College and each health care facility to provide these clinical experiences.

Any individual who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health must have a criminal background check

completed. Results of the study are to be on file in the Department Health Sciences before students begin their clinical experiences. Any student who does not pass the criminal background check will not be permitted to participate in clinical experiences. Therefore, the individual is ineligible to progress in the Cardiovascular Technology Program.

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

Criminal background studies are performed annually. Questions and appeals should be directed to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971, Fax: (651) 296-1490. Web address: www.dhs.state.mn.us.

Confidentiality

Confidentiality is an essential component of the healthcare industry. The student is expected to adhere to the respective clinical site policy pertaining to confidentiality of patient information obtained or shared within the clinical setting. Information obtained within the laboratory or classroom setting is to be respected and maintained in a confidential manner.

HIPAA: All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientations. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines.

Patients have a legal right to confidentiality related to all aspects of their care, and healthcare professionals have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

Technology and Social Media Policy: Social media is defined as media disseminated through electronic and web-based social interaction and created using highly accessible and scalable publishing techniques. Examples include LinkedIn, Twitter, Facebook, and YouTube. Employees and students of St. Cloud Technical & Community College are reminded that social media platforms can have a significant impact to the reputation of the institution and to the accuracy of information available to the public. Accordingly, students should give full consideration to anything published on these sites. The taking of photographs in the clinical setting is strictly forbidden whether shared or not. Students must adhere to institutional cell phone use guidelines.

***Failure to adhere to this confidentiality policy including HIPAA regulations and Social Media Policy may result in program dismissal.**

INTERNSHIP DRESS CODE

The dress code should be made known to the intern as soon as contact is made, but no later than 1 week prior to the start of clinical internship. Students are required to adhere to the dress code of the clinical site without exception. Should a clinical intern fail to comply with a site's dress code, a "Status Update Form" should be submitted to the school.

Internship ATTENDANCE and CONDUCT

Interns are required to report to internship experiences as scheduled in sufficient time to be present and ready to participate at the start time. Tardiness or absenteeism without notice to the clinical preceptor is unacceptable.

Internship "hour-logs" will be entered electronically by the student using Trajecsys. The clinical preceptor or designee must validate the reported clinical hours. In addition to the time, students will log all of the cases performed as well as maintaining a weekly journal in Trajecsys. When complete, these records will constitute an experience portfolio useful in seeking employment.

Acting as an intern in a professional field, each student must perform in a professional and ethical manner. This professional and ethical conduct must be demonstrated to all persons in the clinical setting; patients, co-workers, visitors, and all other individuals encountered.

A "Status Update Form" must be submitted to the school by the preceptor when violations of conduct, attendance or dress code are noted. Students failing to report as scheduled without prior notification to the preceptor, or students failing to exhibit professional behavior at all times in the clinical setting will trigger the completion and submission of the Status Update Form.

INTERNSHIP COURSE OBJECTIVES

As stated in course syllabi:

- A. Define selected terms related to clinical cardiac physiology and pathophysiology.
- B. Perform day-to-day cardiac cath lab operations. (patient/staff interaction, restocking, etc.)
- C. Identify cardiac pathology from cardiac cath lab findings.
- D. Perform advanced measurements and calculations to quantify severity of cardiac disease states.
- E. Work as a TEAM member within the cardiac cath lab; displaying professionalism, courtesy to patients and clinical staff, and a willingness to learn.

INTERNSHIP STUDENT REQUIREMENTS/ASSIGNMENTS

TIMELINESS OF SUBMITTED ASSIGNMENTS AND EVALUATIONS

It is the *student's responsibility* to maintain current Trajecsys data.

INTERNSHIP REQUIREMENTS

A clinical procedure log sheet will be maintained by the student in Trajecsys, and verified by the clinical preceptor. **To meet the requirements of the course the student must complete the following during the course of 624 hours of clinical internship:**

1. Observation/Participation
 - a. Scrub/Circulate
 - Diagnostic left heart cath
 - Right & left heart cath
 - Valve cases
 - Coronary intervention cases
 - b. Monitor
 - Left heart cath
 - Right and left heart cath
 - Valve cases
 - Coronary intervention cases

2. The student intern is expected to perform independently (under direct supervision) in all of the above scenarios prior to the completion of their clinical internship.

EVALUATIONS (5-8 GENERAL; 2 TECHNICAL)

General Evaluations/Progress Reports (Every 2 Calendar Weeks of Internship)

Each intern must demonstrate professionalism, professional ethics, and interpersonal skills. Every 2 weeks a general evaluation must be submitted to the school by the preceptor via Trajecsys, which is scheduled by the instructor. This is a tool for feedback to the student. Once completed, both clinical preceptor and the student must electronically sign this report. *One general evaluation is due for every two week increment (80 hours). If the last hours of the internship fall in one week, a general evaluation with only one week is required.*

Technical Evaluations/Progress Reports (312 & 624 Hours – Mid Term and Final)

Each student must demonstrate the necessary skill (appropriate for learning level) during the course of internship. It is very important that clinical preceptors give frequent feedback to the intern as to their progress so that areas of improvement may be identified and progress is recognized. A formal technical evaluation must be submitted to the school at approximately 312 hours (no later than 8 weeks) by the preceptor, and at the completion of

clinical internship. Again, this is a tool for feedback to the student, once evaluated, the clinical preceptor and the student must electronically sign this report.

Responsibility for Evaluations

The student is responsible for reminding preceptor that evaluations are completed at the assigned times. A friendly reminder that they may need to be complete is the best option if you do not see the electronic evaluation come through. Should there be any concern with timeliness of evaluation or submission of evaluations, the student is responsible for notifying the school (instructor).

INTERNSHIP GRADES

Clinical Internship results in a Pass/Fail grade. Passing grade is “pass” is achieved through:

1. 624 hours (lunch not included)
2. Consistent General Evaluations rated 3 or greater
3. Final Technical Evaluation rated 2 or greater

ADDITIONAL INFORMATION FOR INTERNSHIP

Student Hospital Clinical Matrix

Students are responsible for entering their daily cases into Trajecsys . Trajecsys will accumulate this record into a portfolio which can be presented to prospective employers.

ACADEMIC PROGRESS REPORT FORMS

Academic Progress Report Forms are generated by the faculty when the clinical intern fails to meet the professional/ethical or academic requirements of the program.

- In the event that an Academic Progress Report is generated in response to a Status Update Form (unresolved technical discrepancies), the student will be recalled to the school for evaluation – and will be returned to clinical internship upon satisfactory resolution.
- Each Academic Progress Report that is generated by the school for failure to comply with clinical affiliate/site policy or procedure may result in suspension or expulsion from the Cardiovascular Technology Program.
- **If a student is asked to discontinue their clinical internship by either faculty at St. Cloud Technical & Community College or the employees of the internship site, the student’s transcript will reflect a grade of “F” for the internship. An opportunity may be available to complete the internship at a later time; however, placement preference will be given to current students seeking their internship for the first time.**

GROUNDS FOR SUSPENSION/EXPULSION (DURING COURSEWORK AND INTERNSHIP)

In the field of cardiovascular technology, professional conduct and ethical behavior are paramount. During the course of instruction (to include clinical internship) the following behaviors/occurring conditions in addition to those stated in the SCTCC student handbook, will result in disciplinary actions that may include suspension or expulsion. This list is representative and does not include all offenses that will result in discipline.

1. Unprofessional behavior/conduct
2. Endangering a patient's health or well-being
3. Persistent (after notification) inappropriate dress
4. Use of violence, force, coercion, threat, intimidation, or similar conduct
5. Stealing or attempting to steal private, school, or school affiliate property
6. Possession of a weapon
7. Reporting to school or clinical affiliate under the influence of alcohol or drugs, which includes odor from use of same
8. Habitual tardiness or absence
9. Sexual harassment
10. Forging or falsifying school, medical or legal documents
11. Failure or maintain program academic requirements
12. Intentional deception
13. Breaching of patient confidentiality
14. Any and all other unprofessional behavior that is deemed inappropriate by the program administration
15. Failure to wear student identification
16. The presence of visible body piercing including studs, eyebrow, tongue or nose.
17. The presence of visible tattoos. If the student has a visible tattoo, it must be covered with clothing or some other means (band-aid, etc.)
18. Inability to achieve skill competence as defined in syllabi.

Disciplinary Actions

Students will be disciplined as *appropriate to the situation* as follows:

1. Oral reprimand by instructor, director, or administration
2. Written reprimand (Academic Progress Report Form) by instructor, director, or administration
3. Suspension
4. Dismissal or Expulsion from Cardiovascular Technology Program

Disabilities Accommodations:

St. Cloud Technical & Community College is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided per SCTCC policy and procedure. Please contact Disability Services at 320-308-5096, to develop your Accommodations Plan.

The accommodations authorized in your plan should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively so it is essential to discuss your needs at the beginning of the semester. Essential functions in some required SCTCC Cardiovascular Technology Program courses include heavy lifting, pushing and pulling weight.

CONSENT TO USE STUDENT ACADEMIC WORK

I hereby give St. Cloud Technical & Community College the right to use, reproduce, and to permit the use to other agencies or accreditation bodies all my student academic work for accreditation, educational, or publication purposes without further compensation. I consent that all of this material shall be solely and completely the property of St. Cloud Technical & Community College and all privacy policies and procedures be adhered to and respected.

I hereby certify that I am 18 years old or over, and competent to sign my own name. I also certify that I have read and completely understand the contents of the above release before affixing my signature below.

Name and Date: _____

Signature: _____

Address: _____

City: _____

Signature Page

I _____, have read and understand the contents of the Cardiovascular Technology Program's Student Handbook. I also understand that deviation from the guidelines set forth in the "Class Policies and Guidelines" and "Clinical Internship (Overview & Expectations)" sections of this handbook may result in the generation of an adverse academic progress report or the immediate dismissal from clinical internship and/or the Cardiovascular Technology Program.

Signed: _____ Date: _____