



3300 Macon Tech Drive
Macon, Georgia 31206

Cardiovascular Technology Program

Student Handbook

And Lab Manual

2024

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Accreditation Information

The Cardiovascular Technology Program is accredited by Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). The committee may be contacted at 1449 Hill Street, Whitinsville, MA 01588; www.jrccvt.org.

Central Georgia Technical College (Macon Campus) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificated of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 for questions about the accreditation of Central Georgia Technical College (Macon Campus).

Welcome to the Cardiovascular Technology program at Central Georgia Technical College!

You are entering an exciting and rewarding allied health profession. Cardiovascular medicine is at the forefront of the health care system due to the prevalence of cardiovascular and pulmonary diseases in our society. Although great strides are being made in the field of cardiovascular and pulmonary medicine; heart disease, strokes and lung disease are still the most common causes of death and disability in the United States. The purpose of our college is to provide academic instruction and practical application in job skill fundamentals and give meaning to education by relating training to the specific occupational goals of job placement or advancement in present employment.

The college stresses skill development, theoretical knowledge, acceptable work attitudes, proper work habits, and job appreciation, which contribute to successful and continued employment and a satisfying productive life.

Your instructors will guide and instruct you in attaining your goals of acquiring more knowledge, and greater skills and becoming an asset to the cardiovascular profession. By working as a part of our instructor/student team, you will have the opportunity to enjoy and profit from your training here. The program faculty are committed to providing you with the educational opportunities necessary to be successful in this challenging field. By accepting your position in the program, you are making a commitment, in return, to meet the student responsibility standards set forth by the program, and achieve competency in the skills necessary to provide quality cardiovascular patient care.

The purpose of this manual is to acquaint you with the Cardiovascular Technology Programs and the program rules and regulations. Remember that these are in addition to the college rules as published in the CGTC catalog. Become thoroughly familiar with the contents of both, for these procedures will apply to you, not only as a beginning student but also throughout your entire training period at CGTC.

You are now a part of a large job-training institution, which has an enrollment of over four thousand diploma, degree and certificate students. You are an important part of CGTC, and we are glad you selected the program.

We wish you every success!

Sincerely,

CVT Instructors

**CENTRAL GEORGIA TECHNICAL COLLEGE
CARDIOVASCULAR TECHNOLOGY PROGRAMS
PHILOSOPHY**

The Cardiovascular Technology programs foster an environment which encourages the individual to benefit and contribute as a partner in Georgia's economic progress, development, and stability. The programs of instruction acknowledge individual differences and respects the right of individuals to seek fulfillment of their physical, mental, social, educational, emotional, spiritual, and economic needs. The programs do not discriminate on the basis of race, color, creed, ethnic or national origin, religion, sex, age, disability, marital status, veteran status, academic disadvantage, and economic disadvantage.

Education is a lifelong, dynamic learning process resulting in changes in knowledge or behavior enabling the individuals to develop their potential in becoming a productive responsible member of our existing and changing society. Education allows for upward and/or horizontal mobility according to the individual's capabilities. The teacher and learner must understand their roles in the learning process. The teacher is a manager of a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex using learning activities to meet the needs of individual learners. The student assumes responsibility for learning by actively participating in the learning process.

Cardiovascular education builds on a foundation of basic education, within the concept that cardiovascular technology is an art and an expanding science. This science is concerned with the basic evaluation, diagnosis and treatment of cardiovascular disease and preventative care for people of all ages and cultural diversities.

Each health occupation is a segment of the healthcare team making an important contribution in meeting the total needs of patients. The Cardiovascular technology program prepares students to function cohesively with all members of the healthcare team.

This is a dynamic field which requires that curriculum should be technologically current, enabling the student to understand the relationship between knowledge, skill, and ethics. The program of study should prepare the student to make safe judgments as Cardiovascular Technologist.

Cardiovascular Technology is a health technology profession centered on the diagnosis and treatment of patients with cardiac diseases. A cardiovascular technologist performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis may be made. The ultimate goal of the faculty is to prepare technologist who will be assets to the cardiovascular profession, function safely within the framework of their defined role, and continue professional development.

**CENTRAL GEORGIA TECHNICAL COLLEGE
CARDIOVASCULAR TECHNOLOGY PROGRAMS**

OBJECTIVES

The objectives of the Cardiovascular Technology programs are to:

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that develops good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, creed, ethnic or national origin, religion, sex, age, disability, marital status, veteran status, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.
12. Provide professionally related services for students, graduates, affiliates, and the community.

Performance Standards:

Program applicants should: Possess sufficient physical, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment. Performance standards for Cardiovascular Technology are outlined below.

Issue	Standard	Example
Critical Thinking	Critical thinking sufficient for clinical judgment	Handle multiple priorities in stressful situations. Make accurate independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise testing results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of cardiovascular procedures.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds	Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in calm matter. Demonstrate a high degree of patience. Work with other health care providers in stressful situations such as life and death situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Communication needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Respond promptly to the patient's needs, manipulate equipment, lift a minimum of 30 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds, stand for prolonged periods wearing a 12-20 pound lead apron, walk an equivalent of 5 miles per day, ability to sit for periods of 1 hour at a time, participate as team member of four to move a 150 pound incapacitated person and provide for patient safety at all times.
Motor Skills	Gross and fine motor abilities sufficient to safety and effective perform cardiopulmonary skills	Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Work with fingers to manipulate switches, dials and other equipment controls. Input data into computer.
Hearing	Auditory ability sufficient to monitor and assess health needs	Auditory ability sufficient to monitor and assess health needs
Visual	Visual ability sufficient for observation and assessment necessary in cardiovascular technology	Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes of images
Tactile	Tactile ability sufficient for physical assessment	Perceive attributes of an object via touch/palpate.

Cardiovascular Technology Program Overview:

Cardiovascular Technology is an allied health profession centered on the diagnosis and treatment of patients with cardiac diseases. A cardiovascular technologist performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis may be made. The mission of the programs is to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains for invasive cardiology and adult cardiac ultrasound. Students may pursue career opportunities within hospitals, physicians' offices, medical clinics, mobile outreach companies, cardiac equipment companies or research groups.

Program Goal:

Our goal is to provide, through quality instruction, each student with the opportunity to obtain the knowledge and skills to become an entry-level cardiovascular technologist. It prepares students for employment and encourages personal and professional development. Each student will be able to benefit and contribute to the economic development of the community. The goal will require dedication, self-motivation and hard work from both students and faculty.

Student Success:

The courses will be rigorous and at times, you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession.

You will have to absorb and retain a great deal of information and apply that information in the laboratory and clinical setting. You will develop critical thinking skills, empathy, and knowledge related to the field of Cardiovascular Technology. In the clinical setting, every situation is unique.

You will be educated and held accountable for professional attributes. You will demonstrate respect for others, communicate effectively, cooperate with fellow co-workers and display the dependability expected of a professional. Treat your classmates, instructors, patients, and co-workers with great respect. Problem solving, conflict resolution, and then ability to get along with under in stressful events are used daily.

It is up to **YOU**, the student, to be successful.... We are here to help you achieve your goals.

Program Policies:

The CVT Student Handbook provides the student with a description of the policies and procedures specific to the Cardiovascular Technology Program as well as helpful information. Please refer to the CGTC Catalog for information relative to college-wide resources, activities and programs. The CGTC Catalog link <https://www.centralgatech.edu/wp-content/uploads/pdfs/catalog/catalog.pdf#page=159>

The high academic levels of proficiency exhibited by the graduates of the programs are essential for the delivery of quality healthcare to the public. To maintain these standards of excellence, the programs have developed the following policies and procedures.

Cardiovascular Technology Core Curriculum

ENGL 1101	Composition and Rhetoric	3 credit hours
PSYC 1101	Introduction to Psychology	3 credit hours
MATH 1111	College Algebra	3 credit hours
	OR	
MATH 1103	Quantitative Skills & Reasoning	3 credit hours
MATH 1127	Introduction to Statistics	3 credit hours
PHYS 1110	Conceptual Physics	3 credit hours
PHYS 1110L	Conceptual Physics Lab	1 credit hour
BIOL 2113	Anatomy and Physiology I	3 credit hours
BIOL 2113L	Anatomy and Physiology Lab I	1 credit hour
BIOL 2114	Anatomy and Physiology II	3 credit hours
BIOL 2114L	Anatomy and Physiology Lab II	1 credit hour
XXXX-xxxx	Humanities/Fine Arts Elective	3 credit hours

Cardiovascular Technology Invasive Program Curriculum

Spring Semester

CAVT 1030	Electrophysiology & Cardiac A&P	3 credit hours
CAVT 1100	Cardiac Catheterization Fundamentals	3 credit hours
CAVT 1002	Medical Physics	2 credit hours
CAVT 1090	Drug Calculations and Administration	2 credit hours

Summer Semester

CAVT 1080	Advanced Hemo & Physiology	3 credit hours
CAVT 1020	Cardiac Catheterization I	4 credit hours
CAVT 1021	Cardiac Catheterization Clinical I	3 credit hours

Fall Semester

CAVT 2020	Cardiac Catheterization II	4 credit hours
CAVT 2030	Cardiac Catheterization Clinical II	6 credit hours

Spring Semester

CAVT 2050	Cardiac Catheterization Clinical III	11 credit hours
CAVT 2070	Cardiac Cath Registry Review I	2 credit hours

CVT Adult Echocardiography Program Curriculum

Spring Semester

CAVT 1030	Electrophysiology & Cardiac Anatomy	3 credit hours
ECHO 1100	Echocardiography Fundamentals	3 credit hours
CAVT 1090	Drug Calculations and Administration	2 credit hours
DMSO 1040	Sonographic Physics and Instrumentation	3 credit hours

Summer Semester

CAVT 1080	Advanced Hemo & Physiology	3 credit hours
ECHO 1310	Echocardiography I	3 credit hours
ECHO 1371	Echocardiography Clinical I (Part A)	4 credit hours

Fall Semester

ECHO 1320	Echocardiography II	3 credit hours
ECHO 1372	Echocardiography Clinical I (Part B)	3 credit hours
ECHO 2361	Echocardiography Clinical II (Part A)	4 credit hours
DMSO 1080	Sonographic Physics & Instrumentation Review	1 credit hour

Spring Semester

ECHO 2362	Echocardiography Clinical II (Part B)	3 credit hours
ECHO 2370	Echocardiography Clinical III	10 credit hours
ECHO 2400	Comprehensive Review	1 credit hour

Curriculum Policies:

a. Pre-requisite/Co-requisite Course: Required pre-requisite and co-requisite courses are identified in course materials. These requirements will be strictly adhered to throughout the program as so much of the learning process necessitates building upon knowledge from other courses.

b. Repeating a Course and/or Dismissal: A student who is dropped from the program due to academic reasons, attendance or having received a grade less than “C” in any Cardiovascular Technology course will be limited to a **one-time** competitive selection re-entry into the program.

c. Leave of Absence: When the CVT curriculum is interrupted by a dropped course, a failed course or a requested leave of absence, admission back into the program will require that the student reapply through Admissions and compete for program selection the next selection year. Upon reentry into the program the said student is required to repeat all courses regardless of pass/fail for knowledge and competency skill and the probability of the course age and expiration.

d. Withdrawal from a course: If withdrawal from the Cardiovascular Program becomes necessary, the student is advised to consider the circumstances carefully. Thought should be given to the time frame for withdrawal without penalty, as well as possible re-entry into the program the

following year. The Program Chair will counsel and advise the student on the best possible course of action.

Any student who registers for a course must either complete the course requirements or officially withdraw prior to the drop/add date of the semester. To withdraw from one or more courses, the student must complete an official withdrawal form in the Registrar's Office. A student should not assume that non-attendance constitutes official withdrawal.

The published drop/add date of the semester is the last date an official withdrawal form may be submitted to the Registrar's Office. It is recommended that students see their academic advisor before withdrawing or dropping from a course(s) or from the college.

If you choose to withdraw, you must meet with course faculty. A minimal amount of paperwork will be completed. A withdrawal or course drop made by the third day of the semester will incur no academic penalty or tuition/fee charges. For withdrawals after the third day of the semester, full tuition and fees will be assessed. Refer to the "Academic Standing" section regarding academic penalty as per CGTC catalog.

A student wishing to re-enter the program must understand that readmission is granted on a ONE-TIME competitive selection re-entry into the program.

Student Academic Responsibilities:

The student must meet certain academic responsibilities in order to achieve success in the CVT programs. The student will be responsible for:

- Completing preparatory reading and assigned exercises prior to class time.
- Actively participating in class, lab and clinical sessions.
- Consistently utilizing individual lab practice times as scheduled.
- Applying the information learned in the class/lab settings to clinical practice.
- Seeking additional assistance from instructors and peers when faced with challenging materials.

Equal Employment Opportunity:

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college’s online catalog^[1].

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Student Rights / Responsibilities / Conduct:

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Central Georgia Technical College. Also, students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Student Handbook (catalog) and the Cardiovascular Technology Program Handbook.

For a complete list of students’ rights and Code of Behavior go to:

<https://www.centralgatech.edu/bart>

For a complete list of students’ academic policies go to:

<https://www.centralgatech.edu/academics>

Grade Policy:

Since the nature of the technologist's work is with ill patients and sensitive equipment, a higher grading scale is necessary to help ensure excellent care and safety for all those involved. Cardiovascular Technology students must successfully pass **each** competency with a grade of a "C" or above. Cardiovascular Technology students must successfully pass **ALL** CAVT, ECHO and/or DMSO courses in sequential order each semester with a grade of a "C" or above to maintain a GPA of a 2.0 or higher in order to progress to the next semester. Those who receive a grade below a "C" on any program course, and/or a program competency **will not be allowed to progress in the program.** Admission back into the program will require that the student to reapply through Admissions and compete for program selection the next selection year. Upon reentry into the program the said student is required to retake all sequential courses.

Central Georgia Technical College grading system, as stated in the CGTC Student Handbook, is as follows:

A	(90-100) Excellent	GPA 4.0
B	(80-89) Good	GPA 3.0
C	(70-79) Satisfactory	GPA 2.0
D	(60-69) Poor	GPA 1.0
F	(below 60) Failing	GPA 0.0
I	Incomplete	GPA not computed, counts toward % completed

^[1] <https://www.centralgatech.edu/about-cgtc/grievance-procedure>

IP	In Progress	GPA not computed
S	Satisfactory	GPA not computed, counts toward % completed
U	Unsatisfactory	GPA not computed, counts toward % completed
W*	Withdrew (no grade)	GPA not computed, counts toward % completed

****Students withdrawing from class on or before the published deadline are issued a grade of “W.”***

See the online College Catalog for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

****Note: An overall average of 70 / C is required to pass the course!
Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.**

Unsatisfactory program progress will be discussed with the student by the appropriate instructor and/or program director as needed. All students are informed of their progress at mid-term via a conference with instructors and/or program chair. Suggestions will be made as to how to improve performance and an early alert will be submitted to TEAMS if needed.

Competency Skills:

Skills will be introduced in laboratory during Spring Semester in CAVT 1030 Electrophysiology & Cardiac Anatomy. Instructors will demonstrate skills for students during lab time. Students will be given time to practice while in lab and may sign up for additional lab practice as needed. As student progress through the program, they will continue to learn and develop skills related to each individual lab course. Course Syllabi will provide guidance expectations for skills check-offs.

Competency Skills Grade:

Evaluation as follows: Each Competency Rubric+ can be found in Trajecsys /BB depending on course. The student will receive a maximum of three attempts to successfully pass each of the competency skills.

- The first competency attempt, if passed, will result in a grade of 100%.
- The second attempt, will result in the first remediation of the skill demonstration and the ability to re-comp, if passed will result in a grade of 85%.
- The third attempt, will be the student’s second remediation of the skill demonstration and ability to re-comp, if passed, results in a grade of 70%.
- The fourth attempt will result in a 0 (zero) for your competency. The student will have to master the competency in a timely manner before continuing in the program.

All CVT program ECHO classes competency skills and tests are from IAC Standards and Guidelines for Adult Echocardiography Accreditation and the Standards and Guidelines from American Society of Echocardiography.

Exam Policy:

All exams for CAVT/DMSO/ECHO courses will be taken via written exam or via BB testing, preferably in class setting. Exams in the BB system will not be reset or opened after due date for any reason. All tests opened by mistake or issues with testing will result in student testing in format based on material and instructor preference.

Exam Make-Up Policy:

Students are expected to turn in and take scheduled competency evaluations, exams, tests, assignments and quizzes on the date and time scheduled. The following policy will be observed for all courses with the ECHO/DMSO and CAVT prefix:

1. The instructor must be notified **PRIOR** to the scheduled date of the exam, competency evaluation or test if the student will not be there. Failure to notify instructor or leave a phone or email message will result in an immediate "0" for any scheduled exams.
2. CAVT/ECHO faculty will allow the student to make-up **one** test without penalty as long as instructor is notified **PRIOR** to the test.
 - a. Any subsequent make-up exam (regardless of the reason) will receive a deduction of 10 points from the exam grade and the exam make-up must be taken within three days (excluding Saturday and Sunday) from the original exam date. Failure to take the exam within the three days will result in a zero.
 - b. All make up test rescheduled will be made up at the specified day and time set by the instructor. Failure to show up for an arranged makeup test date will result in a grade of "0" on the test, no exceptions.
 - c. Make-up exams will not include opportunities for extra credit.
3. There will be no make-ups for missed pop quizzes, presentations, midterm or final, unless arrangements have been made prior.
4. Late assignments will be accepted with a 10-point deduction. The late assignment must be submitted within three days from the deadline. Failure to submit the assignment within the three days will result in a zero.

Academic Dishonesty:

Central Georgia Technical College considers academic integrity a critical part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Student Handbook, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the College. Removal from a sequence CAVT, ECGT, ECHO or DMSO course will prevent student from progressing to the next semester, because the student will be off track; therefore, they will be removed from the program.

Cases of academic dishonesty that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks if necessary, and citing the source(s).

Any research paper assignment with 30% or more overall MATCH in Safe Assign, will receive a zero "0" grade.

- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, pda, cell phone, internet enabled watches (etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, or assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information, such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record, or any other student record, including attendance record.
- Using another person's file or copying another student's computer program.
- All other forms of cheating/dishonesty are forbidden, even if not listed here specifically

Work Ethics:

The Technical College System of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect. Additionally, for online courses your attendance and work ethics is determined by completing course-related activities (i.e. assignments, discussion board post, test) each week.

Appeals / Grievance Procedures: (See Syllabus)

Students and faculty will follow the normal CGTC MACON CAMPUS chain of command in addressing issues of concern and problems that may arise. The first point of contact is the instructor. If the instructor does not resolve the issue, the student should meet with the Cardiovascular Program Chairperson. If the issue is not taken care of at this level, grievance procedures are outlined in the CGTC MACON CAMPUS Catalog.

In the event an individual believes that the CGTC MACON CAMPUS cardiovascular technology program is in non-compliance with the Standards of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), he/she should attempt to resolve the issue with the Program Director. If the student believes that the issue is not resolved satisfactorily, the individual may contact a representative of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) at 978-456-5594 or at www.jrccvt.org.

In the event a complaint is raised the following steps will be taken:

1. The Program Director documents the complaint.

2. The Program Director attempts to resolve complaint and responds to complainant in writing within five business days.
3. If the students is not in agreement with the Program Director's response, they may follow the CGTC process (see http://www.centralgatech.edu/catalog/section3/code_of_behavior.htm)
4. All documentation regarding complaint will be maintained in locked file cabinet in Program Director's office.

Grade Appeal Policy:

Students have the right to appeal a final academic grade that they do not agree with. The process for doing this is located in the on-line CGTC catalog.

Special Populations/Disability accommodations

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Military And Veterans Services:

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage¹ for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

Instructor Availability:

Students are encouraged to email, call, or come by the Instructor's office but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours posted. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact will be located in each syllabus.

Distance Education Course Support:

Students in a course with a distance education component (i.e. online, hybrid, telepresence) are expected to have access to the hardware and software required to complete the course. Please make alternate arrangements for computer access (in case of technical failure) **before** the course begins. If additional assistance is needed, please contact your instructor prior to contacting

¹ www.centralgatech.edu/military/

technical support. Blackboard technical support information is available on CGTC's [Blackboard Help](#) webpage². Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission. DO NOT wait until the submission deadline to turn in online assignments. Computer outage is not an excuse for missed assignments.

Online Assignments and Testing:

Students are responsible for ensuring that they have the required hardware, software, and an Internet connection to provide easy access to the online elements of the course before opening or beginning an exam. Exams and/or drop boxes for assignments will not be reset or open for any reason. For exams: Students who contact the instructor immediately, may have the ability to take a different exam, in a different format, on campus, once during a course. Cheating, plagiarism, violating copyright laws and other acts of academic dishonesty are held as serious offenses and the CGTC policy for academic dishonesty will be followed and can result in dismissal from the program.

Classroom Attendance:

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Students receiving financial aid (especially Pell, WIOA, VA, etc.) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

- Course material may contain subject matter that may be difficult to understand if the student elects not to be present for the lecture or lab. The instructor will NOT repeat missed material.
- When asked to make recommendations for scholarships and employment, the instructor will take absences into consideration.
- **Tardiness (being late) is not a professional behavior and is not acceptable.** Classroom and Laboratory doors will be locked and entrance not allowed after 5 mins after the scheduled class start time. Students may enter during an allotted break. Do **NOT** disrupt a class or lab that has already began.
- **If you will be absent or late, you MUST notify the instructor PRIOR to absence or tardy. A tardy slip must be completed and signed by student upon arrival.**
- If you miss a lecture, it is your responsibility for the make-up of anything missed in that session.
- See syllabus for allowed absences.

Attendance Requirements:

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session

² www.centralgatech.edu/academics/online-classes/blackboard-help/

during the first seven calendar days of each term. Online students are required to complete an academically-related activity the first week of class to remain on the course roster. Students not meeting the attendance verification requirement may be dropped from the class.

Note: In the online classroom environment, attendance is demonstrated through active participation and academic engagement. Online students must complete an academically-related activity or assignment within the first seven calendar days of the term to remain actively enrolled.

Simply logging into an online class is not considered an academically related activity.

Academically related activities include, but are not limited to the following:

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Email contact with a faculty member to ask a course-related question

*** Online students are required to complete an academically-related activity the first week of class to remain on the course roster. Students not meeting the attendance verification requirement may be dropped from the class. After a student has completed the required first assignment in an online course, he/she is considered on the class roster.**

Assignments must be completed as assigned by the instructor in order to be successful in the course.

The CAVT/ECHO/DMSO instructors have the responsibility of forming an attendance policy that allows for unavoidable absences, puts the responsibility on each student for his or her attendance, and sets attendance standards to meet the objectives of a quality instructional program. Therefore, no absences are excused other than the documented above. It is the student's responsibility to provide documentation to the instructor **prior** to absences.

Tardy: If the student has notified instructor ahead of class start time, the instructors can decide at their discretion to allow entrance after the 5 min grace period. However, if the student does not physically speak or get a response via email, do not enter and disrupt the class until a break is given. **A student who is late 3 times = 1 absence. See syllabus for allowed absences.**

In Health Science classes and clinical rotations, on time attendance is critical. Tardy and absences from class and clinical rotations will affect students' ability to learn the material, learn skills and final grades.

Dropping a Course: Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline. ***A student should not assume that non-attendance constitutes official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account.*** It is the student's responsibility to follow the college's withdrawal procedure as stated in the CGTC Catalog (Academic Policies section).

Cardiovascular Technology Clinical and Lab Courses:

The Cardiovascular Technology clinical courses are designed to give the students “hands-on” experience to provide the student with the entry level skills required to work in Cardiac Cath or Echocardiography labs.

Clinical education is a vital part of your education in the field of cardiovascular. The majority of time spent in this program is in clinic rotations. For the student to obtain the greatest benefit in this program, it is required that he/she fully participate.

Students use the CGTC lab and clinical facilities under the direct supervision of a CGTC Cardiovascular Technology Instructor or his/her designee. Assignments are given according to material covered in didactic aspect of the program and according to current semester clinical competencies.

Grading, progress/completion of an assignment and competencies will be explained in the syllabus of each individual course for that semester. This is usually done on the first day of the semester. Attendance required.

At least twice each semester, the clinical instructor and/or program director will meet with each student to discuss the student’s progress in clinical practice. The conference will include a discussion of evaluations and competencies completed during the interval. Meetings will be held at any time during the semester and are mandatory.

Safety should always be first and foremost on the minds of students in the clinical setting, the same as if they are at the workplace. OSHA and departmental safety rules should be followed in addition to the following:

- 1 – Use of safety goggles when scrubbing and setting up cases.
- 2 - Disposing of all sharps in appropriate sharp containers which are discarded in accordance with BFI (Browning-Ferris Industries) Medical Waste Disposal regulations.
- 3 – Knowledge of all equipment functions, shut offs and electrical switches.
- 4 – Must wear protective lead aprons and dosimeters at all times while in the lab.

Accidents or safety hazards MUST be reported to the instructor and/or designee immediately!

Standards of Professional Conduct:

CGTC and the CVT Programs expect students to respect the law and adhere to the highest ethical and moral standards of conduct. As a learning organization, CGTC monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment. In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. The College will act to prevent and stop any negative behavior that inhibits learning as a result of:

a. Primary Value: A primary value of the Cardiovascular Technology Programs and the health professional is that of mutual respect for one another. Therefore, **disrespect for faculty, CLINICAL SITE personnel, preceptors, patients and other students will not be tolerated.**

b. Confidentiality:

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full-face photograph.

- All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct. (consequences under “Major Offences”)

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student’s file.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site’s HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook, Twitter, etc. regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

All who are enrolled in the program must adhere to any and all of these standards and regulations. Failure to do so may result in dismissal from the program. The relaying, discussing, transferring or use of any privileged information or knowledge of events or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), CGTC faculty and staff, fellow students or any other like information is strictly prohibited.

c. Substance Abuse: Alcoholic beverages, illegal or controlled substances or drug paraphernalia are not permitted in the classroom, laboratory or clinical settings.

Student Drug/Background Procedures

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

For this reason, Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in accordance with the policies and procedures of The Technical College System of Georgia.

For health and safety concerns and policies of our clinical partner affiliates, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College. CGTC Clinical partner affiliates have the right to refuse to let a student participate in clinical based on the results of the background check and/or the urine drug screen

The following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility: (List is not all inclusive)

- Murder or Felony Murder

- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4);
- Forgery (in the first or second degree);
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances; and
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the **foregoing reasons**, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity during the course of the program, the Clinical Site may request an updated background check.

Students will be cleared according to the following:

1. Through a third, party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize credentialing vendors such as Pre-Check, Verified or ACEMAPP but other vendors may be utilized depending upon the program and/or the clinical affiliate.
3. Background checks through Pre-Check, Verified and ACEMAPP include:
 - Positive identification
 - Maiden/AKA name search
 - Criminal history searches
 - National Sex Offender Registry Search
 - Motor vehicle driving record
 - OIG Sanction Check (Office of Inspector General)
 - 10 Panel Drug Testing
 - Varication of Social Security number
4. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
5. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
6. If clinical placement is not possible, then the student will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.

7. When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Reasonable Suspicion Testing at the Clinical Site and/or CGTC Campus

Clinical sites may request a student do a random urine drug test for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation: They

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Note: Student may be required to undergo an additional physical examination, background screening and/or drug screening at certain clinical practicum sites (affiliates).

d. Discrimination and Harassment: CGTC fosters an environment free of discrimination and harassment. If you believe that you have experienced discrimination or harassment (sexual or other), report the incident immediately to the Executive Director of Conduct, Appeals and Compliance.

e. Dress Code: Professional dress and appearance are important factors in gaining the confidence of patients. Cardiovascular patients represent all ages, cultures and ethnic origins; therefore, trendy modes of dress and appearance in the workplace are not appropriate or professional. Good grooming and personal hygiene are always important. Lab appropriate attire should be worn to class.

The student must maintain a clean, neat, professional appearance at all times in the classroom as well as the clinical site. The instructor or clinical site may dismiss a student from the clinical site or classroom who is not properly attired. This will result in an unexcused (No STO may be used) absence and a written warning.

1. The student must purchase program approved scrubs to wear for lab during the didactic phase of the program and in the clinical setting (hospital or clinical affiliate) during the clinical phase of the program.

- a. Hospital provided scrubs will be worn as required by clinical facility. The student will change into these scrubs upon arrival, from the student's personal scrubs to the hospitals provided scrubs.
No hospital provided scrubs will be taken home.
 - b. All other uniforms are supplied and laundered by the students.
 - c. Uniforms must be neat, clean and in good repair.
 - d. Uniforms must be the appropriate size for tops and pants and must be worn at the natural waistline and be the appropriate length.
 - e. Undershirts must be white, navy or black and well-maintained. Undershirts should have no visible writing or patterns. Appropriate undergarments must be worn.
 - f. Scrub pants will not be cuffed, flared or rolled up above socks or shoes.
2. School picture ID badge and dosimeter (Invasive Students Only) will be worn at all times as it is a part of your uniform. Lost ID's and dosimeters will be replaced at the cost of the student. Each semester final clinical grades will **NOT** be submitted until the dosimeter is returned or new one is purchased. Cost of Dosimeter is included in tuition. Hospital issued badges must be returned to the hospital each semester before receiving your final grade.
 3. Choice of shoes is left to the discretion of the student, **EXCLUDING**, sandals, open-toe shoes, heels, Croc's brand or canvas shoes where blood can permeate (without shoe-covers). Shoes must be clean and in good repair. Socks or hose are required. Compression socks are highly recommended.
 4. Hair must be clean and neatly trimmed. Long hair must be pulled back from face. Hair color must be within the natural range of shades of human hair.
 - a. Invasive students must wear hair covers and all hair must be kept covered.
 - b. No beards! Face must be freshly shaven.
 - c. No false eyelashes of any kind.
 - d. Invasive students must have eyeglasses secured with strap
 5. Fingernails must be clean and reasonably short. **NO nail polish** for Invasive Cardiovascular students. No Students are permitted to wear any form of artificial nails at any time during their clinical assignments: Gel, SNS, acrylic etc.
 6. Invasive students may not wear anything that interferes with sterile technique.
 - a. No more than one small stud earring set may be worn per ear (no hoop/dangle earrings).
 - b. No other jewelry may be visible in parts of the body that have been pierced, including the face and tongue.
 - c. Rings, necklaces, bracelets and watches are not allowed.
 7. Echo student's jewelry **must be kept to a minimum.**
 - a. No more than one small stud earring set may be worn per ear (no hoop/dangle earrings).

- b. No other jewelry may be visible in parts of the body that have been pierced, including the face and tongue.
 - c. Rings are limited to one.
 - d. Necklaces and bracelets are not allowed.
 - e. All beaded jewelry is prohibited.
 - f. Watches are allowed for Echo students.
 - g. Neither CGTC nor the clinical facility will be responsible for lost, damaged or stolen jewelry.
8. Perfume, cologne, or after-shave lotion is **NOT** allowed. Strong smells are not permitted. Certain smells can be distressing to patients and other co-workers therefore making it difficult for you to work with them.
9. Students who smoke/vape must take measures to avoid the smell of smoke on their clothes, breath or body or they will be sent home to change clothes.

Smoke Free Campuses Clinical Affiliates

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

Smoke/vape breaks are not to be taken during the normal clinical hours **for any reason**. If you do smoke/vape, there are a number of steps you must take to lessen the effect of residual smoke on the patients you care for. Smoke tends to linger in clothing, hair and on your breath, therefore consider the following guidelines:

- Smoke/vape outdoors and only in designated areas.
- Open a car window when smoking in an automobile.
- Wash your hands well after smoking and before coming in contact with a patient.
- Use breath freshener or mints before seeing patients.

10. **Cell phones and all other electronic devices are not allowed during clinic. Random pocket checks will be conducted. If you are found to be in possession you will be sent home and receive a 0/absence for the day.** Students who violate this rule will be placed on probation for the remainder of the program. The terms of the probation state that a student who violates this rule for a second time may be dismissed from the program.

11. No gum.

12. All tattoos must be covered.

Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)

f. Code of Ethics: This code of ethics is to serve as a guide for Cardiovascular Technologist to evaluate their professional conduct as it relates to **patients, colleagues and other members of the allied health care professions and health care consumers**. The Code of Ethics is not a law, but it is intended to assist cardiovascular technologist in maintaining a high level of ethical conduct.

- **Principle 1** Respect the rights of everyone to have opinions, life-styles, and beliefs that are different from your own. Do not discuss political beliefs nor issues.
- **Principle 2** Remember that everything seen, heard, or read about a patient is considered confidential and does not leave the clinical setting or jobsite.
- **Principle 3** Be conscientious in doing your work, doing the best you can at all times. Continually strive to improve knowledge and skills by participating in educational and professional activities and sharing the benefits of attainments with your colleagues.
- **Principle 4** Exercise and accept responsibility for discretion and judgment in performance of their professional services.
- **Principle 5** You shall not diagnose, but in recognition of responsibility to the patient, you shall provide the physician with all information that is relative to the diagnosis or patient management.
- **Principle 6** Follow closely the specific rules of ethical conduct prescribed by your institution and clinical site.
- **Principle 7** To uphold the profession with pride and loyalty, and aspire for national recognition of our field.

g. Professional Behaviors Identified

Four professional behaviors are identified. These are expectations of you that apply equally in the classroom, lab and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.

- Attend all classes, labs and scheduled appointments with instructors.
- Actively participate in class, lab and clinical sessions.
- Consistently utilizing individual lab practice times as scheduled.
- Applying the information learned in the class/lab setting to clinical practice.
- Seeking additional assistance from instructors and peers when faced with difficult materials.
- Arrive for class, lab and clinical with ample time to be prepared to participate at the designated time.
- Leave class, lab and clinical at stated time.
- Contact instructor by phone or message prior to absence.
- Complete and turn in assignments on time.
- Accept responsibilities for actions and outcomes.
- Use time effectively.

2. Work effectively and respectfully in the clinical setting.

- **Stay in assigned areas unless permission granted by instructor or preceptor.**
- Accept assignments from clinical supervisor as commensurate with capabilities.
- Attend to comfort and safety of all patients.
- Continually maintain patient confidentiality.
- Minimize personal business in the clinical setting.
- Demonstrate a positive attitude toward feedback.
- Maintain professional demeanor at all times.
- Be active in EVERY procedure done during clinic time.

3. Work effectively and respectfully with peers and instructors demonstrating mature communication skills.

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in respectful manner.
- Respect personal differences of others.
- Avoid use of offensive statements.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Accept limits to own knowledge on subject matter.
- Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct.
- Be polite, professional and communicate openly at all times with all staff, faculty, patients, classmates – poor attitude, negative attitude,

4. Assume responsibility for personal and professional growth.

- Recognize problem or need.
- Assume responsibility for own actions.
- Demonstrate a positive attitude toward feedback.
- Maintain an open line of communication with individual offering critique.
- Develop a plan of action in response to feedback.
- Assume responsibility for all learning.
- Be assertive, not aggressive

Failure to follow any of the professional behaviors will result in dismissal from the clinical site for the day which will result in an unexcused absence and the disciplinary policy will take effect. The clinical hours for the day will be denied in Trajecsys.

Student-Clinic Relationship:

We are **guests of the clinical institution** and therefore must abide by the policies and practices of our host institution. The institution may ask for the removal of any student on the basis of violation of any of the recommendations below or if the student does not abide by the institution's guidelines. **Being dismissed from a clinical site for behavioral issues is a major offense that alone may result in you being dismissed from the program depending on the complaint. We will not move unsatisfactory students to other clinical sites if we feel the**

behavior problems will continue. The CGTC – Clinical Site relationships and contracts are long standing. Clinical sites depend on CGTC to teach students proper clinical etiquette. If a student is found to be disrespectful, disruptive, or unwelcome at a clinical site, CGTC will take this into serious consideration. Negative attitudes, negative behavior such as eye rolling, refusing to help with patients/procedures, rude comments, ignoring authority/ staff will not be tolerated. All students should be on best behavior at all times. All students should be prepared to work through difficult situations with difficult people including but not limited to employee/physicians. People skills are critical. It is not acceptable to get angry and hold resentments/ grudges against the clinical staff. You must learn to work with people and resolve conflicts.

1. Standards of Patient Interaction

The way you conduct yourself with patients is an essential component of effective therapy. Patience and understanding are necessary to interact with people who are perhaps not at their best. The rights to courtesy, dignity, and privacy should be respected at all times.

- A. Allied health professionals do not solicit, expect or accept material or monetary gifts or favors for the services they provide.
- B. The student will be expected to abide by the code of ethics as established by the profession.
- C. Students must maintain confidentiality at all times. There should be no discussion of patient affairs in public areas such as hallways, elevators, cafeteria, etc. Patient affairs should be discussed in appropriate areas and only as necessary for proper patient care.
- D. Students should be ethical. They must strive to provide the maximum benefit to the patient for any treatment performed. Students are subject to dismissal for unsatisfactory work or falsification of documents.
- E. Students should be reassuring, kind, and considerate to patients at all times. Arguing with patients cannot be tolerated. Students should not allow personal problems, prejudices or attitudes to affect the way they treat patients.
- F. The patient has the right to know what therapy or diagnostic test you are giving him or her, who ordered it and why he or she is receiving it. Try to explain procedures in non-technical terms.
- G. DO NOT release any information to the patient that relates to his condition, diagnosis, prognosis or any therapy that you do not administer. Refer all those questions to the patient's nurse and/or physician.
- H. The patient has the right to refuse any therapy. The refusal must be recorded on the chart along with the reason given by the patient and reported to the physician and/or charge nurse.
- I. When you become an allied health professional, you must realize and accept that you represent the group to the public and are therefore responsible to maintain professional standards at all times.
- J. Always respect the morals, privacy and ideas of both your patients and co-workers. At no time should one violate the privilege of knowledge of their personal lives in any way other than dealing with medical care. Idle chatter and gossip are not acceptable.

2. Standards of Co-worker Interaction

The allied health student is a guest of the hospital, the department and the administration. As a guest the student is expected to conduct themselves at all times in the following manner in order not to jeopardize their learning experience.

- A. Conform to standards of dress and grooming as outlined above. Accept that some technologist may feel threatened by the presence of students within their departments. This may exhibit itself as jealousy, ambivalence or ridicule. Keep in mind that every person has their worth and knowledge and none of us know everything.
- B. Be responsible about complying with department paperwork, procedures, breaks, etc. Each facility has reasons for doing things differently. Find out why and be reasonable to conform to them. Do not criticize. If you have valid suggestions, bring them to the attention of you instructor in private. Feel free to contact your instructor immediately if you feel you're asked to do something out of your scope of practice or that hinders your rights or profession.
- C. Keep in mind that there are several ways to do a procedure. Even though you may have knowledge of a way to do something that may appear to be better, approach the subject tactfully and in private with your preceptor or instructor. You are encouraged to make suggestions that are appropriate to the improvement of patient care. You are not encouraged to criticize in a random or inappropriate manner.
- D. Accept the responsibility that has been given to you. Always follow established department and school policies. You are responsible for completing all assignments given to you. If you cannot complete your assignment, notify the instructor well in advance before the completion of your shift.
- E. Always attempt to conserve and protect hospital or school supplies and equipment.
- F. Accept constructive criticism. It is offered as guidance and advice, not as an admonishment. You should seek clarification if the rationale or content is not understood.
- G. The clinical situation can be very stressful and upsetting. Everyone feels nervous or upset at some point. Students are expected to perform to the best of their ability under duress. When individuals become overly nervous under stress, patient's safety may be affected. If you cannot function, ask for help from your instructor or clinical preceptor.
- H. Do not speak negatively, gossip (slander) about any clinical setting, patients, family members, fellow students, clinical faculty, CGTC faculty or technologist. Do not make negative remarks about the physicians you work with or discuss details of any procedures you observe.

Clinical Attendance Policy:

Clinical education is a vital part of your education in the field of cardiovascular technology. The majority of time spent in this program is in this area. For the student to obtain the greatest benefit in this program, it is required that he/she participate to the fullest.

1. Attendance is crucial to the clinical portion of a student's learning experience. Attendance is expected at all clinical rotations except in the case of illness (doctor's excuse will be necessary). Clinical attendance is noted by potential employers and should not be taken lightly, as this may affect employment at a future date. More clinical hours may be required beyond program requirement.

2. Students must complete a minimum of 800 clinical hours to be registry eligible through Cardiac Credentialing International. You will be expected to attend clinic the entire semester, regardless of the hours accrued.
3. If a student is ill and cannot attend clinical, he/she is required to notify **BOTH the clinical site and the CVT Instructor one hour PRIOR to the clinical scheduled start time**. If a student does not contact both the clinical site and program faculty regarding an absence, then he/she will have abandoned his/her job duties and will be reprimanded as such – No Call/No Show resulting in a ten points deduction of your final clinic grade for the first occurrence. For the second occurrence, another ten points will be deducted from your final clinical grade and so forth (see No Call/No Show section in handbook).
4. In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical coordinator. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a “break” room and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. **Students may not leave the clinical site for any other reason**. If the site does not have a cafeteria, the student must do the following:
 - Go get their food
 - Return to assigned area
 - Time should not exceed thirty minutes
 - The on-site clinical instructor must assign breaks and/or lunchtime.
 - The student may take breaks in a location approved by the instructors/preceptor.
5. Sick Time off (STO) is time that is allowed for the student to use for clinic hours due to sickness and must provide a doctor's excuse when applicable. The STO time does not count towards your total completion time so at some point during the semester and at the clinical preceptors/instructor's discretion this time will need to be completed. The students must arrange with the CVT Instructor and clinical coordinator to have approval to use STO at least **30 minutes** before the scheduled clinical start time to avoid an absence, failure to notify instructor/clinical site **30 minutes** prior will result in a no call/ no show. **Students will not be allowed to use STO for the first assigned clinical day of the semester**. All STO time must be used in day increments.
 - Summer Semester – 1 days STO
 - Fall Semester – 2 days STO
 - Spring Semester (Senior year) – 2 days STO

Student must submit STO Form within 24 hours after notifying instructor of approved absence. Failure to submit STO Form within timely manner will have 5 points deducted from final evaluation grade for each forgotten form submission.

6. The first assigned clinical day for the semester or any orientation/clinical appointment is not a STO day. All students must attend the first day of clinical or the student will have to make-up the time and lose points from their final grade according to the No Call/No Show policy.

Documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered process which requires the attendance of the student at the judicial proceeding are excused. Students absent from class/clinical for any reason are still responsible for all work/time missed.

When a student exceeds the maximum allowed absences, that student may not return to class/clinical unless proof of military orders or jury duty are submitted to the Office of the Vice President, Student Affairs. Military orders must be submitted before absences occur.

Registry Exam Day (RED day): During your senior spring semester students will be allowed one approved day to sit for their registry exam. Prior to the exam the student must provide documentation of the date/time/location of RCS/RCIS registry exam. Within 24 hours of taking the registry the student must provide documentation of the registry results to the program chair, clinical coordinator and instructor. If the scheduled registry date changes the student must notify the instructors/ clinical site and report to clinical/class as regularly scheduled. If the student fails to notify the instructors of a date change and does not report to clinical it will result in a no call/no show for the day.

For all Late Clock In / Forgot Clock, No Call / No Show, Dishonest Clocks and Absences beyond STO approval will lose points from their final evaluation grade according to the following policy:

Late Clock In / Forgot Clock:

Late Clock In = Time clocked after your scheduled time (from 1 minute and on) which results in points deducted as shown below. Any time clocked one hour after scheduled time will be considered an absence for the day (see clinical absence for deductions).

If your scheduled clinic start time is 7:30, and you clock in at 7:31, that is LATE/TARDY

These points accumulate. If you have 4 late clock-ins, you will lose a total of **30 points** from your **FINAL CLINICAL** grade. Therefore, if you have 100 in your clinical rotations course, if you have 4 late clock ins, your score would automatically be dropped by 30 points. $100-30=70$.

- 1st Offense = Verbal Warning
- 2nd Offense = 5pts removed From Final Evaluation Grade (Written Verbal Warning)
- 3rd Offense = 10 pts. From Final Evaluation Grade (Written Probation)
- 4th Offense = 15 pts. From Final Evaluation Grade (Dismissed from the Program)

Forgot Clock = Forgetting to clock in or out of the clinical site at assigned times. This offense will result in points deducted as shown above. Failure for the student to notify the instructor within 24 hours of a forgotten clock will result as an absence and additional points will be deducted as per policy. Also, if forgot clock is not corrected by student within 24 hours in Trajecsys, you will not be credited for clinical hours for that day, and you will be required to make them up at the

instructor's discretion and clinical site availability. It is the student's responsibility to enter time in Trajecsys.

No Call / No Show:

- 1st Offense = - 10 pts. From Final Grade (Written Verbal Warning)
- 2nd Offense = - 10 pts. From Final Grade (Written Probation)
- 3rd Offense = - 10 pts. From Final Grade (Dismissed from Program)

No call / no show is defined as failure to contact **BOTH** the clinical site **AND** instructor prior to scheduled clinical time.

Dishonest Clock:

- 1st Offense = - 10 pts. From Final Grade (Written Verbal Warning)
- 2nd Offense = - 10 pts. From Final Grade (Written Probation)
- 3rd Offense = - 10 pts. From Final Grade (Dismissed from Program)

Failure to clock in or out on a designated **clinical site computer** will be identified as a dishonest clock unless you have **PRIOR** authorization from instructor and the clinical site to use mobile device. All computer/mobile device GPS coordinates must be accepted and match the assigned site.

If the student denies location coordinates from the student's device or if any coordinates other than the students assigned clinical site as presented in Trajecsys, will be considered as a dishonest clock and points will be deducted as per policy.

Clinical Absence: (Unexcused)

- 1st Offense = - 10 pts. From Final Grade (Written Verbal Warning)
- 2nd Offense = - 10 pts. From Final Grade (Written Probation)
- 3rd Offense = - 10 pts. From Final Grade (Dismissed from Program)

Clinical absence is defined as contacting **BOTH** the clinical site **AND** instructor prior to scheduled clinical time. Should the student not contact BOTH the clinical site AND instructor prior to scheduled clinical time will result in a No Call/No Show.

*Extenuating circumstances will only be considered in the following but not limited to:

- a. Jury duty
- b. Lengthy illness/hospitalization with a doctor's excuse
- c. Military duty
- d. Death of an immediate family member (parents, grandparents, siblings, spouse, child) **Three Day Limit and Obituary required.**

Further discretion will be with the Program Chair/and Faculty.

When clinical sites flex their employees, students are required to be present for their scheduled hours. Time balances will be discussed with students at mid-term and at the end of the semester. With the probability of flexing, during the mid-term and end semester meetings,

instructors have the right to change and alter clinical schedules to keep students on track for graduation.

If the student misses their clinical rotations they will not be able to “hone” their skills as a Cardiovascular Technologist/Echocardiographer and the student will fall behind in obtaining clinical competencies. **For clinical courses, failure to obtain the required clinical competencies will result in a poor evaluation and the student’s evaluation grade will be weighted as per syllabus for clinical course. If the student does not successfully pass the clinical course, the student will not be able to progress to the next semester.**

Remember, the clinical sites view clinical rotations as an opportunity to “audition” future employees. Clinical make-up days are determined by the course instructor, and the students assigned clinical site availability and must be approved prior by the instructor. **Make up time may be assigned over holiday breaks at the discretion of the Instructors. Do not attend clinic if CGTC is observing a holiday with the school being closed.**

Clinical Schedules:

CVT instructors are responsible for assigning students to clinical rotations. During the Cardiovascular Program, each student will be assigned to clinical sites and shifts that provide experience to various cardiovascular situations. The instructors review previous clinical schedules and make assignments to ensure that each student receives exposure to various facilities and shifts. Students will receive the clinical schedule for each semester prior to the beginning of the clinical rotation. Students are limited to a maximum of 40 hours per week of involvement, which includes both clinical and didactic courses.

Beginning with the first semester for clinical rotation, the CVT instructors will randomly assign students to their clinical rotations. Then starting second semester for clinical rotation, the CVT instructors will assign individuals to locations based on where the student has already spent time. For clinical sites, invasive students will be in hospitals only. Echo students may go to both hospitals and/or doctors’ offices.

It is the student’s responsibility to arrange transportation to the clinical site and be present prior to and during the hours given in the clinical schedule. Students are not allowed to clock out early without prior permission. If there is a conflict, you must make the necessary arrangements to attend your assigned clinical site. The CVT instructors and the clinical site must be notified **by the student** if they will be late or absent from clinic. Also, ANY time errors MUST be noted in Trajecsyst on the day of occurrence. Students may be asked to travel to extended clinical sites. **During these rotations, the student will be responsible for all transportation.** Students working at full-time or part-time jobs will arrange their work schedule so as not to compromise their scheduled clinical hours and assignments. **The CVT Program must be first priority.**

The CVT program must be the **only program** that the student is enrolled in for the duration of the program this includes programs at CGTC and any other college.

Students who have a full-time job, part-time job, or externship at the facility they attend clinical are not allowed to be on the hospital pay roll clock and clocked into Trajecsyst. Students are not allowed to “double-dip”.

Clinical rotations are at the faculty discretion. Changes may be made as needed.

Externships/Internships:

If the student is offered an externship/internship at their clinical facility they must complete their allotted clinical hours in Trajecsys for the clinical day through the school program prior to clocking in at the hospital/doctor’s office as an extern/intern. **Students are not allowed to accept externships/internships during the summer semester.**

A separate dosimeter must be worn when working in a Cardiac Cath Lab Department, and a copy of the student’s dosimeter exposure report must be sent to the radiography program director on a monthly basis. (1994 Federal Regulations)

The school uniform cannot be worn for outside employment.

Clinical Parking:

The student is required to park his or her vehicle only in areas assigned by the clinical sites and/or CGTC instructors. Failure to park in the appropriate destination will result in a minor offense, parking ticket or other measures by facility security. Handicap/disabled parking requires a permit and will be enforced

Invasive Clinical Affiliates & Telephone Numbers (subject to change)

Clinical Site	Clinical Preceptors	Telephone
Piedmont Macon 2 nd Floor 340 Hospital Drive Macon, GA 31217	Betty Woodford, RN Bill Woodson, CVT	Board Runner: 478-808-5250 Cath Lab: 478-765-4892
Fairview Park Hospital 200 Industrial Blvd. Dublin, GA 31021	Anna Powell, RN	478-274-5101 (direct line cath holding)
Houston Medical Center 1601 Watson Blvd. Warner Robins, GA 31093	Mark Liles (Cath Lab Manager)	478-808-2805
Atrium Navicent Health 2 nd Floor 777 Hemlock Street Macon, GA 31201	Patient Flow Coordinator: Various staff rotate this responsibility	478-633-6511 478-633-1943 (IR) 478-633-1244
Phoebe Putney Albany	Lindsay Snow	229-312-3684

Echocardiography Clinical Affiliates & Telephone Numbers (subject to change)

Clinical Site	Clinical Instructors	Telephone
Central Georgia Heart Center 682 Hemlock Street, Ste. 490 Macon, GA 31201 1707 Watson Blvd., Suite 200 Warner Robins, GA 31093 750 N. Cobb Street, Suite 150 Milledgeville, GA 31061	Natalie Roberts	478-741-1208
Piedmont Macon 340 Hospital Drive Macon, Ga. 31217	Angela Sheffield	478-765-4896
Piedmont Northside 3 rd Floor Cardiopulmonary Suite 400 Charter Blvd. Macon, GA 31210	Jessica Moore	478-757-6166
Houston Medical Center 1601 Watson Blvd. Warner Robins, GA 31093	Andrea Johnson	478-957-7789
Atrium Navicent Health 777 Hemlock Street Macon, GA 31201	Janice Cooper	478-633-0283
Atrium Baldwin 821 N. Cobb Street Milledgeville, GA 31059	Shantay O'Neal	478-737-2193
Perry Hospital 1120 Morningside Drive Perry, GA 31069	Tonya Amos	478-218-1981
Upson Cardiology Services 612 West Gordon Street, Suite C Thomaston, GA 30286	Kimberly Garrett	706-646-5712
Upson Regional Medical Center 801 W. Gordon Street Thomaston, GA 30286	Sue Mangum	706-647-8111 ext. 1126
Eagles Landing Health (Aylo Health)	Kasey Duvall	Office: 770-957-1887 Ext-13067 678-432-6161
Piedmont Henry	Pat Davis	678-604-5466
Phoebe Putney Albany	Lindsay Snow	229-312-3684

Southwell/Tift Regional Medical Center	Christi Bryant	229-353-6064
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Trajecsys Time Clock System:

The Trajecsys time system is the only identified time system used by both the Invasive and Non-Invasive Cardiovascular programs. It's preferred that students' clock in utilizing a clinical site designated computer, but students will be allowed under certain circumstances with prior approval to clock in via their mobile device. The system will monitor the IP address and GPS location of all clockings. All clocking errors must be edited and entered into the Trajecsys system and submitted for preceptor or instructor approval within 24 hours. Make notations in Trajecsys for any unusual clock.

Trajecsys Clinical Case Logs:

Students are expected to log weekly to meet semester graduation requirements and documenting caseloads for the week. These logs are due by the deadline stated in the syllabus and lesson plan. This log grade will be recorded as a weekly completion grade. Failure to log weekly by the due date will result in an incomplete grade for the week. Since this is a completion grade with deadlines, no partial credit will be given. The zero will be recorded. This weekly grade will be averaged for mid-term and end of the semester log grades. When students miss the deadline, the student is responsible for updating logs to meet graduation requirements. These deadlines and semester caseloads are designated to keep students on track for skill development and successful program completion.

Lab Equipment Utilization:

Because the replacement of lab equipment is very costly to the institution, students and faculty members are expected to handle all lab equipment carefully. Lab equipment and the lab itself should be left in an orderly manner. Students may not borrow department equipment, including textbooks and video materials, without the written consent of the cardiovascular faculty.

- Assisted Lab Time: This is time that you will be in the lab with the assistance of an instructor.

If you sign up for assisted lab, it is important that you show up. No call/no shows to assisted lab is not acceptable. If you need to change your assisted lab time, change your schedule with a classmate and notify your instructors. **It is your responsibility to keep up with this time!**

- When in the lab, make sure that you read and abide by the lab rules.
- No food or drink allowed in the lab.
- Ultrasound Acknowledgement/Covenant Not to Sue form completed on all patients/volunteers.
- Proper scanning attire (tube top, bathing suit top, bra, sport bra) and patient privacy will take place with each patient! Failure to follow this rule, you will be asked to leave the lab.

Standard Precautions and Safety Policy Statement:

Safety in health care is an absolute must. It involves not only students and faculty members on campus, but also those in the clinical setting—patients, visitors, and employees. Safety is integrated into the Cardiovascular Technology program throughout the entire curriculum. In some instances, these teachings are labeled safety precautions, but in many instances, they may be called possible hazards, contraindications, adverse effects special precautions, etc. A First Aid Kit is located in both classrooms and both the Invasive and Non-Invasive lab.

General safety rules listed below are strongly emphasized in the laboratory as well as at the clinical site. This is not an all-inclusive listing, and students are expected to use good judgment.

1. Report immediately any unsafe conditions.
2. Anyone seeing foreign matter on the floor should be sure it is removed immediately.
3. Be alert for faulty equipment and electrical outlets.
4. Report any lights that are out.
5. Walk—Don't Run! Keep to the right in corridors and when opening doors.
6. Observe all warning signs.
7. Know the fire plan and tornado warning plan and participate in drills.
8. Report all injuries regardless of how slight and seek immediate first aid, if necessary.
9. Avoid horse-play and practical jokes!
10. Don't be a "litter bug".
11. Correct use of body mechanics is a must in giving patient care and carrying or moving equipment/supplies.
12. Be alert to the clinical environment; keep it clean and free of debris.
13. Secure brakes on stretchers, wheelchairs, and beds when not in use or before assisting patients in or out of them.
14. Use side rails, or safety belts on beds/stretchers/tables.
15. Keep chairs and stools out of pathways and keep drawers and closet doors closed.
16. Be familiar with location and use of alarm systems in the laboratory and clinical sites.
17. Always identify patients by checking the identification bracelet before executing any procedure.

18. Report all errors immediately.
19. Dispose of used equipment and supplies in proper receptacles, especially glass items, sharp instruments, knife blades and needles. Do not clip needles or recap needles.
20. Always use proper hand washing techniques.
21. Follow proper isolation techniques.
22. All injuries and any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the faculty and CGTC instructor. If faculty is not available, report incident to the department floor supervisor. A CGTC incident report will be filled out.
23. Follow CDC's (Center for Disease Control) Standard Precautions

The Center for Disease Control developed standard precautions to be followed by all health care workers in all health care settings. Because many carriers of the HIV and/or Hepatitis B virus are asymptomatic, you should treat **ALL** blood and body fluids as potentially infectious.

1. Wear gloves when touching blood and body fluids, mucous membranes, and non-intact skin and when handling items or surfaces soiled with blood or body fluids. Change gloves after contact with each patient.
2. Wash your hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids. Wash your hands immediately after you removed your gloves.
3. Wear a mask and protective eyewear or face shield during procedures that are likely to generate droplets of blood or other body fluids.
4. Wear a gown or apron during procedures that are likely to generate splashes of blood or other body fluids.
5. To prevent needle stick injuries, do not recap, bend, or break needles. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture resistant containers for disposal.
6. Although saliva has not been implicated in HIV transmission, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable. Minimize emergency mouth-to-mouth resuscitation.
7. Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and handling patient-care equipment.

8. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection. Because of this risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. If the student is with a clinical instructor report this immediately to the instructor. If the student is with a preceptor report this immediately to the preceptor, and the CGTC instructor should also be notified. Seek immediate medical attention.

The CGTC instructor, or their assigned person, will follow guidelines outlined in the CGTC Exposure Control Plan for ensuring post – exposure follow-up and care. The instructor will make sure the appropriate follow-up paper work is completed and submitted to the CGTC Exposure Control Coordinator and the CGTC Human resources director. The student may also have forms to complete that are facility specific. The student may also have facility specific policies to adhere too.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, CGTC Human Resources will send the student accident insurance information to the students email account. The guidelines listed above also apply to exposure to Airborne pathogens such as Tuberculosis and COVID-19.

Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-757-3567. wbeacham@centralgatech.edu

Infectious Diseases at Clinical Sites

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Radiation Safety Practices:

The Cardiovascular Program and its clinical affiliates operate under the radiation protection concept of ALARA (As Low As Reasonably Achievable). This principal of employing proper safety procedures benefits both the patient and the radiation worker.

1. A radiation-monitoring device (radiation dosimeter) must be worn by each student assigned to a cardiac catheterization laboratory, and a record is kept of the results of the monitoring. Badges should be worn outside the lead apron at the collar level. Each student is responsible for exchanging radiation badges each quarter. Dates upon which a student must turn in his/her dosimeter will be announced in class. **For every day the student is late turning in the dosimeter, three (3) points per day will be deducted from the student's final clinical grade for that semester, including holiday and weekends.**
2. If a student loses their dosimeter, it is the student's responsibility to notify the Clinical Coordinator/instructor immediately. CGTC will order a replacement to be overnighted from Landauer. The replacement dosimeter must be paid for at the CGTC business office before the student can receive the dosimeter. **The student will be responsible for a \$170.00 replacement fee. This fee also applies for fetal dosimeters which \$45 per month. (Subject to change based on Landauer cost)**
3. Students must always wear a current dosimeter when in the clinic environment.
4. If a student reports to his/her clinical assignment without a CURRENT radiation dosimeter, he/she must immediately leave the clinical site until he/she obtains his/her appropriate dosimeter.
5. Radiation dosimeter reports are maintained on each student by the program and reviewed quarterly. These reports are available upon request at any time.
6. The radiation monitor reports are reviewed quarterly by the Instructor. If the student's quarterly level exceeds 40 mrem per month (as documented on the radiation monitoring report), the Instructor will review the clinical rotation and discuss radiation safety with the student. If a student's dose level is equal to or greater than 100 mrem/quarter, the Program Chair will review and discuss the results with the student and clinical site. **Carelessness in radiation protection will not be tolerated and offenses may result in dismissal from the program.**
7. **Do not leave the dosimeter in the car. Excessive heat, light or outside sources of radiation may damage the monitor.**
8. Lead aprons provided by the clinical site must be worn at all times that students receive radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure.

Pregnancy Policy:

POLICY FOR PREGNANT STUDENTS WHO ARE EXPOSED TO IONIZING RADIATION IN THE COURSE OF THEIR EDUCATION

This policy has been adopted for those students who may become pregnant while enrolled in a program in which they are exposed to ionizing radiation. Central Georgia Technical College is very concerned in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

Declared Pregnant Worker:

Federal and State regulations introduced the term “declared pregnant worker.” A declared pregnant woman is defined as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This regulation has been applied to student radiographers as well. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy.

Once the pregnancy is declared this institution is required to ensure that the unborn child does not receive more than 500 millirem (5 mSv) during the term of the pregnancy, as determined by the radiation dosimeter, which is worn at waist level under the apron. In the event that the student has already received 450 millirem (4.5 mSv) or greater from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 50 millirem (.5 mSv) during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA)”.

When a student confirms that she is pregnant, she has several choices. She may choose to NOT declare the pregnancy, in which case no changes will be made to the student’s schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.

If the student decides to declare the pregnancy, she must do so in writing. Once the student completes a “Declaration of Pregnancy” (see form), she needs to meet with the Program Director to discuss her options. These include the following:

1. She may choose to withdraw from the program and re-enter after delivery to complete the program.
2. She may choose to continue the program without interruption of the routine clinical rotations.
3. She may choose to continue the program without interruption of the routine

clinical rotation as long as radiation exposure to the embryo/fetus does not exceed .5 rem (5 mSv) during the entire pregnancy. This could necessitate a change in the schedule to avoid areas of clinical practice that may expose the student to higher radiation doses. This option might result in a delay in graduation until those clinical rotations could be completed.

4. She may choose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option would delay completion of the program.
5. If she chooses to continue in the program, she will be provided with the proper pregnancy lead (or double up on lead) in the cath lab and will be expected to scrub cases.

The student may revoke the Declaration of Pregnancy at any time if she believes that it is in her best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply. In order to revoke the Declaration of Pregnancy the student must do so in writing and must complete the Withdrawal of Pregnancy Form. A copy of this form is located in the CVT Handbook.

Pregnancy Use of Protective Devices:

Separate fetal dosimeter, which will be ordered by the program; designated for use under the lead apron at the waist level and must be properly managed at all times. Under no circumstances should the waist and collar badges be reversed. Proper utilization of film badges during radiation exposure is mandatory. **The dosimeter will cost the student an additional \$45.00 a month until delivery and/or withdrawal of pregnancy.** (Subject to change based on Landauer cost)

Lead aprons provided by the clinical site must be worn at all times that the pregnant or potentially pregnant student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties throughout the pregnancy without fear of excessive radiation exposure to the unborn child.

Accommodations

During the course of a clinical rotation, students may encounter procedures that require radiation and magnetic resonance imaging. Other types of exposure during clinical rotations include but are not limited to; cement fumes during total joint procedures, mask anesthesia and lifting of heavy patients.

If you need an accommodation to participate in a clinical rotation, please contact Section 504/ADA Coordinator for CGTC, is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CPR/BLS/ACLS:

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Proof of current Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of the program. Only American Heart Association BLS provider card will be accepted.

All students will take American Heart Association CPR Certification together as a class once they begin the program. They will maintain/renew as needed until graduation from the program. Health Science programs recognize only current American Heart Association Health Care Provider CPR cards which include instruction in two-person adult, infant and child CPR. CPR certification will be offered once during Spring Semester.

Advanced Cardiac Life Support (ACLS) training leading to certification will be provided during the program. All students MUST attend as a group.

If a student is unable to attend the scheduled CPR/BLS/ACLS provided by CGTC, the student MUST pay for and PASS CPR/BLS/ACLS through another AHA provider. Cost approx. \$200 for ACLS.

Prior to entering clinical practicum, each student's CPR/ACLS cards will be reviewed and a copy placed in his/her student file. The purpose of this review is to ensure that the certification will remain valid throughout practicum.

Cell Phone and Internet Use:

NO CELL PHONE USE IN CLASS OR CLINIC

Cell phones must be turned to silent during class, and text messaging is not permitted when class is in session. If you need to take a phone call, take it outside the classroom. Sometimes we may use cell phones during class when researching; however, **ABSOLUTELY** no cell phones/ smart watches are allowed on the desk at any time during an exam, or case study presentations. Students who disregard this directive will be dismissed from class for the day and marked absent. Laptop computers (including netbooks and electronic tablets) may be utilized in the classroom environment except during case studies. Laptops/Tablets etc. are not allowed in computer lab or other testing environments. Students should have login information available to logon to school computers for testing purposes. Additional rules governing their use may be stated in each course syllabus.

Laptop computers (including netbooks and electronic tablets), cell phones and cameras are **NOT** permitted in the laboratory rooms or clinical setting. Students are subject to random pocket checks upon clinical site visits. Cell phones must be turned "off" in the laboratory rooms or clinical setting. **SILENCING A CELL PHONE IS NOT THE SAME AS THE CELL PHONE BEING OFF.** Any student observed with a laptop computer, camera, or cell phone in the "on" position in the labs or clinical setting will be dismissed for the day, marked absent and placed on verbal documented warning for the remainder of the program. The terms of the verbal documented warning shall state that a student who violates this rule for a second time may be placed on written probation for the remainder of the program. Continued behavior may result in program dismissal.

Students who have a pending emergent situation (for example, a sick family member) which may require attention during the clinical assignment must contact their preceptor to obtain a phone number where they can be reached during the hours of their clinical assignment.

Students are not permitted to access the Internet using any electronic device or clinical site computer except to enter attendance (sign in and sign out) via the performance tracking system. Phone calls, text messaging and/or computer use are never to interfere with the student's clinical duties. Any student observed violating this rule for any reason in the clinical setting will be dismissed for the day, marked absent and placed on verbal documented warning for the remainder of the program. The terms of the verbal documented warning shall state that a student who violates this rule for a second time may be placed on written probation for the remainder of the program. Continued behavior may result in program dismissal.

Discipline Policy:

Student counseling serves to promote, assist, and maintain superior student performance. The main purpose is to provide feedback to the students regarding their performance and to specifically identify areas of strength, performance deficiencies, and/or behavior affecting their status as a cardiovascular technology student.

Below are the following steps in counseling:

1. Verbal (Documented Warning): Suggestions will be made by the faculty to the student regarding deficiencies and noncompliance with the standards outlined in this manual. These suggestions will be documented and signed (by both student and faculty) and placed in the student's file. Should the student fail to comply with the verbal written warning, the student will be placed on probation.
2. Probation (Written): If the student does not conform to the informal suggestions made in step one above, a meeting will be held with the student and one or more academic/clinical faculty members. At this meeting, the following issues must be addressed.
 - Steps to be taken to identify deficiency and correct it.
 - Deadlines or time limits on all steps.
 - Consequences of not meeting the steps or deadlines.
 - The student will be placed on 12 months' probation for failure to comply with program policy. The content of the meeting will be documented and signed by all involved parties. The student will receive a copy of all documents presented at the meeting, and copies will be placed in his/her file.
 - Should the student continue regarding deficiencies and noncompliance with the standards outlined in this manual, the student may be dismissed from the program.
3. At the completion of the deadlines or failure to comply with terms of probation, one of the following two (2) things will happen:
 - If all conditions are satisfied, the student will be allowed to continue in the program.
 - If all conditions are not satisfied, the deficiencies still existing will be noted and the student will be dismissed from the program.

Discipline for major offenses or multiple minor offenses will be reviewed by the program chair and the student will be on probation for the remainder of the program unless temporary suspension or

program dismissal results. Temporary suspension or program dismissal can result from one (or more) major offenses or multiple minor offenses, depending on the frequency and severity of each offense. Dismissal from clinic for the day can result from one (or more) minor offense or one (or more) major offense and the student will be marked absent. Any time missed due to disciplinary action must be made-up at the end of the semester at the Instructors discretion. This may involve the student attending clinic during a scheduled break such as Thanksgiving or Spring break. Major and minor offenses will be documented and held on file by the instructor. Any disagreements should be handled according to the CGTC grievance policy.

If you are on written probation, the instructors have the right to weekly/bi-weekly evaluations on the student from their clinical site. Should an unacceptable evaluation on the student be presented, the student may be dismissed from the program.

MAJOR OFFENSE:

1. Any form of assault, battery, harassment, or negligence resulting in injury to a patient, staff, instructor or another student.
2. No call/no show. (CGTC faculty and clinical site must be notified of any absences before the start of a shift.)
3. Altering, falsifying, or making a willful misstatement of facts on any patient record or chart, any CGTC documents, or to any faculty member or clinical instructor.
4. Any violation of patient rights as legally defined. (Confidentiality, HIPPA)
5. Abandonment
6. Disobedience/Insubordination to a clinical instructor or faculty member.
7. Stealing or willfully destroying property from the clinical setting or CGTC.
8. Being under the influence of non-prescribed drugs or alcohol while at a school function.
9. Any felony or misdemeanor convictions that result in dismissal from a clinical site (background check).
10. Any offense that would result in termination of employment or dismissal from a clinical site at management request.
11. Sleeping at the clinical site. This includes but not limited to labs and breakrooms.
12. Unprofessional or unethical behavior
Examples include, but are not limited to: gossiping, personal phone calls during clinical hours, inappropriate or indecent conversation, and violation of dress code. Do not speak negatively about the clinical setting, patients, family members, fellow students, faculty, technologist and CGTC faculty.
13. Leaving the assigned work area without notifying technologist/supervisor.

MINOR OFFENSE:

1. Not performing student duties, such as stocking supplies, cleaning the room, assisting the technologist, etc.
2. Excessive selectivity – choosing to perform only those exams needed for practice/competency
3. Refusing to participate in an exam.
4. Leaving the assigned work area without notifying technologist/supervisor.
5. Arriving in the assigned area on time, only to leave and purchase/eat breakfast or snack.
6. Parking in the patient and visitor parking area at a clinical site.

Full-Time or Part-Time Jobs:

The faculty realize that most students will be employed full-time or part-time while attending school. However, students must make all efforts to attend classes and clinical assignments in order to complete their academic obligation. Students should make their academic education a priority and work with their employers to accommodate their specific schedules. Lack of attendance due to full-time or part-time employment will negatively affect academic success. If CGTC faculty discover that a student has worked a night shift immediately prior to a clinical day shift, the student will be sent home for the day and will not get clinical credit for that day.

Inclement Weather/Emergency School Closing

1. If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.
2. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Physical Examination:

Prior to placement at a hosting clinical affiliate, students must:

1. Submit a health history form as specified by the college and clinical affiliate
2. Pass and submit a current physical exam as specified by the college and clinical affiliate.
3. Negative TB skin test or negative T-spot blood test as specified by the college and clinical affiliate. If positive a chest x-ray must be done.
4. Submit documentation of the required immunizations as specified by the college and clinical affiliate. (See required Vaccines/Immunizations chart below)

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of all health required health documents, but will provide copies that will be kept in the educational program secured area. CGTC will provide the clinical affiliate with copies of their immunizations and health screening results as required. **NOTE: Students can only seek exemption form an immunization as allowed by the clinical affiliate.**

List of required immunizations/vaccinations

Required Immunizations/Vaccines	Documented Evidence of Immunity Required
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR Or Laboratory evidence of immunity (positive blood titers)

Required Immunizations/Vaccines	Documented Evidence of Immunity Required
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of 1 dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine Or Laboratory evidence of immunity (positive blood titers) History of disease DOES NOT always satisfy this requirement
Hepatitis B	3 doses of the vaccine and/or Laboratory evidence of immunity (positive blood titer) or Hepatitis Declination if allowed by the clinical affiliate.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine is typically available beginning in September

Note: For those clinical affiliates who utilize credentialing vendors such as Verified or ACEMAPP; many if not all the same **Health Examinations and Immunizations** documents are required to be uploaded to those vendor sites by the student.

The student is responsible for returning this documentation on time. A deadline will be set and adhered to and will be counted as a test grade, failure to meet given deadline will result in a test grade of 0. Late submission will result in failure to comply status and may result in dismissal from the program.

All students **MUST** be in compliance with all clinical requirements, for **ALL** clinical sites, every semester of the program. This may result in the students having to pay for repeating expired drug screens, background checks, vaccines, and flu shots (September). It is not possible to tailor this to individual students. ALL STUDENTS MUST COMPLY! Plan financially for these expenses. Keep a calendar of expiration dates.

Please note: The credentialing process is not free and is expected to be completed when the Instructor's set a deadline date. Failure to do this will result in not being able to participate in clinicals and may result in dismissal from the program.

Technical Standards and Essential Functions

As a health care technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required.

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move a ceiling mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.

7. Possess the ability to hear and correctly interpret what you heard.
8. Possess the ability to be oriented to time, place and person.

Your program director will provide you with a more detailed list. You can also refer to the following website for an idea of a list of technical requirements:

<https://www.onetonline.org/>

Graduation Requirements: *It's Not Automatic!!*

The Associate Degree in Applied Science will be awarded to all students who have completed the technical program and have met program requirements for the Invasive Cardiovascular Technology or Adult Echocardiography Program. The student must have completed all credit hours and completed all of the requirements of the program with cumulative grade point average of 2.0 or above. For more graduation information and policies go to:

<https://www.centralgatech.edu/graduation>

Registry Requirements:

Graduates of the Cardiovascular Technology programs will be eligible to apply for the cardiovascular certification examination administered by the Cardiovascular Credentialing International in their chosen specialty after meeting all program and clinical requirements. A student who has been convicted of a felony or misdemeanor may be admitted to a Cardiovascular Technology program, but such a conviction may prohibit one from taking the certification examination.

A pre-application form to determine eligibility CCI is available from the Program Director or at <http://www.cci-online.org/content/pre-application-criminal-matters>.

TCSG Guarantee/Warranty Statement:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

APPROXIMATE COST EXPECTATIONS (AFTER CAVT SELECTION)

After selection, Cardiovascular Technology students should expect four (4) semesters of full-time instruction. Textbook expense for the first semester is approximately \$600, with approximately \$300 more for the last two semesters each, for a total of approximately \$1,200 book expense. Other expected expenses (not including tuition) are:

Physical Examination: approximately \$60 (plus additional immunizations) – and may need (and have to pay for) a second physical exam if information becomes outdated while in the program.

Drug Screen and Criminal Background Check: Castle Branch cost TBD, \$135 Acemapp (\$50)/Advantage Student (\$65.95), Atrium Verified Credentials, \$169/HHC Verified Credentials (\$106.80 & Covid \$5), Pre-Check \$109.45, and may need repeating if outdated or expires while in program. Cost may vary per company rates.

Liability Insurance: payable with CAVT 1021 or ECHO 1371 tuition – 1st Semester approximately \$15.00

Trajecsys Subscription for Clinical hours documentation: 12 month subscription \$100 (date will be announced when to purchase)

Uniforms: approximately \$40-55 each; 3 required – during 1st Semester

Required Supplies for Clinical: approximately \$75 – during 1st Semester

Required Registry Prep Materials: approximately \$365– during 3rd Semester

Expenses After Graduation Required To Apply For Licensure:

Registry Specialty Examination Fee: \$365 – midterm 4th Semester

Costs above may vary, and students will be given detailed information about requirements in program orientation, but the intent is to give the prospective student an idea of the financial obligations that the cardiovascular student will incur. Financial Aid may assist with these costs, but may not cover all of the costs of the program and supplies. The above expense list does not include costs for housing, food, and mileage to travel to and from campus and clinical sites.

CGTC's CAVT program is supported by area hospitals, clinics, physicians' offices and urgent care centers which serve as clinical sites for the program. In order to obtain the required clinical practice for each course, the student is required to meet certain employment criteria for these clinical sites including, but not limited to, health clearance through physical examination, negative drug/alcohol screening, and negative criminal background history. The clinical sites (independent of the CGTC CAVT program) determine those students who meet their criteria for clinical practice.

Hepatitis B #2 Date: _____ Hepatitis B #3 Date: _____	
5. Chickenpox / Varicella: Documentation of immunization or titer demonstrating immunity Date: _____	
6. Current Tetanus: Date: _____	
7. Influenza Vaccination Date: _____	
8. Current BCLS (AHA/ARC standards-expiration date must cover term of academic year) Expiration Date: _____	
9. Background Check / 10 panel Drug Screen thru Pre-Check and Verified: Drug Screen: Date performed: _____	
10. Driver's License: Expiration Date: _____	
11. COVID Vaccination	

HEALTH REQUIREMENT FORM

APPLICANT'S NAME: _____

Date of Birth _____ Gender _____ Race _____

Dear Health Care Provider:

Healthcare Science professions are very physically and mentally demanding. Please perform a History and physical (including vision and hearing screening) to help make determinations about this student's abilities to perform in healthcare classes and clinical experiences. Areas of concern would be latex allergies, or back injuries or surgery, which would prevent the student from performing CPR or lifting objects up to 50 lbs. Is the student capable of performing in healthcare science program?

YES _____ NO _____

If NO, please indicate reason below or attach information.

Does the student have proof of immunizations? Yes _____ No _____

Has the student had chicken pox (varicella)? Yes _____ No _____ Date: ____/____/____

Health Care Provider Completing Form Signature: _____

Health Care Provider: _____

Facility Name: _____

Address: _____

Telephone: _____

Date: _____

PAGE TWO OF HEALTH REQUIREMENT FORM

Does student have any serious allergies or allergic reactions to food or drugs? If yes, describe:

Does student take any medication on a regular basis? If Yes, please list medication and dosage:

Students are encouraged to share pertinent health information that might impact their performance in the clinical areas. Some examples would be: back injury or surgery, latex allergy or seizures. Do you have any health-related information that you think would be helpful? If so, please document in the space provided.

Student Signature: _____

Witness: _____

Date: _____

History and Physical Examination Record

Date: _____
 Student Name: _____ School Name: _____
 Date of Birth: _____

Section One: **Past History and Review of Systems**

Do you have, or have you ever had (or been treated for) any of the following? If "yes" give details in remarks section below.

	Yes	No		Yes	No		Yes	No
1. Surgical Operation/Hospitalization	<input type="checkbox"/>	<input type="checkbox"/>	20. High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	37. Any Mental Disorders	<input type="checkbox"/>	<input type="checkbox"/>
2. Accident or Injury	<input type="checkbox"/>	<input type="checkbox"/>	21. Fast Heart Rate or Irregular Beats	<input type="checkbox"/>	<input type="checkbox"/>	38. Epilepsy, Fits or Convulsions	<input type="checkbox"/>	<input type="checkbox"/>
3. Sexually Transmitted Disease	<input type="checkbox"/>	<input type="checkbox"/>	22. Swelling of Feet or Ankles	<input type="checkbox"/>	<input type="checkbox"/>	39. Headaches	<input type="checkbox"/>	<input type="checkbox"/>
4. Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	23. Varicose Veins or Phlebitis	<input type="checkbox"/>	<input type="checkbox"/>	40. Disease of Muscle, Bone Joints	<input type="checkbox"/>	<input type="checkbox"/>
5. Cancer or Malignancy	<input type="checkbox"/>	<input type="checkbox"/>	24. Disease of the Eyes	<input type="checkbox"/>	<input type="checkbox"/>	41. Back, Neck Injury, Disc Disease	<input type="checkbox"/>	<input type="checkbox"/>
6. Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	25. Blurred Vision or Blindness	<input type="checkbox"/>	<input type="checkbox"/>	42. Fracture, Break, Sprains	<input type="checkbox"/>	<input type="checkbox"/>
7. Liver Disease or Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	26. Impaired Hearing or Ringing in Ears	<input type="checkbox"/>	<input type="checkbox"/>	43. Disease of Stomach, Pancreas or Gallbladder	<input type="checkbox"/>	<input type="checkbox"/>
8. Gout	<input type="checkbox"/>	<input type="checkbox"/>	27. Kidney Disease or Kidney Stones	<input type="checkbox"/>	<input type="checkbox"/>	44. Recent Weight Change	<input type="checkbox"/>	<input type="checkbox"/>
9. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	28. Urinary Bladder Disease	<input type="checkbox"/>	<input type="checkbox"/>	45. Recent Change in Bowel movement	<input type="checkbox"/>	<input type="checkbox"/>
10. Anemia	<input type="checkbox"/>	<input type="checkbox"/>	29. Disease of Testicles	<input type="checkbox"/>	<input type="checkbox"/>	46. Colitis or Dysentery	<input type="checkbox"/>	<input type="checkbox"/>
11. Any Blood Disease	<input type="checkbox"/>	<input type="checkbox"/>	30. Hernia	<input type="checkbox"/>	<input type="checkbox"/>	47. Jaundice	<input type="checkbox"/>	<input type="checkbox"/>
12. Abnormal Bleeding	<input type="checkbox"/>	<input type="checkbox"/>	31. Hemorrhoids (Piles) or other Rectal Conditions	<input type="checkbox"/>	<input type="checkbox"/>	48. Skin Disease	<input type="checkbox"/>	<input type="checkbox"/>
13. Blood Transfusion	<input type="checkbox"/>	<input type="checkbox"/>	32. Goiter or Thyroid Disease	<input type="checkbox"/>	<input type="checkbox"/>	49. Do you have any disease, abnormality or deformity except as stated?	<input type="checkbox"/>	<input type="checkbox"/>
14. Asthma	<input type="checkbox"/>	<input type="checkbox"/>	33. Any Nervous Disorders	<input type="checkbox"/>	<input type="checkbox"/>	50. Are you Pregnant?	<input type="checkbox"/>	<input type="checkbox"/>
15. Cough, Chronic or Persistent	<input type="checkbox"/>	<input type="checkbox"/>	34. Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	51. Menstrual Irregularities / Ovarian Disease	<input type="checkbox"/>	<input type="checkbox"/>
16. Disease of the Lung	<input type="checkbox"/>	<input type="checkbox"/>	35. Numbness or Tingling In Any Part of your Body	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17. Chest Pains	<input type="checkbox"/>	<input type="checkbox"/>	36. Alcoholism or Drug Addiction	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
18. Shortness of Breath (day or night)	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
19. Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

52. How much beer or liquor do you drink each day? _____
 53. Do you smoke? _____ Cigarettes Cigars Pipe if yes, how much? _____
 54. Do you use smokeless tobacco? _____ If yes, what type? _____
 55. Are you on any diet? _____ If yes, what? _____
 56. Last Tetanus? _____
 57. Allergies: _____

REMARKS: Record questions number and details of each "Yes" response above.

I hereby certify to the best of my knowledge that I have answered the above questions accurately. I understand that this medical history will be retained in my company file. I recognize that giving false information could result in discipline up to and including discharge.

DateSignature

MEDICAL EXAMINERS COMMENTS ON HEALTH HISTORY (The medical examiner must review & discuss with the patient any "Yes" answers and potential hazards of medications, including over-the-counter medications).

Section Two: Physical Examination

Name: _____

Age: _____

Temp	Pulse	B/P /	Resp	Height	Weight
------	-------	----------	------	--------	--------

	Right	Left	Both
Not Corrected			
Corrected			

Urine Dipstick:

Glucose _____ PH _____

Bilirubin _____ Protein _____

Ketone _____ Urobilinogen _____

Specific Gravity _____ Nitrite _____

Blood _____ Leukocytes _____

Color Vision: _____

Abnormal	Normal		REMARKS
		1. General & Constitutional	
		2. Head, Eyes, Ears, Nose, Throat	
		3. Teeth, Gums	
		4. Neck, Thyroid, Lymph	
		5. Chest, Lungs	
		6. Heart	
		7. Abdomen, Masses, Scars	
		8. Hernia	
		9. Upper Extremities	
		10. Lower Extremities	
		11. Spine	
		12. Veins, Arteries	
		13. Skin	
		14. Neuro & Reflexes	

Based on the findings this individual: (please check one)

_____ is medically cleared without limitations

_____ is medically cleared with the following limitations (please list accommodations and/or restrictions below)

_____ is not medically cleared

Accommodations or Restrictions:

Print Name of Physician or Licensed Healthcare Professional:

_____ **Date:** _____

Signature of Physician or Licensed Healthcare Professional:

_____ **Date:** _____

DECLARED PREGNANCY FORM

To Whom It May Concern:

In accordance with current state regulations, I wish to declare that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

In making this declaration, I wish to be afforded the protection, which is specified under this regulation, specifically, that the unborn child shall not receive in excess of 5 mSv (0.005 Sv) during the term of the pregnancy. I understand that if records show that I have received 450 millirem or 4.5 mSv (0.0045 Sv) or greater at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 millirem (.5 mSv) during the term of the pregnancy (not to exceed .05 rems (0.5 mSv) in any month or .5 rems (5 mSv) during the entire gestation period).

I also understand that meeting the lower dose limit may require a change in my clinical rotation schedule during my pregnancy, which could result in a delay in graduation.

Date of Declaration

Student Signature

RECEIPT OF DECLARATION ACKNOWLEDGED:

Cardiovascular Program Director

Central Georgia Technical College
Withdrawal of Pregnancy Declaration Form
All information on this form will be kept privileged and confidential.

To Whom It May Concern:

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous clinical restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to Central Georgia Technical College Cardiovascular Technology program director of my decision to withdraw my declaration of pregnancy.

Date of Withdraw

Student Signature

RECEIPT OF WITHDRAWAL ACKNOWLEDGED:

Cardiovascular Program Director

Student Hepatitis B Vaccine Declination Statement

Georgia Department of Technical and Adult Education

Student Name: _____

SS#: _____ Title: _____

I understand that due to my occupational exposure to blood or other potentially infectious body materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed about the risks and benefits of the Hepatitis vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious body materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series by a healthcare provider of my choice that I would be responsible for.

Signature of Student Date



BLOOD AND BODY FLUIDS EXPOSURE PROTOCOL CHECKLIST

In the event that a student has a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eye, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious materials) or has a cutaneous exposure when they have chapped or abraded skin, or otherwise non-intact skin, the procedure outlined in this checklist shall be followed.

- ___ 1. Immediately cleanse skin area with soap and water for at least three (3) minutes or mucous membrane area with lukewarm plain water for at least one (1) minute. Proceed with other first-aid measures as applicable to the injury.
- ___ 2. Notify institutional representative (unit supervisor, office manager, etc.) and clinical instructor.
- ___ 3. Assist instructor with completion of CGTC MACON CAMPUS *Instructor's Report of Student Related Injury* form. A copy of the completed form should accompany you when seeking medical assistance. Included in the report should be documentation concerning the following:
 - (a) Duties as they relate to the exposure incident
 - (b) Route of exposure
 - (c) HBV and HIV antibody status of the source patient (if known)
 - (d) Circumstances under which exposure occurred
- ___ 4. Seek medical evaluation/treatment/testing/counseling at the nearest hospital emergency room as soon as possible with a delay of no more than four (4) hours. (CGTC MACON CAMPUS will cover cost. Hospital should send bill directly to CGTC MACON CAMPUS Administrative Services Department.)
- ___ 5. Return completed CGTC MACON CAMPUS form and copy of institutional incident report (if available) to instructor within forty-eight (48) hours of incident.
- ___ 6. Schedule a counseling session with CGTC MACON CAMPUS Exposure Control Coordinator within fifteen (15) days to initiate DTAE *Exposure Incident Evaluation and Follow-up Form*. (Appendix F-7, *CGTC MACON CAMPUS Exposure Control Manual*).

The above information has been explained to me in depth and I understand my responsibility in case of an incident.

Student Signature _____ Date _____

Instructor Signature _____ Date _____



Drug and Alcohol Screening Acknowledgement of Responsibility

I, _____ (Student's Name), have received a copy of and agree to abide by the Allied Health Requirements and Procedures for Annual Drug Screening. I understand that I am required to have a screening for alcohol and drug use prior to clinical attendance. I further understand that this screening will be completed at a designated time and location as scheduled by the faculty chairperson of the instructional program in which I am enrolled and that I am responsible for payment for the screening at the time that the screening is performed. I understand that prior to the screening, I will be asked to disclose any medications that I have recently taken. I will also be asked to limit my fluid intake for the time immediately preceding the test. I understand that at any time during my program of study, I may be asked to submit to drug screening at your expense as stated in the policy, and that the results of any drug screening tests performed will become a part of my student record at Central Georgia Technical College (Macon Campus) and will be released to a third party only by my signed consent.

Lastly, I understand that a positive test result shall be grounds for dismissal from the Allied Health program without the possibility of re-entry. I may appeal the decision according to the Appeals process stated in CGTC MACON CAMPUS Catalog/Student Manual.

(Student's Signature)

(Date)



Drug and Alcohol Screening Medication Disclosure

I, _____ (Student's Name), hereby disclose that I am currently taking or have taken within the last thirty (30) days the following medications (including prescription and over-the-counter medications):

Medication	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I understand that failure to disclose a medication may result in a positive drug screen and subsequent dismissal from the Allied Health program.

Program

(Student's Signature) (_____) _____
(Date)



CENTRAL GEORGIA TECHNICAL COLLEGE
CARDIOVASCULAR PROGRAM
CONFIDENTIALITY STATEMENT

This form is to be used for those students participating in all clinical education at the various clinical sites of the Cardiovascular Program at Central Georgia Technical College. Currently, these sites include, but are not limited to the following:

- Atrium Navicent Health, Macon, GA
- Atrium Navicent Health, Baldwin, GA
- Central Georgia Heart & Vascular, Macon, Warner Robins, Milledgeville, GA
- Central Georgia Heart Institute, Warner Robins, GA
- Eagles Landing Health (Aylo Health), Stockbridge/Conyers/McDonough, Ga
- Fairview Park Hospital, Dublin, GA
- Houston Healthcare Hospital, Warner Robins, GA
- Middle Georgia Heart & Vascular, Macon, Warner Robins, GA
- Oconee Regional Medical Center, Milledgeville, GA
- Perry Hospital, Perry, GA
- Piedmont Medical Center, Macon, GA
- Piedmont Northside Hospital, Macon, GA
- Piedmont Henry, Stockbridge, GA
- Phoebe Putney, Albany, GA
- Upson Cardiology Services, Thomaston, GA
- Upson Regional Medical Center, Thomaston, GA
- Tift Regional Medical Center/Southwell, Tifton, GA

I, _____, have been informed of the confidential nature of information accessible within the clinical setting. This information includes, but may not be limited to business strategies, patient information which may be obtained from computers, medical records or any method of communication, clinical information, and employee data.

By signing this form, I understand that I must regard any/all information as confidential and not release this information without obtaining proper authorization. Maintaining such information as confidential is the responsibility of all who have access to such information.

Breach of confidentiality is a serious offense and disciplinary action may be taken if deemed necessary.

I have read the above statements and understand the sensitivity of information that I may have access to during my clinical rotations. As a condition of continuing in the Radiography Program, I agree to the above terms.

Student Signature

Date

Instructor Signature

Date



Emergency Contact Information: (Please print)

Program _____

Full Name: _____ (_____) Date: _____

Last Four Digits of SSN#: _____

Home Address: _____

Personal Email: _____

CGTC email: _____

Phone #: _____

Alternate phone: _____

DOB: _____

Emergency Contact Name and #:

1. _____

2. _____

3. _____

I agree to update this information if there are any changes at all during my program and the 5 years following my graduation.

Signature: _____

COVID-19 Related Information Addendum

To ensure on campus safety, CGTC will continue to monitor local COVID-19 infection and transmission rates and follow appropriate public health guidance from the Centers for Disease Control and Prevention (CDC) and the Georgia Department of Public Health (DPH), as well as directives from the Governor's Office and the Technical College System of Georgia.

COVID Vaccinations

Please note that while CGTC does not require COVID-19 vaccinations or disclosure of vaccination status at this time for on-campus training, it is possible that off-campus clinical, practicum, and/or internship sites may require students to complete their COVID-19 vaccine series. Students are required to follow the medical clearance policies designated by their assigned off campus site. For more information, contact your program faculty advisor or CGTC's Exposure Control Coordinator listed below.

COVID-19 Impact Notification/Return to Campus Procedures

- If you become sick during the semester, please notify your instructor(s) and do not go to class or to the College. You should immediately consult with your local Health Department and/or your private physician determine if a COVID-19 test is warranted.
- Please report a positive COVID-19 case to the CGTC Exposure Control Coordinator using the student portal.
- The Student Portal is available on the CGTC public website and can be accessed through single sign-on. Students should use their CGTC username and password to access the Student Portal.
- Students must access the Portal to report any COVID-related impact and to affirm/attest to satisfying DPH guidelines before returning to campus.

CGTC Exposure Control Coordinator: Eric Beacham, wbeacham@centralgatech.edu; (478) 757-3567

Central Georgia Technical College
Cardiovascular Technology and Echocardiography Program
Student Policy Acknowledgment Form

I _____, (Student's Name) have **READ AND UNDERSTAND** all the rules and regulations relating to the **Cardiovascular Technology Program Student Handbook** and further recognize I may be tested on the information within.

I have been given an opportunity to ask questions as needed for clarification.

I know that these regulations, as well as the Central Georgia Technical College rules, as outlined in the CGTC Catalog/ Program Handbook, and all clinical site policies apply to me the entire time I am enrolled in the program.

I realize that I must meet all requirements in order to remain in good standing in the program. I understand that the policies, rules and regulations of the program may be changed during my time in the program in order to meet the needs of the program, but that I will be informed, in writing of any changes to these rules.

I accept responsibility for following the Rules and Regulations of the Cardiovascular Technology Programs and of Central Georgia Technical College and understand that any negligence on my part of adhering to these rules and regulations may result in a decrease in my academic grade, work ethics grade, disciplinary action, including (clinical suspension requiring clinical hours to be missed and made up later at the instructor's convenience; this may include the students holiday time) or **removal from the program.**

I also realize that upon acceptance to Central Georgia Technical Cardiovascular Technology/Echocardiography program, I automatically become a member of the **HONOR SYSTEM.** I understand that I am expected to display personal and professional integrity both as a classroom student and as a student Cardiovascular Technologist at clinical sites and in the community.

I agree to provide my current contact information including phone number, email address, mailing address, registry status and employment status/employer contact information for 5 full years following my graduation.

I agree to take the RCIS or RCS registry exam and report my pass status for 1st and subsequent attempts.

I understand that I can be placed on academic or clinical suspension by not complying with the standards in this handbook and my individual course syllabi.

I pledge to do my own work as required and to do my best to learn and to perform safe cardiovascular care. I realize that this includes neither giving nor receiving information on test questions and neither copying nor allowing others to copy my assignments.

Student Name: (Please Print): _____ Date: _____

Student Signature: _____

Central Georgia Technical College
Health Science Program Policy, Procedure and Essential Question
Sign Off Sheet

I, (Name) _____ (Student ID#) _____, understand the following:

HANDBOOK: As a student in the Health Science Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

- As a health science student, I agree to follow the policies as written.
- I understand the associated consequences of not following program policies.
- I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed Name: _____

Student Signature: _____ Date: _____

HEALTH SCIENCE ESSENTIAL QUALIFICATIONS: The Program Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood and OPIM.

I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities. I understand that an adverse background and drug screen reports may prohibit participation at a hosting clinical affiliation site.

Student Printed Name: _____

Student Signature: _____ Date: _____



CGTC - CARDIOVASCULAR ELECTROCARDIOGRAPHIC BACKGROUND CHECK AND DRUG SCREEN STUDENT INSTRUCTIONS

Background checks and drug tests are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

GETTING STARTED

Follow this link to [MyStudentCheck](#)

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **CGTC - Cardiovascular Electrocardiographic Background Check and Drug Screen**
 - Select your program from the drop down menu, and then select the required services.
 - Log in with your username and password. If you do not have an existing profile, please create a new account.
 - Enter the required information, provide authorization, and continue to enter payment information.
 - If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
 - You will be provided with a receipt and confirmation page when your order is placed.
-

DRUG TESTING

If there is not a collection site instantly available near your location, you will be contacted and a chain of custody form will be mailed to you. Pre-registration does not set an appointment time, we recommend calling your chosen collection site ahead of time to set up an appointment.

PRICING

Background Check	\$49.50
Drug Screening	\$50.00
