



ARKANSAS
TECH
UNIVERSITY

O Z A R K
C A M P U S

**CARDIOVASCULAR TECHNOLOGY-
CARDIAC SONOGRAPHY**

**POLICIES & PROCEDURES
MANUAL**

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GENERAL INFORMATION

INSTITUTION

NAME: Arkansas Tech University-Ozark Campus

ADDRESS: 1700 Helberg Lane, Ozark, AR 72949

TELEPHONE NUMBER: AREA CODE (479) 667-2117

NAME OF CHIEF EXECUTIVE OFFICER: Bruce Sikes, MSE

ADMINISTRATIVE TITLE: Chancellor

OFFICIAL TO WHOM PROGRAM DIRECTOR REPORTS: Michael Murders, M.S.

ADMINISTRATIVE TITLE: Chief Academic Officer

WEBSITE: <http://www.atu.edu/ozark/>

PROGRAM

NAME OR OFFICIAL TITLE OF PROGRAM: Cardiovascular Technology-Cardiac Sonography

ADDRESS: Arkansas Tech University-Ozark Campus

1700 Helberg Lane, Ozark, AR 72949

NAME OF PROGRAM DIRECTOR: Kristen L. Wendling, BS, RDCS, RDMS

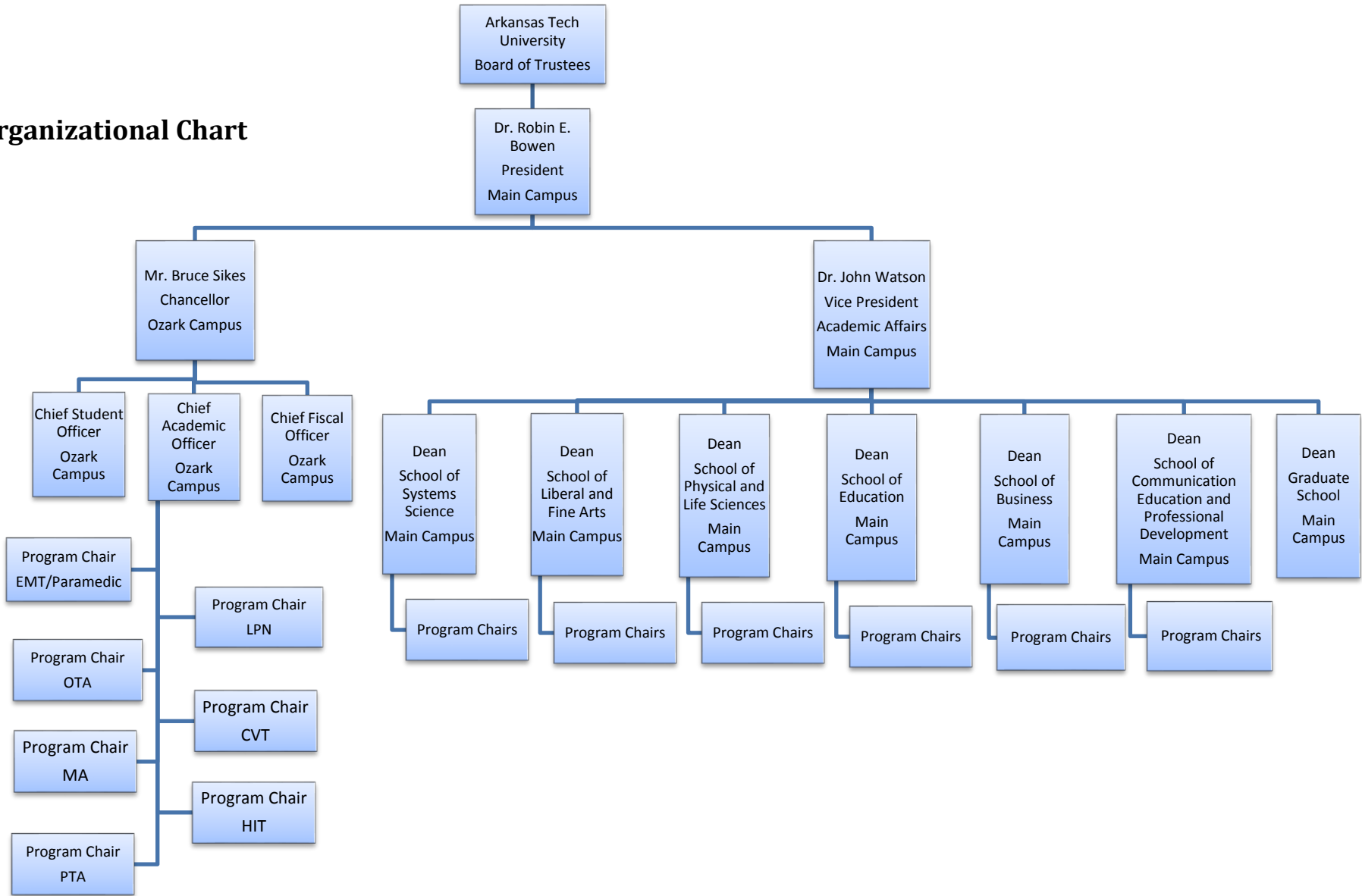
ADMINISTRATIVE TITLE: Program Director (PD)

TELEPHONE NUMBER FOR CARDIOVASCULAR TECHNOLOGY PROGRAM:

(479) 209-6130

NAME OF MEDICAL DIRECTOR: Ayhan Zia, MD, RACC

Organizational Chart



ACCREDITATION STATUS

The Cardiovascular Technology-Cardiac Sonography program at Arkansas Tech University-Ozark Campus is accredited by the Commission on Accreditation of Allied Health Education Programs

(CAAHEP), 1361 Park Street, Clearwater, FL, 33756; telephone: (727) 210-2350;
website: <http://caahep.org>.

NONDISCRIMINATION STATEMENT

The Cardiovascular Technology-Cardiac Sonography Program at Arkansas Tech University- Ozark Campus does not discriminate on the basis of color, sex, race, age, sexual orientation, national origin, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational service. Arkansas Tech University at Ozark complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Social Security numbers are used as identification numbers for convenience and for consistency with other records. The Affirmative Action Office, Main Building Ozark Campus, has been designated to coordinate compliance efforts.

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.1
	Revised:
Subject: Mission and Philosophy	

UNIVERSITY MISSION

Arkansas Tech University-Ozark Campus, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity and professionalism. The university offers a wide range of traditional and innovative programs which provide a solid educational foundation for lifelong learning to a diverse community of learners.

OZARK CAMPUS MISSION

Arkansas Tech University - Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contributing members in the workforce and in society.

PROGRAM MISSION

The mission of the Cardiovascular Technology-Cardiac Sonography Program at Arkansas Tech University-Ozark Campus is to provide a quality education to prepare an individual to practice as an adult echocardiographer. The CVT program was established to serve the needs of the community and health care industry in the region. Guided by the mission of the university, the program strives to provide academic and clinical experiences to produce competent, legal, ethical, and compassionate echocardiographers who are committed to producing quality echocardiograms. The program will provide professional education to qualified individuals without discrimination on the basis of color, sex, sexual orientation, race, age, national origin, or disability. The program will actively support continued learning to graduates of the program and the community.

PROGRAM PHILOSOPHY

The Cardiovascular Technology-Cardiac Sonography program will educate student echocardiographers to enable them to grow in knowledge and ability to progress toward a career in the echocardiography profession. The curriculum in lectures and laboratory is designed to better equip the student to integrate knowledge and skills in the clinical education environment. The program will provide a range of didactic and clinical experiences to provide the student with the skills necessary to pursue a career as an entry-level echocardiographer. The program will strive to instill a commitment to excellence in the health care field and a desire for life-long learning into all of its graduates.

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.2
	Revised:
Subject: Program Goals	

The program exist to serve students, graduates, faculty, sponsor administration, employers, physicians, and the general public. To meet the needs of each interest group, the program will:

1. Prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for Cardiac Sonography.
2. Provide an educational program which admits students using procedures and practices that provide equal admission and educational opportunities without regard to race, ethnic background, creed, sex, sexual orientation, age, disabling conditions, veteran status, or natural origin.
3. Educate the student in basic patient care, codes of conduct, medical ethics, and medical law to be prepared for employment in the health care industry.
4. Have a CAAHEP accredited CVT program.
5. Provide an educational program of didactic and clinical learning which prepares students for practice as a registered echocardiographer.
6. Prepare the student to pass the national certification exams in Cardiac Sonography.
7. Keep CVT faculty current in the field of echocardiography and new technologies affiliated with echocardiography.
8. Provide an education program that instills the desire for continued personal and professional development with all of its graduates.
9. Educate students in material that is current and relevant to the needs of the student, alumni, and community.
10. Provide students with curriculum, including contemporary educational methodology & technology that prepares them for entry-level employment as echocardiographers.
11. Satisfy the healthcare industry with entry level adult echocardiographers who demonstrate personal behaviors consistent with professional and employer expectations.

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.3
	Revised:
Subject: Program Objectives	

Upon completion of the Cardiovascular Technology-Cardiac Sonography Program, the student will:

1. Distinguish individual and cultural differences and respond appropriately in all aspects of echocardiography.
2. Promote the well-being of all patients.
3. Recognize personal limits and not practice beyond their skills and capabilities.
4. Practice echocardiography according to published and recognized standards
5. Accurately perform echocardiograms, while continuously working closely with fellow echocardiographers and cardiologists to ensure best practices are performed.
6. Demonstrate a conduct that reflects professionalism expected by the society and members of the echocardiography profession.
7. Promote cooperative relationships within the profession and with other members of the health care community.
8. Educate others about the role of the echocardiographer.
9. Identify career development and lifelong learning opportunities.
10. Promote the clinical education of echocardiography students.

Additionally, the program will strive to:

1. Have a minimum of 75% of the program's enrollees successfully complete clinical proficiencies and clinical rotation evaluations.
2. Have a minimum of 75% of the program's enrollees successfully complete didactic courses.
3. Have a minimum of 75% of the program's graduates successfully gain national certification.
4. Have a minimum of 75% of the program's graduates actively seeking employment employed within 6 months of graduation.
5. Gain satisfaction from employers of program graduates as entry-level echocardiographers with a score of at least 3/5 on all parts of the employer survey.
6. Obtain accreditation from CAAHEP in Cardiovascular Technology-Cardiac Sonography.
7. Have CVT faculty who continue to remain effective and knowledgeable in material and current in their practice area.
8. Have CVT faculty who participate in education development to maintain licensure.
9. Contribute to community health and health promotion.
10. Have CVT students who remain in the program and maintain a 75% grade after initial enrollment.

	Policy Number:
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Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	1.5
	Revised:
Subject: Program Staff Descriptions	

ACADEMIC FACULTY

The academic faculty is composed of the core faculty, adjunct faculty, and supporting faculty members whose primary teaching responsibilities are in the didactic portion of the program curriculum.

A. Core Faculty

Credentialed adult echocardiographers who are employed by the university and are appointed to the CVT program. The core faculty members include the Program Director, Academic Clinical Coordinator, and other appointed faculty members. The Program Director and the Academic Clinical Coordinator are full-time appointments within the core faculty.

Core faculty members employed by the university on a full-time basis to fulfill the CVT program's needs:

1. Program Director

Core faculty member responsible for the management of the CVT program.

2. Academic Clinical Coordinator

Core faculty member responsible for the coordination of the clinical education portion of the curriculum

B. Adjunct Faculty

Adult Echocardiographers who have teaching responsibilities within the CVT program and are employed by the university on a part-time, as needed basis.

C. Supporting Faculty

Faculty members who have teaching responsibilities within the CVT program but are generally not registered Adult Echocardiographers.

CLINICAL EDUCATION FACULTY

Registered Adult Echocardiographers who provide the clinical instruction and supervision of students during the clinical education portion of the CVT program curriculum. Clinical education faculty members are not employed by the university, but rather are staff members of the clinical education facility to which a CVT program student has been assigned.

A. Academic Clinical Coordinator (ACC)

Core faculty member responsible for coordinating and supervising the clinical education experience of any CVT program students assigned to the clinical education facility. The ACC is also responsible for supervising all echocardiography clinical instructors within their facility.

B. Clinical Instructor

The facility staff member, who is registered or registry eligible through the American Registry of Diagnostic Medical Sonography and/or Cardiovascular Credentialing International in adult or pediatric echocardiography, responsible for serving as the immediate instructor for an individual CVT student while that student is at the clinical education facility.

SUPPORT STAFF

The Allied Health Secretary provides secretarial support for the CVT program.

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.6
	Revised:
Subject: Program Facilities and Resources	

Classroom and laboratory learning experiences will be conducted at Arkansas Tech University-Ozark Campus, Chaffee Building. Off-campus laboratory experiences will be conducted as needed at the appropriate facilities.

LABORATORY

The laboratory for the CVT program is located in Chaffee Building, 12211 Ward Avenue, Fort Smith, Arkansas. Hours in which the lab is open will be posted beside the door of the lab.

CLASSROOM

Classrooms used for lectures will be assigned each semester. Occasionally, the CVT lab may be utilized for lecture.

STUDY AREAS

Students may utilize the following areas for study: Pendergraft Library on the Arkansas Tech University campus in Russellville, the CVT program lab (when not in use), the Chaffee computer lab, and any other classrooms which are not in use.

COMPUTER ACCESS

Students and academic faculty have access to computers located in Pendergraft Library and the computer lab at Chaffee. Additionally, students have access to the computer lab on the Arkansas Tech University-Ozark Campus. Each core faculty member has access to a computer in their respective offices.

LIBRARY

Students and academic faculty for the CVT program have access to the library located in the Ozark Administration Building and the Ross Pendergraft Library located on the campus of Arkansas Tech University in Russellville, Arkansas. Each academic faculty member has access to the library in the Ozark Administration Building and the Ross Pendergraft Library by either visiting the library in person or visiting the library online.

AUDIOVISUAL RESOURCES

The audiovisual materials owned by the program/college are available for viewing on the campus. The materials may not be removed from the campus without authorization from the faculty.

TELEPHONES

Telephones located in the CVT program offices are not to be used for personal calls by students without authorization by university faculty and/or staff. Cellular phones and/or electronic communication devices should not be used during class time, except in the case of an emergency. If the student is expecting an emergency phone call or message on their cellular phone or electronic communication device, then the student should place their device in silent mode and notify the instructor prior to the start of class.

COPIERS

The copier located in the Chaffee building is for faculty and staff use only. Students may use, at their own cost, a copier located in the Arkansas Tech University-Ozark Campus Library.

OFFICES

Each core faculty member has an office with office hours posted beside their respective door. In addition, office hours for each academic faculty member are included in their respective course syllabi.

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.7
	Revised:
Subject: Program Assessment	

Assessment on the Arkansas Tech University-Ozark Campus will be used to enhance student learning through curricular, instructional, and budgetary planning. The university has in place a formal process of annual program assessment in which data from each of the programs is compiled and submitted to the university's Assessment Committee. The following is a timeline that the Ozark Campus follows to evaluate the effectiveness of each of its programs. Program chairs are responsible for the development and collection of data required to meet educational outcomes. The advisory committee will provide support and expertise in the development of the program assessments.

Data compiled by the various assessments utilized by the CVT program will be processed by the Program Director. The data collected can then be utilized by various university committees in order to make appropriate adjustments to university and CVT program policies and procedures. Among the committees located within the university include:

- Budget committee (including CVT Program Director, Chief Fiscal Officer, Chief Academic Officer)
- Curriculum committee
- Faculty handbook committee
- Library committee
- Admissions committee
- Promotion and rank committee
- Book adoption committee

Data will be compiled by the CVT program utilizing methods including, but not limited to:

- Assessments of student knowledge and performance
 - a. Student written examinations
 - b. Student written assignments
 - c. Student oral presentations
 - d. CVT Manual of Clinical Skills
 - e. Student laboratory skills tests and checks
 - f. Case studies
- Student Course End Evaluation form
- Student Evaluation of Clinical Education Experiences
- Clinical faculty assessment of CVT student
- Advisory board assessment
- Program director assessment of core faculty
- Employer survey at 6 months following hiring
- CVT graduate survey at 6 months following graduation
- Graduate performance on national credentialing exams
- Graduation rates

Data collection by the CVT program for Arkansas Tech University-Ozark is compiled in order to facilitate creation of assessment plans regarding:

- Institutional policies and procedures
- Program policies and procedures
- Program resources

- Program mission, philosophy, goals and objectives
- Program Curriculum
- Clinical education program
- Performance of recent graduates
- Program admissions process, criteria, and pre-requisites
- Program enrollment
- Core faculty
- Adjunct and supporting faculty
- Clinical education faculty

Attachment(s):
CVT Program Evaluation

CVT PROGRAM EVALUATION PLAN

Program Outcomes	Measurement Criteria	Assessment Tool	Review Period	Review Process Who analyzes and reviews data
Have a minimum of 75% of the program's enrollees successfully complete clinical proficiencies and clinical rotation evaluations.	Retention rate Clinical evaluations	Clinical Evaluations Data from student services	End of each semester	Academic Clinical Coordinator CVT Program Director Chief Academic Officer Chief Student Officer Office of Institutional Research
Have a minimum of 75% of the program's enrollees successfully complete didactic courses.	Final grades Retention rate	Grade reports Data from student services	End of each semester	Academic Clinical Coordinator CVT Program Director Chief Academic Officer Chief Student Officer Office of Institutional Research
Have a minimum of 75% of the program's graduates successfully gain national certification.	National credentialing statistics	National credentialing exam results	After first class graduates, August 2014 Once yearly	CVT Program Director
Have a minimum of 75% of the program's graduates actively seeking employment employed within 6 months of graduation.	Employer satisfaction survey results Graduate satisfaction results	Employer survey results Graduate survey results	6 months after graduation 6 months after employment of graduate	CVT Program Director
Gain satisfaction from employers of program graduates as entry-level echocardiographers with a score of at least 3/5 on all parts of the employer survey.	Employer survey results	Employer survey results	6 months after employment of graduate	CVT Program Director

Obtain accreditation from CAAHEP in Cardiovascular Technology-Cardiac Sonography.	Successful completion of accreditation process	Self-study On-site review visit		Chief Academic Officer CVT Program Director
Have CVT faculty who continue to remain effective and knowledgeable in material and current in their practice area.	Student end of course evaluation forms Commitment to life-long learning evidenced by CE attendance Maintenance of credentialed	ATU end of course evaluation Continuing education credits Credentialing maintenance	End of each course Yearly Faculty Evaluation CE credit at triennium	Chief Academic Officer CVT Program Director
Have CVT faculty who participate in education development to maintain licensure.	Commitment to life-long learning evidenced by CE attendance Maintenance of credentialed	Continuing education credits Credentialing maintenance	Yearly Faculty Evaluation CE credit at triennium	Chief Academic Officer CVT Program Director
Contribute to community health and health promotion.	Participation in community and university events	Attendance by students and faculty	Yearly	CVT Program Director
Have CVT students who remain in the program and maintain a 75% grade after initial enrollment.	Final grades Retention rate	Grade reports Data from student services	Continual observation of student's grades End of each semester	Academic Clinical Coordinator CVT Program Director Chief Academic Officer Chief Student Officer Office of Institutional Research

CVT PROGRAM EVALUATION REPORT

_____ (Year)

Data	Analysis*	Action Plan (Changes in strategic plan, curriculum or course content)
Faculty effectiveness		
Student progression and retention		
Clinical performance		
Student evaluation of clinical experience		
Student satisfaction with the program		
Graduates' performance on the national credentialing exam		
Graduates' job placement and performance based on employer satisfaction		

Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 1.8
	Revised:
Subject: Faculty Code of Ethics	

The CVT program faculty must agree to abide by the current code of ethics for the profession of diagnostic medical sonography as stated by the Society of Diagnostic Medical Sonography (2006). A copy of the code of ethics can be found at <http://www.sdms.org/about/codeofethics.asp>.

Ethical violations will be investigated by the Chief Academic Officer of Arkansas Tech University-Ozark and referred for committee investigation as deemed necessary.



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
CARDIOVASCULAR TECHNOLOGY-CARDIAC
SONOGRAPHY PROGRAM
12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

Faculty Acknowledgement of Echocardiography Code of Ethics

I am aware of and abide by the current code of ethics of the profession of diagnostic medical sonography as stated by the Society of Diagnostic Medical Sonography (SDMS) at <http://www.sdms.org/about/codeofethics.asp> (2006). I acknowledge that ethical violations will be investigated by the Chief Academic Officer of Arkansas Tech University-Ozark and referred for committee investigation as deemed necessary.

Faculty Printed Name and Title

Date

Signature

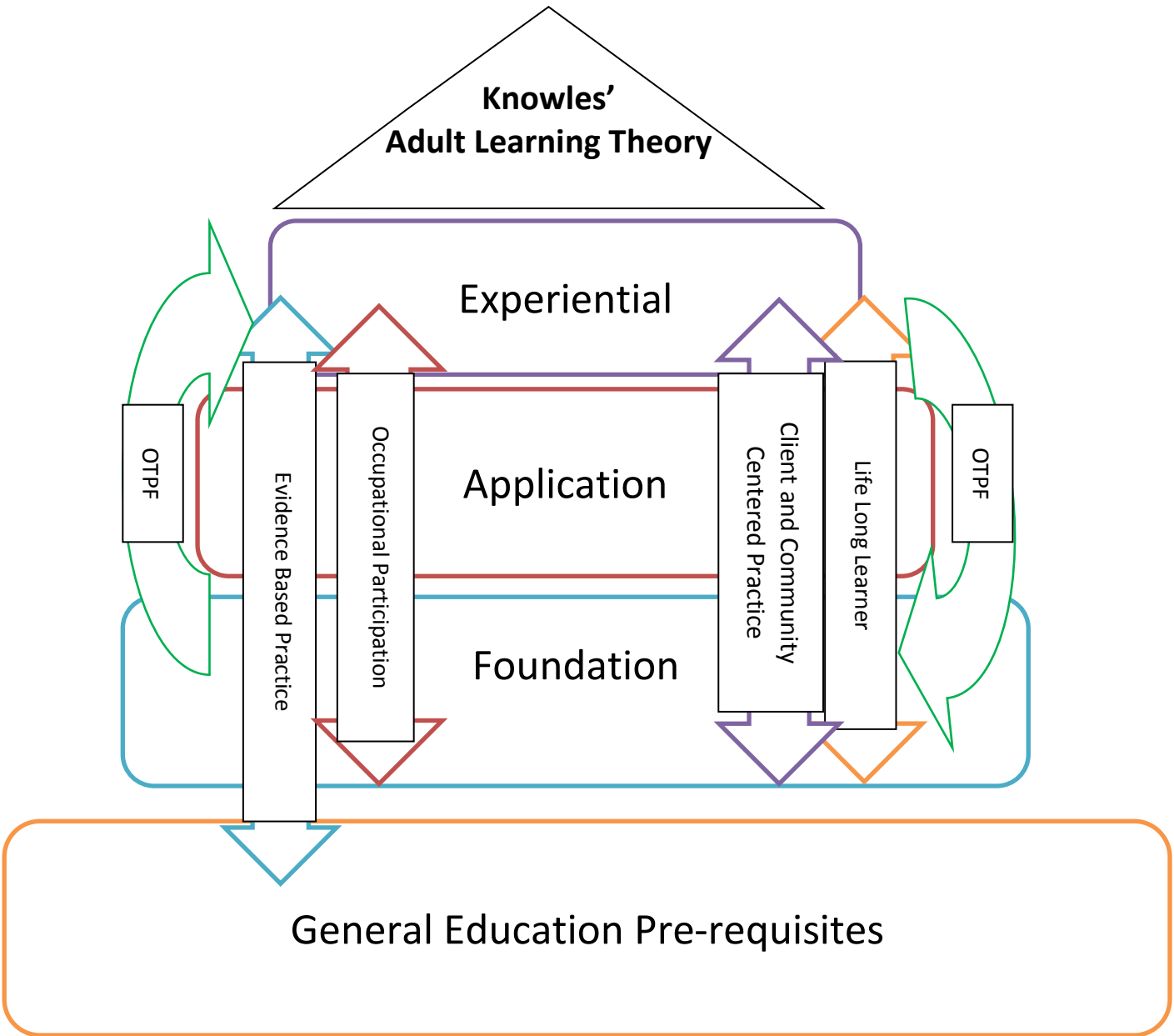
Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.1
	Revised:
Subject: Curriculum Description	

CVT Curriculum Design

The majority of the student population at Arkansas Tech University-Ozark is considered “non-traditional.” According to the National Center for Education Statistics, a non-traditional student is defined as having delayed enrollment in post-secondary education, as being financially independent from their parents and/or having children themselves. (National Center for Education Statistics). As stated in the Philosophy of the Program, the CVT program was designed to interrelate so that each class incorporates the Knowles Adult Learning Theory Whole-Part-Whole Learning Model. Adult learners, according to Knowles, Holton and Swanson (1998) respond best to having foundational material presented (whole), then experiential learning (part) followed by the opportunity to link the foundational and experiential (the second whole). Adult learners also need to have educational experiences linked to real-life job or career experiences (Knowles, 1996). This is why the CVT program will have off-site lab experiences and clinical education to help the adult learner participate in the hands-on experience he needs.

Students will begin their preparation for the CVT program through a series of general education classes chosen specifically to give the student a strong background in the concepts and language of the medical professional. The prerequisites precede the application for entry into the CVT program. The CVT course sequence is based on a learning sequence of basic patient care and hospital policies & laboratory learning preceding introduction into clinical education.

In following Knowles Whole-Part-Whole Learning Model (Knowles, Holton & Swanson, 1998), lecture-style classes in areas of CVT will be integrated with application and experience. The WPW Adult Learning Theory holds that learners are first exposed to a “whole” in foundational lectures. Learning objectives are placed within a theoretical framework during this stage. During the “Part” segments, the instruction focuses on active learning during which the students take an active role in laboratory style classes. The second “whole” is when the students have the opportunity to apply and practice the skills as they relate to theory in a variety of classroom based assessment situations and in clinical settings.



The curriculum of the CVT program at Arkansas Tech University-Ozark strives to provide a quality education to prepare an individual to practice as an adult echocardiographer. Because of this, common educational and experiential threads will be woven throughout the course sequence and will include:

- Life-long Learning
 - Advancing technology
 - Identifying emerging practice trends
- Evidence Based Practice
 - Melding theoretical knowledge with practical skills
 - Ability to access literature and current publications for current practice trends
 - Lab experiences
 - Clinical experiences
 - Understanding of human dynamics
 - Ability to assist in purposeful activity
- Client and Community Centered Practice
 - Geographic trends
 - Respect for diversity
 - Cultural awareness
 - Therapeutic use of self
 - Serving community needs

Teaching modalities will include kinesthetic, auditory and visual learning on campus as well as off campus. Students will be provided opportunities to demonstrate their understanding of knowledge in a variety of ways: through individual assessment of knowledge, group projects, literature review, practical evaluation of clinical skills, multimedia presentations as well as community based leadership and education activities.

The CVT program at Arkansas Tech University- Ozark is committed to staying up-to-date on the issues that impact the future of Cardiac Sonography. Arkansas Tech University- Ozark is a school committed to meeting the most current needs of a diverse community. Because of this, the CVT program will continuously strive to provide the most up-to-date practice trends relevant to the geographic area. The advisory board of the CVT program will help in overseeing the program, and will provide feedback from Clinical sites on current modalities and techniques being used. Arkansas Tech University- Ozark will be a future-oriented educational program by addressing current and emerging areas of practice.

The integration of lab experiences and clinical experiences into the curriculum is a link to the basic practice of Cardiac Sonography and of the CVT program at ATU. Because learning is an active process, the CVT student will be expected to link theoretical knowledge to practice as an adult echocardiographer. The common threads identified above will become even more relevant to the learner as he moves from the classroom to the clinical setting. Therefore, the clinical educators and sites will be partners with the CVT program. They will have access to the student's curriculum design and course descriptions. The clinical educators will be welcomed as guest lecturers and encouraged to participate in the advisory board. Through this level of partnership, the CVT program will meet the needs of the community and the CVT community will participate in the education of the student. This will also allow the CVT program to stay up to date on advancements in the technology of Cardiac Sonography.

In building the curriculum, the program faculty and chief academic officer extensively reviewed the following material to ensure national guidelines and suggestions were met. It was determined that Arkansas Tech University-Ozark Campus students would be provided instruction in cardiac anatomy and physiology, physical principles of ultrasound, cardiac pathology and pathophysiology, medical ethics and legal issues, professionalism, health care delivery, and pharmacology. This would be achieved through embedded cognitive, psychomotor, and affective learning modalities. The sources reviewed included:

1. Ehler D., Carney DK, Dempsey AL, Rigling R, Kraft C, Witt S, et al. Guidelines for Cardiac Sonographer Education: recommendations of the American Society of Echocardiography Sonographer Training and Education Committee. *Journal of American Society of Echocardiography* 2001; 14:77-84
2. Cardiovascular Credentialing International Examination application overview. Available at: <http://cci-online.org/sites/default/files/2014%20RCCS%20&%20RCS%20App%20Book-FINAL.pdf>. Accessed May 20, 2013.
3. American Registry of Diagnostic Medical Sonographer Cardiac Sonography content outline. Available at http://www.ardms.org/prepare_for_an_examination/content_outlines. Accessed May 20, 2013.
4. Standards and Guidelines for Cardiovascular Technology Educational Programs. Commissions on Accreditation of Allied Health Education Programs. Available at <http://www.caahep.org/documents/file/For-Program-Directors/CVTStandards.pdf>. Accessed May 20, 2013.
5. Bierig SM, Ehler D. Knoll ML, Waggoner AD. American Society of Echocardiography Minimum Standards for the Cardiac Sonographer: a Position Paper. *Journal of American Society of Echocardiography* 2006; 19: 471-4.
6. Knowles, Malcolm S., Elwood F. Holton, and Richard A. Swanson. *The Adult Learner: The Definitive Classic in Adult Education and Human Resource Development*. Amsterdam: Elsevier, 2011. Print.

References:

Knowles, M., Holton, E & Swanson, R. (1998). The Adult Learner. (5th Edition). Houston: Butterworth-Heinemann.

National Center for Education Statistics. *Nontraditional Undergraduates/Definitions and Data*. <http://nces.ed.gov/pubs/web/97578e.asp>

Ehler D, Carney DK, Dempsey AL, Rigling R, Kraft C, Witt SA, Kimball TR, Sisk EJ, Geiser EA, Gresser CD, Waggoner A. Guidelines for cardiac sonographer education: recommendations of the American Society of Echocardiography Sonographer Training and Education Committee. *J Am Soc Echocardiogr* 2001;14:77-84

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.2
	Revised:
Subject: Program Pre-Requisite Coursework	

Completion of the following coursework with a passing grade is required before admission to the technical phase of the curriculum:

PREFIX	NUMBER	TITLE	CREDIT HRS
HIT	1123	Human Anatomical Structures I	3
HIT	2233	Medical Terminology	3
BST	1303	Introduction to Computers	3
ENGL	1013	Composition I	3
MATH	1113	College Algebra	3
PHSC	1013	Introduction to Physical Science	3
PHSC	1021	Introduction to Physical Science Lab	1
or	or	or	or
BIOL	1014	Introduction to Biological Science with lab (4 CR HRS)	4
HIT	2203	Human Anatomical Structures II	3
ENGL	1023	Composition II	3
PSY	2003	General Psychology	3
EMTP	1001	First Aid and CPR	1
TOTAL PRE-REQUISITE COURSEWORK HOURS			29

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.3
	Revised:
Subject: Program Technical Coursework	

The CVT program technical coursework is composed of the following:

FALL		Core Classes	
CVT	2112	Hospital Policies and Patient Care	2
CVT	2123	Sonography Physics and Instrumentation I	3
CVT	2132	Echocardiography I Lab	2
CVT	2133	Echocardiography I	3
CVT	2144	Clinical Practicum I	4
		Total Semester Hours	14
SPRING		Core Classes	
CVT	2211	Principles of Electrocardiography	1
CVT	2213	Cardiac Pathology Studies	3
CVT	2223	Sonography Physics and Instrumentation II	3
CVT	2231	Echocardiography II Lab	1
CVT	2233	Echocardiography II	3
CVT	2244	Clinical Practicum II	4
		Total Semester Hours	15
SUMMER I (extended)		Non-Invasive Option	
CVT	2312	Interdisciplinary Cardiac Imaging	2
CVT	2313	Echocardiography Concepts	3
CVT	2323	Physics Concepts	3
CVT	2344	Clinical Practicum III	4
		Total Semester Hours	12
		CVT COURSEWORK HOURS	42
		TOTAL DEGREE HOURS	70

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.4
	Revised:
Subject: Program Curricular Sequence	

The curricular sequence for the CVT program is as follows:

Course Number	Course Name	Semester Hours
HIT 1123	Human Anatomical Structures I	3
HIT 2233	Medical Terminology	3
ENGL 1013	Composition I	3
BUS 1303	Introduction to Computer Based Systems	3
MATH 1113	College Math or higher	3
	Total	15
BIOL 1014 Or PHSC 1013 +1021	Introduction to Biological Science with lab or Physical Science with Lab	4
HIT 2203	Human Anatomical Structures II	3
ENGL 1023	Composition II	3
PSY 2003	General Psychology	3
EMTP 1001	First Aid and CPR	1
	Total	14
First Semester		
CVT 2113	Hospital Policies and Patient Care	2
CVT 2123	Sonography Physics and Instrumentation I	3
CVT 2132	Echocardiography I Lab	2
CVT 2133	Echocardiography I	3
CVT 2144	Clinical Practicum I	4
	Total	14
Second Semester		
CVT 2211	Principles of Electrocardiography	1
CVT 2213	Cardiac Pathology Studies	3
CVT 2223	Sonography Physics and Instrumentation II	3
CVT 2231	Echocardiography II Lab	1
CVT 2233	Echocardiography II	2
CVT 2244	Clinical Practicum II	2
	Total	15

Third Semester		
CVT 2312	Interdisciplinary Cardiac Imaging	2
CVT 2313	Echocardiography Concepts	3
CVT 2323	Physics Concepts	3
CVT 2344	Clinical Practicum III	4
	Total	12

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.5
	Revised:
Subject: Course Descriptions	

CVT 2112 HOSPITAL POLICIES AND PATIENT CARE

Hospital Policies and Patient Care is an in-depth study of hospital departmental policies, procedures, and protocol. The course covers topics such as taking a patient's vital signs, safety considerations for the patient and echocardiographer, body mechanics, patient transfer, infection control, and emergency procedures. Informed consent, patient communication, and patient confidentiality are also discussed as well as ergonomically performing procedures, historical overview of ultrasound technology and medical terminology common to the echocardiographer. Ethical and legal principles are also introduced. (3 hours lecture) Prerequisite: Acceptance into the CVT program.

CVT 2123 SONOGRAPHY PHYSICS AND INSTRUMENTATION I

Sonography Physics and Instrumentation I includes physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts. (3 hours lecture) Prerequisite: Acceptance into the CVT program

CVT 2132 ECHOCARDIOGRAPHY LAB I

Lab skills practice to apply concepts presented in Echocardiography I. (2 hours lab) Prerequisite: Acceptance into the CVT program. Co-requisite: CVT 2133

CVT 2133 ECHOCARDIOGRAPHY I

Echocardiography I is an introduction to echocardiography terminology and symbols, cardiac anatomy, cardiac embryology, intracardiac pressure gradients, hemodynamics, heart murmurs and scan planes. An introduction to cardiac pathology will also be given. Sonographic protocol for normal echocardiogram studies will be covered with an introduction also to common abnormal echocardiogram studies protocol. (3 hours lecture) Prerequisite: Acceptance into the CVT program

CVT 2144 CLINICAL PRACTICUM I

Clinical Practicum I students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. This course demarcates the professional role of the echocardiographer, the patient-technologist relationship, and the interaction between the physical and allied health services. It also provides hands-on practice in a patient care setting. (4 hours clinical) Prerequisite: Acceptance into the CVT program

CVT 2213 CARDIAC PATHOLOGY STUDIES

An emphasis on adult cardiac pathologies with diagnosis, techniques, differential diagnoses, caveats, and epidemiology. Recognition of the sonographic appearance of cardiovascular disease is emphasized. This is achieved by focusing primarily on specific case studies. Basic pharmacology will be introduced. Laboratory values, signs, and symptoms of cardiac disease will be discussed. (3 hours lecture) Prerequisite: Acceptance into the CVT program

CVT 2233 ECHOCARDIOGRAPHY II

Echocardiography II includes advanced echocardiographic procedures. Sonographic protocol for abnormal studies will be presented. Areas of studies will include abnormal echocardiograms, transesophageal echocardiograms, exercise stress echocardiograms, pharmacologic stress echocardiograms, 3D transthoracic echocardiograms, 3d transesophageal echocardiograms and contrast echocardiograms. Common congenital abnormalities, postoperative anatomy, cardiac diseases, interventional procedures, emergency procedures, abnormal perfusion and function, and evaluation of pathophysiology of cardiovascular diseases are all discussed. (3 hours lecture) Prerequisite: CVT 2133 Echocardiography I

CVT 2231 ECHOCARDIOGRAPHY II LAB

Lab skills practice to apply concepts presented in Echocardiography II. (1 hour lab) Prerequisite: CVT 2132, Echocardiography I Lab Co-requisite: CVT 2233, Echocardiography II

CVT 2244 CLINICAL PRACTICUM II

Clinical Practicum II students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. Patient history and physical exam techniques, performance of echocardiograms as well as analysis and interpretation of echocardiograms are reviewed. The student will be gaining hands-on experience of normal and abnormal echocardiograms. (4 hours clinical) Prerequisite: CVT 2144, Clinical Practicum I

CVT 2223 SONOGRAPHY PHYSICS AND INSTRUMENTATION II

Continuation of Sonography Physics and Instrumentation I including physics of ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts. (3 hours lecture) Prerequisite: CVT 2123, Sonography Physics and Instrumentation I

CVT 2211 PRINCIPLES OF ELECTROCARDIOGRAPHY

Principles of electrophysiology features the electrophysiology of the heart, basic waves, complexes and 12 lead EKG. The course emphasizes interpretation of normal sinus rhythm and advanced arrhythmias. The heart's electrical conduction system is explained. The course also introduces concepts essential to the performance and interpretation of exercise physiology, stress testing and Holter monitoring. (1 hour lecture) Prerequisite: Acceptance into the CVT program

CVT 2312 INTERDISCIPLINARY CARDIAC IMAGING

This course evaluates the major imaging modalities, other than echocardiography, used to evaluate the cardiac system. This course will include the basic study of computerized tomography, cardiac catheterization, nuclear medicine, magnetic resonance, and positron emission tomography in relation to echocardiography in the evaluation of the cardiac system. The advantages, disadvantages, technology, and accurate practice of each modality will be discussed. (1 hours lecture) Prerequisite: Acceptance into the CVT program

CVT 2344 CLINICAL PRACTICUM III

Clinical Practicum III students are assigned to local hospitals and medical centers with direct supervision of a registered echocardiographer. Performance of echocardiograms as well as analysis and interpretation of echocardiograms and data are reviewed. The student will have hands-on experience recognizing and detecting the echocardiographic characteristics of normal and abnormal heart features. (4 hours clinical) Prerequisite: CVT 2244, Clinical Practicum II

CVT 2313 ECHOCARDIOGRAPHY CONCEPTS

This course will prepare the student for the Cardio section of the ARDMS and CCI registry. Normal and abnormal anatomy and physiology, normal and abnormal perfusion and function, congenital anomalies, postoperative anatomy, protocols, treatments, and managing emergencies are all discussed. Multiple practice exams to better prepare the student for the registries will be given. (3 hours lecture) Prerequisite: Acceptance into the CVT program

CVT 2323 PHYSICS CONCEPTS

This course will prepare the student for the Sonographic Physics and Instrumentation section of the ARDMS and CCI registry. Ultrasonic wave generation and propagation, transducer design, color flow imaging methodology, Doppler effect and Doppler instrumentation components, signal processing, basic equipment types, interactive properties of ultrasound with human tissues, possible biologic effects, information storage, contrast agents, quality control and image artifacts are all reviewed. Multiple practice exams to better prepare the student for the registries will be given. (3 hours lecture) Prerequisite: Acceptance into the CVT program

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.6
	Revised:
Subject: Course Syllabus	

Each technical course in the CVT program curriculum will have a corresponding course syllabus. The syllabi will be reviewed by course instructor(s) and the CVT Program Director on a regular basis in conjunction with program and course assessment to ensure that the content of each course falls within the scope of the CVT program’s mission and philosophy. In addition, the university has requirements for syllabus content and a copy of each course syllabi for all university programs is provided to the Chief Academic Officer for review.

Each course syllabus includes the following information:

- Course title and number
- Semester offered
- Course description
- Name of the course instructor(s)
- Course credit and clock hours
- Course prerequisites
- Course objectives
- Required and recommended readings and text(s)
- Course outline and schedule of course content
- Description of instructional methods to be utilized
- Description of student evaluation and grading methods to be utilized
- Policies regarding attendance and honesty
- Justification/rationale for the course

Technical course syllabi will be distributed to each CVT student and a copy of each syllabus will also be maintained electronically by the CVT Program Director’s office and the Office of Academic Affairs.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.7
	Revised:
Subject: Instructional Methods	

The curriculum includes a variety of instructional methods to address auditory, visual, kinesthetic learning styles. In summary, instructional methods will include, but are not limited to:

- Lecture with audio/visual aids
- Student oral presentations
- Student group research
- Instructor demonstration of a procedure or technique on a student, volunteer or fellow instructor
- Student performance of a procedure or technique on a fellow student with close supervision initially and then variance of the level of supervision according to the individual student's proficiency and safety
- Laboratory practicals and skill checks
- Student performance of a procedure or technique on an actual patient in the clinical setting while under the supervision of clinical faculty
- Visits to clinical facilities or off-site lab settings for observation
- Student case studies
- Student essays

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 2.8
	Revised:
Subject: Evaluation Methods	

EVALUATION USED DURING DIDACTIC LEARNING EXPERIENCES

Student evaluation methods include, but are not limited to:

- Written examination throughout the course and the end of the course
 - Multiple choice questions
 - True/false questions
 - Essay questions
 - Picture identification and/or labeling
 - Cine loop identification and/or labeling
- Grading of written projects during the course and at the end of the course
 - Case studies
 - Literature reviews
 - Article abstracts
- Grading of oral presentations
- Laboratory practicals and skill checks throughout the course and at the end of selected course. The student will be graded on items including professionalism and skill competency during assessment of laboratory performance.

EVALUATION USED DURING CLINICAL LEARNING EXPERIENCES

Student evaluation methods include, but are not limited to:

- Grading of any projects required during the clinical experience including:
 - Case studies
 - Literature reviews
 - Article abstracts
 - Performance review project
- Grading of any oral presentations required during the clinical experience
- Patient case log
- Discussions on online portal
- Grading of the selected clinical performance following completion by the clinical faculty

The appropriateness of the evaluation methods for a particular course will depend upon the content of the course and are reviewed annually by the course instructor(s) and the CVT Program Director. Any adjustments to the evaluation methods utilized within technical program coursework will be made according to the information provided by the various program assessment tools utilized by the CVT program. Appropriate adjustments will be made as necessary in order to ensure that the students have achieved the objectives of the course and the program in general.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.1
	Revised:
Subject: Program Policies and Procedures	

CVT POLICIES AND PROCEDURES

CVT program students will be distributed a CVT Program Policies and Procedures following enrollment into the technical phase of program coursework. Additionally, that handbook will be posted online on the Blackboard site. Each student will be required to complete Receipt of Student Handbook/Policies and Procedures and Acceptance of Responsibility form indicating receipt of the handbook and agreement to abide by the policies and procedures contained within the handbook. Failure to sign the acknowledgement form is grounds for dismissal from the CVT program.

CVT CLINICAL MANUAL

CVT program students will be distributed a CVT Clinical Education Handbook prior to Level 1 Clinical placements electronically. Each student will be required to complete Receipt of CVT Clinical Education Handbook and Acceptance of Responsibility form indicating receipt of the manual and agreement to abide by the policies and procedures contained within the handbook. Failure to sign the acknowledgement form is grounds for dismissal from the CVT program.

CVT CLINICAL EDUCATION HANDBOOK

Each clinical faculty member will be issued a CVT Clinical Education Handbook electronically with revisions to be provided as necessary by the university.

Attachment(s): Receipt of Policies and Procedures and Acceptance of Responsibility form Receipt of CVT Clinical Education Handbook and Acceptance of Responsibility form
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ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
CARDIOVASCULAR TECHNOLOGY-CARDIAC
SONOGRAPHY PROGRAM
12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

RECEIPT OF POLICIES AND PROCEDURES AND ACCEPTANCE OF RESPONSIBILITY

I DO HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THIS CVT PROGRAM POLICIES AND PROCEDURES AND WILL BE ACCOUNTABLE FOR ITS CONTENTS. I HAVE READ THE STATEMENTS, POLICIES, AND PROCEDURES OF THE CARDIOVASCULAR TECHNOLOGY-CARDIAC SONOGRAPHY PROGRAM. I UNDERSTAND THESE POLICIES AND PROCEDURES AND I AGREE TO ABIDE BY THEM WHILE ENROLLED IN THE CVT PROGRAM. I ALSO UNDERSTAND THAT ANY OF THESE POLICIES MAY BE UPDATED OR REPLACED. I AGREE TO ABIDE BY THE UPDATES OR CHANGES, FOLLOWING NOTIFICATION OF SUCH. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ESTABLISHED POLICIES AND PROCEDURES WILL BE GROUNDS FOR DISMISSAL FROM THE ARKANSAS TECH UNIVERSITY-OZARK CAMPUS CARDIOVASCULAR TECHNOLOGY-CARDIAC SONOGRAPHY PROGRAM.

Student Name

Date

Student Signature



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
CARDIOVASCULAR TECHNOLOGY-ADULT
ECHOCARDIOGRAPHY PROGRAM
12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

RECEIPT OF CLINICAL MANUAL AND ACCEPTANCE OF RESPONSIBILITY

I DO HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THIS CVT CLINICAL MANUAL AND WILL BE ACCOUNTABLE FOR ITS CONTENTS. I HAVE READ THE STATEMENTS, POLICIES, AND PROCEDURES OF THE CARDIOVASCULAR TECHNOLOGY-CARDIAC SONOGRAPHY PROGRAM. I UNDERSTAND THESE POLICIES AND PROCEDURES AND I AGREE TO ABIDE BY THEM WHILE PARTICIPATING IN CVT CLINICAL PLACEMENTS. I ALSO UNDERSTAND THAT ANY OF THESE POLICIES MAY BE UPDATED OR REPLACED. I AGREE TO ABIDE BY THE UPDATES OR CHANGES, FOLLOWING NOTIFICATION OF SUCH. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ESTABLISHED POLICIES AND PROCEDURES WILL BE GROUNDS FOR DISMISSAL FROM THE ARKANSAS TECH UNIVERSITY-OZARK CAMPUS CARDIOVASCULAR TECHNOLOGY-CARDIAC SONOGRAPHY PROGRAM.

Student Name

Date

Student Signature

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.2
	Revised:
Subject: Admissions Criteria	

In order to be considered for admission to the Cardiovascular Technology - Cardiac Sonography (CVT) program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University-Ozark Campus
- Completion of platform coursework with a minimum 2.5 grade-point average (GPA); conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework. Failure to maintain a 2.5 GPA upon completion of remaining platform coursework may lead to forfeiture of CVT program admission offer;
- Be at least 18 years of age;
- Completion of CVT Program Application for Admission;
- Two (2) typed reference letters from professionals, instructors or someone that can testify to your character and work ethic. Letters from family members will not be accepted.
- An original typed two page double-spaced in Times New Roman 12 point font essay on the following topic: ***Why you want to be an Adult Echocardiographer. Use examples from cardiac experiences you have had. Explain why you desire a career in this profession and your understanding of what this profession entails.***
- Attendance to a CVT informational session and observation session.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.3
	Revised:
Subject: Admissions Process	

Admission to the CVT program is a competitive process due to limitations in classroom/laboratory space, classroom/laboratory equipment, and the number of clinical affiliation sites. The selection of qualified students will be performed by the CVT Program Admission Committee and will be based upon comparative analysis of completed application materials received. The CVT Program Admission Committee will collectively decide which qualified students will be admitted to the CVT program and under whether the admission is conditional or unconditional.

APPLICATON REQUIREMENTS

Students will apply to the technical portion of the CVT program during the semester prior to the start date for the next class of CVT students. Application packets will be available after the beginning of the semester prior to the technical program starting date for classes and can be obtained by contacting the CVT program office. The application packet will include a listing of all items required. In order for the application process to be complete and an applicant to become a candidate, all of the following items must be turned in as follows:

A. To the CVT Program Office

- Acknowledge of Essential Functions form
- Understanding of Clinical Participation Requirements form
- Application
- Essay
- Recommendation letters

B. To the Office of Student Services

- Application for Admission to Arkansas Tech University- Ozark Campus
- Official college transcript(s) from each institution attended, other than Arkansas Tech University
- Immunization records (documenting two (2) immunizations against measles and rubella (MMR) unless born before January 1, 1957).
- Placement scores (ACT, SAT, or Compass taken within the last five years).
- Official high school transcript or GED Score Report

SELECTION CRITERIA

Due to the limited spots available for each class of CVT students, the CVT Program must use a method of ranking each candidate according to the candidate's qualifications. The following will be used in the selection process:

TEAS score:	70%
Essay:	20%
Recommendation letters:	10%

In the case of a tie in the application score for applicants, the following criteria will be utilized as tie-breakers (the criteria are arranged in order of importance):

1. Cumulative GPA for all college coursework completed prior to the application deadline
2. Number of pre-requisite hours completed prior to application deadline

3. Date of submission of completed CVT program application materials

SELECTION PROCESS

Offers of admission for available spaces will be made to the qualified applicants with the highest overall ratings. All applicants will be notified by the CVT Program of their admission status. Applicants accepted into the program must notify the CVT Program office as soon as possible of their decision to accept or decline the offer of admission. Applicants who decline admission or are not accepted for admission may reapply for admission the following year. In the event an opening for a student becomes available, then applicants from the alternate list will be offered admission according to individual ranking.

Attachment(s): CVT application Acknowledgement of Essential Functions form Admission Points Calculation Worksheet
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OFFICE USE ONLY GPA _____ TEAS Score _____
 Date Received: _____ Essay Received: _____ Essay Score: ____
 Received By: _____
 Clinical Participation form _____ Essential Functions Form _____
 CPR for Healthcare Provider or Professional Rescuer Card _____



CARDIOVASCULAR TECHNOLOGY-CARDIAC SONOGRAPHY PROGRAM

APPLICATION FOR ADMISSION

Last Name			First Name			Middle Name		
Mailing Address								
City			State			Zip Code		
Tech T#			Social Security #			Date of Birth		
Home Phone			Cell Phone			Email		
Please indicate if you are currently a student of:								
<input type="checkbox"/> Arkansas Tech University			<input type="checkbox"/> Arkansas Tech University – Ozark Campus					
Have you previously attended another Cardiovascular Technology - Cardiac Sonography Program or Diagnostic Medical Sonography Program?								
<input type="checkbox"/> No			<input type="checkbox"/> Yes Name of school attended _____					

(Remember to forward transcripts for all previous schools attended to the Office of Student Services, 1700 Helberg Lane, Ozark, AR 72949)

Please attach:
 Two (2) typed reference letters from professionals, instructors or someone that can testify to your character and work ethic. Letters from family members will not be accepted.

A typewritten, double-spaced, two page essay in times new roman 12 point font answering the following question:
Why do you want to become an Adult Echocardiographer? *Use examples from cardiac experiences you have had. Explain why you desire a career in this profession and your understanding of what this profession entails.*

I certify that the above information is accurate and complete to the best of my knowledge.

 Signature

 Date



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
CARDIOVASCULAR TECHNOLOGY-ADULT
ECHOCARDIOGRAPHY PROGRAM
12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

ACKNOWLEDGMENT OF ESSENTIAL FUNCTIONS

By signing below, I acknowledge that I have read and understand the Essential Functions for the Cardiovascular Technology-Cardiac Sonography Student. I believe to the best of my knowledge that I have the ability to learn and perform the Essential Functions:

(Please check one)

- Without reasonable accommodations
- With reasonable accommodations (further documentation is attached)

Student Name

Date

Student Signature

Arkansas Tech University-Ozark
Cardiovascular Technology-Cardiac Sonography Program

Rank _____

Admission Points Calculation Sheet

Maximum points possible = 100

Name: _____

TEAS score _____ x 70% (.70) = _____

Letters of Recommendation Average of 2 scores _____/2 x 10% (.10) = _____

Essay score Average of 2 scores/2 x 20% (.20) = _____

Total Score: _____

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.4
	Revised:
Subject: Essential Functions for the Cardiovascular Technology-Cardiac Sonography Student	

Cardiovascular Technology-Adult Echocardiographers, Essential Functions

The minimum standards for adult echocardiographers can be found at
<http://www.asecho.org/wp-content/uploads/2013/05/Minimum-Standards-for-the-Cardiac-Sonographer.pdf>

Essential functions describe the tasks, skills, abilities, work activities, work context and work styles that are required for the completion of the CVT Program and to work as generalist adult echocardiographer. The student is required to meet all objectives related to the coursework and clinical experiences. Physical, emotional, cognitive and environmental demands will vary throughout the curriculum and clinical experience. This list is a summary of the essential functions, but is not meant to be all-inclusive. More specific information can be found in the Dictionary of Occupational Title published by the United States Government or the O*Net website at <http://online.onetcenter.org>

Throughout the educational program and later throughout their careers, CVTs must be able to perform these essential functions with or without reasonable accommodations.

Tasks

- Provide sonogram and oral or written summary of technical findings to physician for use in medical diagnosis.
- Decide which images to include, looking for differences between healthy and pathological areas.
- Operate ultrasound equipment to produce and record images of the motion, shape, and composition of blood, organs, tissues, or bodily masses, such as fluid accumulations.
- Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
- Select appropriate equipment settings and adjust patient positions to obtain the best sites and angles.
- Prepare patient for exam by explaining procedure, transferring patient to ultrasound table, scrubbing skin and applying gel, and positioning patient properly.
- Observe and care for patients throughout examinations to ensure their safety and comfort.
- Obtain and record accurate patient history, including prior test results or information from physical examinations.
- Determine whether scope of exam should be extended, based on findings.

- Maintain records that include patient information, sonographs and interpretations, files of correspondence, publications and regulations, or quality assurance records, such as pathology, biopsy, or post-operative reports.

Skills

- **Speaking** — Talking to others to convey information effectively.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Science** — Using scientific rules and methods to solve problems.
- **Time Management** — Managing one's own time and the time of others.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Operation and Control** — Controlling operations of equipment or systems.

Abilities

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Work Activities

- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Work Styles

- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

- **Integrity** — Job requires being honest and ethical.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Knowledge

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Physics** — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

*Information taken from the O*Net website on Diagnostic Medical Sonographers*

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.6
	Revised:
Subject: Student Conduct Standards	

STUDENT CONDUCT STANDARDS

Students enrolled in the CVT program will be expected to demonstrate professional conduct during all learning experiences either on or off campus. Students are also expected to abide by the general conduct standards established by the university. A description of violations to the student conduct policy and policies regarding adjudication of student misconduct are included in the Arkansas Tech University-Ozark Campus Catalog.

Students enrolled in the CVT program will also be expected to abide by guidelines for ethical conduct as set forth by the Society of Diagnostic Medical Sonography (SDMS) at <http://www.sdms.org/about/codeofethics.asp> and remain within the scope of practice set forth by the SDMS at <http://www.sdms.org/positions/scope.asp>.

All students will be evaluated on professional behavior throughout the CVT program. Students may be verbally counseled on their first failure to comply with expected behaviors and professional skills. If students demonstrate unacceptable behavior or professional skills a second time, then an assessment of the student's abilities may be used for remediation to identify weaknesses and document progress towards meeting expected student behavior levels. Repeated failure to comply with professional behaviors will lead to dismissal from the CVT program.

Students will be assessed according to the following expectations:

- Respectful and considerate behavior toward peers/faculty
- Arrival to class/lab/clinical site on time and prepared
- Acceptance and deliverance of criticism in a constructive manner
- Demonstration of professional body language
- Reporting of planned tardiness and absence according to CVT program handbook guidelines
- Adherence to CVT program dress code in lecture, laboratory and in clinical situations
- Notification of instructor of commission/omission errors
- Avoidance of fraudulent or negligent acts
- Maintenance of personal hygiene
- Management of personal affairs in a manner that does not interfere with professional responsibilities
- Demonstration of proper safety techniques in classroom, laboratory, and clinical settings.
- Active participation in group discussion and projects

Attachment(s): Student Conduct Violations
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STUDENT CONDUCT VIOLATIONS

A student is subject to disciplinary action, suspension, or expulsion, if any of the following conduct violations are committed:

- **ALCOHOLIC BEVERAGES** - Possession, consumption, or furnishing of alcoholic beverage on any Arkansas Tech University - Ozark Campus owned property or during any sponsored or off campus activity or during class hours is strictly prohibited. Offenders are subject to probation or suspension and prosecution according to state law.
- **ANIMALS** - No student will be allowed to bring animals onto campus property. The exception being animals used for the purpose of assisting individuals with disabilities.
- **CHEATING** - Cheating or plagiarism, including unauthorized possession of examinations or use of term papers prepared by others, may result in dismissal.
- **COMPUTER MISUSE or USING A COMPUTER FOR NON-EDUCATIONAL PURPOSES** - Misuse of Arkansas Tech University - Ozark Campus computers to alter or erase any item using a computer for non-educational purposes is strictly prohibited. The copying of programs without a license is illegal and subjects the offender to dismissal and possible prosecution according to state law.
- **DAMAGE** - Damaging school property or property belonging to any member of the school community may result in probation, suspension or prosecution.
- **DISORDERLY CONDUCT** - Disorderly conduct is subject to probation, suspension or prosecution.
- **DISREGARD FOR POLICIES** - Disregard for Arkansas Tech University – Ozark Campus policies, including failure to respond or comply with official and proper regulations, order, or request of a daily designated authority or committee, including all publications and official notifications pertaining to student life and activities may result in probation, suspension or expulsion.
- **DISTRIBUTION OF UNAUTHORIZED MATERIALS** - Distribution of unauthorized literature, handbills, posters, or other printed matter is strictly prohibited.
- **DRUGS** - Use, possession, or distribution of narcotics, stimulants, depressants, or substances for the production of illegal drugs, other dangerous drugs, or drug paraphernalia, except as expressly permitted by the state or federal laws is subject to disciplinary action and/or prosecution.
- **FALSE INFORMATION** - Willfully and knowingly furnishing false information to the school may result in disciplinary action or prosecution.
- **FAILURE TO COMPLY** - Failure to comply with a request by an authorized school official including failure to properly display vehicle parking permits/stickers, and disrespectful action toward any member of the Arkansas Tech University – Ozark Campus faculty or staff, may result in probation, suspension or prosecution.
- **FIREARMS, EXPLOSIVES, INCENDIARIES** - Use, possession, or distribution of firearms, explosives, (including fireworks), incendiaries, or any other weapon in or on any Arkansas Tech University - Ozark Campus controlled property is strictly prohibited.
- **FORGERY** - Forgery, alteration, misuse, or improper possession of Arkansas Tech University Ozark Campus related documents or records may result in probation, suspension or prosecution.

- **GAMBLING** - Gambling in any form, including raffles, on the campus is specifically prohibited. Offenders are subject to probation or suspension.
- **INDECENT CONDUCT** - Lewd, indecent, or obscene conduct, public profanity, or public nudity including the wearing of clothing or displaying signs containing obscenities is strictly prohibited.
- **INSTITUTIONAL RECORDS** - Unauthorized use or misuse of Arkansas Tech University Ozark Campus records and/or computers will subject the offender to dismissal from Arkansas Tech University - Ozark Campus.
- **MALICIOUS DESTRUCTION** - Malicious destruction, damage, defacing, or misuse of Arkansas Tech University - Ozark Campus property, including library materials, or of private property on the campus may result in disciplinary action or prosecution.
- **MOTOR VEHICLES** - Operation on the campus of a vehicle in violation of bans imposed under the traffic regulations is prohibited.
- **OBSTRUCTION OF ACTIVITIES** - Obstruction, disruption, or hindrance of teaching administration, disciplinary proceeding, or the Arkansas Tech University - Ozark Campus activities may result in probation, suspension or prosecution.
- **PHONES** - Students may use pay phones. Incoming calls for students will only be accepted in cases of medical emergencies. Staff members are expected to enforce this policy.
- **PHYSICAL OR VERBAL ABUSE** - Physical or verbal abuse of any person or disregard for the physical well-being, property, or rights of any person or any conduct which threatens or endangers the health, safety, or well-being of any such person on Arkansas Tech University - Ozark Campus property or facilities or property utilized by Arkansas Tech University - Ozark Campus, may result in probation, suspension or prosecution.
- **PUBLIC EXPRESSION** - No behavior or actions which hinder the educational programs will be permitted. To further this end, speakers and programs are sponsored by groups and departments of the institution and scheduled so as to use time and facilities efficiently and appropriately. Impromptu speaking and activities, whether by chartered, recognized groups or visitors must not be disruptive or threaten the safety of a person's property or campus.
- **THEFT** - Theft or illegal possession of any property of Arkansas Tech University - Ozark Campus community, or any visitor may result in the notifying of local law enforcement agencies. Theft of service will be subject to fines, probation, and/or dismissal.
- **THREAT** - Any act or threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of Arkansas Tech University - Ozark Campus to pain, discomfort or indignity, whether on or off school property may result in the notification of local law enforcement agencies.
- **UNAUTHORIZED ENTRY** - Unauthorized possession of building keys or unauthorized entry into a school facility, building, classroom, office, room or vehicle. Will subject the offender to suspension and local law enforcement agencies may be notified.
- **UNDER THE INFLUENCE** - Any student found to be under the influence of alcohol or drug while on school property will be subject to disciplinary action.
- **VIOLATIONS OF CONDITIONS** - Violations of the conditions prescribed in any Arkansas Tech University - Ozark Campus disciplinary or probationary ruling may result in disciplinary action.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.7
	Revised:
Subject: Academic Honesty	

Academic honesty is expected of all students in the Cardiovascular Technology-Cardiac Sonography Program when participating in classroom, laboratory, independent, and clinical learning experiences. Academic dishonesty is a violation of student conduct policies as listed in the Ozark Campus Catalog. Examples of academic dishonesty within the program include:

1. Using unauthorized materials and/or devices in the taking of any tests or examinations
2. Using unauthorized materials and/or devices in the preparation of any assignments
3. Accepting or providing unauthorized assistance in the taking of any tests or examinations
4. Accepting or providing unauthorized assistance in the preparation of any assignments
5. Plagiarism
6. Unauthorized discussion of tests or examinations before all students have been tested
7. Unauthorized generation of data or information in the preparation of any assignments

Any student violating the academic honesty policy may be subject to disciplinary action including, but not limited to:

1. A failing grade for the assignment or test
2. A failing grade for the course
3. Dismissal from the program

In the event that a student is suspected of violating this policy, the student will be counseled by the CVT Program Director and/or faculty member suspecting the dishonesty.

A student has a right to appeal any disciplinary action for violations to the academic honesty policy by following the due process steps outlined in the Ozark Campus Catalog.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.8
	Revised:
Subject: Progressive Discipline	

Progressive Discipline refers to the concept of disciplining students who are not meeting course objectives or violate rules of the program and/or clinical education sites. Verbal or written reprimands will be given for initial and/or minor infractions of rules; if infractions are repeated, progressively harsher discipline may be imposed. Some critical situations may require immediate disciplinary measures including suspension or immediate dismissal from the program. The Office of Student Services will be notified in a timely manner of offenses committed by students.

CLASSIFICATIONS OF PROGRESSIVE DISCIPLINE:

1. Critical Offenses
2. Major Offenses
3. Minor Offenses

CRITICAL OFFENSES

Critical Offenses are violations of program or clinical facility's rules and regulations or misconduct which may justify immediate termination. Even if discharge is indicated, the student may be suspended immediately while the incident is being investigated by the Program Director or Clinical Instructor and the Chief Student Officer.

EXAMPLES OF CRITICAL OFFENSES:

- Falsifying any information on a client record
- Violating the Arkansas Tech University- Ozark Campus CVT program substance abuse policy
- Violating a client's privacy rights, breach of confidentiality
- Engaging in behavior that is disrespectful of the client's social or economic status, personal beliefs, or health problems
- Taking part in any activity that jeopardizes the health, safety, and welfare of the client, staff, other student, or self
- Engaging in conduct with a client that is sexual in nature, or may reasonably be interpreted as sexual in nature.
- Any behavior that is seductive or sexually demeaning
- Engaging in sexual activities with a client
- Violating the boundaries between the health care professional and the client

MAJOR OFFENSES

Major Offenses are lesser violations than critical offenses, but may require immediate disciplinary suspension from class or clinicals for a 1st offense.

EXAMPLES OF MAJOR OFFENSES:

- Falsifying any Arkansas Tech University- Ozark Campus record
- Cheating of any kind, in the classroom or clinical settings
- Leaving the clinical facility during clinical time without notifying the clinical instructor
- Failure to demonstrate adequate preparation for clinical experience
- Making decisions that could endanger a client
- Endangering a client through failure to make a decision
- Inappropriate administration of medication
- Failure to report clinical error to clinical instructor
- Failure to notify clinical instructor (or clinical site) of absence on or before date of absence

- Attempting to perform skills or assignments in the clinical area without adequate preparation, assistance, or supervision

MINOR OFFENSES

Minor Offenses are lesser violations of the class or clinics' rules and regulations which may require disciplinary action in the form of a verbal or written reprimand. Verbal reprimands may be documented in the student's counseling form. Dress code violations and/or lack of appropriate student identification may warrant 1 day suspension from class or clinical experience.

EXAMPLES OF MINOR OFFENSES:

- Chewing gum in the clinical area
- Exhibiting poor hygiene
- Poor quality of patient care
- Failure to follow established procedures
- Failure to follow infection control policies or procedures
- Violating the CVT program dress code
- Lack of sufficient and appropriate student identification
- Using profanity and/or verbal abuse in the classroom or clinical area
- Argumentative with clinical staff or CVT program faculty
- Accepting or making personal calls while in the clinical facility
- Seeking medical advice when in the clinical area
- Excessive breaks
- Excessively tardy
- Failure to follow orders
- Horseplay (boisterous non-work related activities)
- Smoking, drinking, eating in non-designated areas
- Poor attitude or inability to work with others
- Leaving assigned areas without authorization

FORMS OF DISCIPLINE

1. Warning

The course instructor may issue a verbal or written warning to a student regarding criteria for successful completion of the course and recommendations for improvement. Recommendations may include utilization of peer study groups, tutors, computer-assisted instruction, and seeking counseling assistance from the Office of Student Services.

2. Probation

Probation is a trial period in which the student must demonstrate improvement or risk withdrawal or dismissal from the CVT program. The student will meet with a CVT program faculty member and complete a written probation plan.

3. Withdrawal or Dismissal

Failure to meet the requirements included in the Probation Contract form may result in withdrawal or dismissal from the CVT program. A student who is on probation for unsafe or unprofessional conduct may be dismissed from the program for subsequent safety or professional conduct violations at any time during the program.

Due to the severity of some offenses, some situations do not allow for a progressive discipline process. Therefore, some situations require that the student be immediately withdrawn or dismissed from the program.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.9
	Revised:
Subject: Substance Abuse	

Arkansas Tech University is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as a part of any of the University’s activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under age 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The CVT program recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the echocardiography profession. The department is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The CVT program strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student who demonstrates behaviors or actions that cause concern of possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the office of the Chief Student Officer.

In order to protect the staff, faculty, clinical agency, and clients, the students and faculty have devised an Unsafe Student Behavior form to be completed in the event a student displays behaviors that could cause harm to self or others. This form will be completed, witnessed by another person, and the student will document his/her version. This form will be sent to the Chief Student Officer and will be placed in the students’ file. Substantiation of this unsafe behavior may result in dismissal from the CVT program and Arkansas Tech University-Ozark Campus.

Attachment(s): Unsafe Behavior Reporting form
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ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
 CARDIOVASCULAR TECHNOLOGY-ADULT
 ECHOCARDIOGRAPHY PROGRAM
 12211 Ward Avenue, Building 139
 Fort Smith, AR 72916
 Phone 479-209-6130

UNSAFE BEHAVIOR REPORTING FORM

Student Name	Instructor
Location	
Date	Time

Please initial the behavior(s) of the student identified above that were observed on the date indicated:

Disorientation		Extremely Nervous		Thick, Slurred Speech	
Belligerence		Glassy-Eyed		Profuse Sweating	
Poor Motor Coordination		Jerky Movement of Eyes		Sleepiness & Drowsiness	
Uncoordinated Gait		Unusually Talkative		Staggering Gait	
Odor of Burnt Rope		Mood Changes		Dilated Pupils	
Odor of Glue, Pain Solvent, ETOH		Flushed Face, Head, or Neck		Poor Perception of Time & Distance	
Redness Around Nasal Area		Use of Sunglasses at Inappropriate Times		Tremors of Fingers & Hands	
Unable to Perform Usual Routine Tasks		Unusual Body Position		Blank Stare Appearance	
Muscle Rigidity		Difficulty in Concentrating		Hearing and/or Seeing Things	
Rapid Respiration		Needle Marks		Restlessness	
Confused		Panic		Inability to Remember	
Poor Hygiene		Constricted Pupils		Apathetic	
Difficulty grasping/holding objects		Improper student performance		Inappropriate response to questions	
Other					

Describe in detail the events that led to this report and explain your observations in the space below.

Student Comments

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.54
	Revised:
Subject: Drug Screening Policy for Allied Health Programs	

**Arkansas Tech University – Ozark campus
Drug Screening Policy for Allied Health Programs**

Introduction

Arkansas Tech University – Ozark Campus recognizes the student in partnership with the university, allied health program, and health care provider has an obligation and responsibility to ensure a safe, healthy, and supportive educational environment, as well as a responsibility to ensure each patient the student cares for a safe, healthy, and supportive clinical experience. Drug use can be detrimental to the physical and mental well-being of our student health care providers, clinical partners, university personnel, and patients. Arkansas Tech University allied health students are viewed as patient care givers and are expected to exhibit behaviors characteristic of professionals in the health care community while ensuring patient safety. Therefore, it is expected that individuals in Allied Health programs exhibit professional qualities and support a drug free environment.

Effective Date

This policy is effective as of the Fall Semester 2013.

Eligible Students – All students participating in a health care related clinical experience with an outside clinical agency may be subject to a drug test. Some agencies require drug screening of all students in clinical at their agencies. Other agencies will only require drug screening from students if there is reasonable suspicion of use of an illegal or controlled substance. Yet other agencies may have policies in which random drug screening tests are utilized. Arkansas Tech University Ozark Campus does not sponsor drug testing. Drug tests are conducted only at the request of clinical agencies in order for students to participate in clinical experiences in their facilities.

Arkansas Tech University – Ozark

Drug Testing Procedure

All students filling out an application for any Allied Health program on the Arkansas Tech University – Ozark campus should be aware of the drug testing policy, based on this paragraph which appears in all program applications.

Drug and alcohol testing may be a requirement for attendance in some of the clinical education sites affiliated with the CVT program. Based upon the results of these checks, an affiliated clinical site may determine not to allow a particular student’s presence at a facility. The student is responsible for the costs of any drug and alcohol testing required for attendance at a particular clinical education site. In addition, the student is also responsible for submission of testing results to the clinical education facility requesting the information.

Arkansas Tech University – Ozark Campus may assist in providing to students an approved vendor to perform the drug screening tests when a clinical agency requests an advance drug screening test. The site of the drug screening will be approved by the Program Chair and the vendor, and the cost to the student will be provided in advance. If the student is requested by a clinical agency to have a drug screening test performed while at the clinical agency, the student

will be responsible for submitting to testing in a timely means, in the manner and place chosen by the clinical agency.

The method of testing will be urinalysis and urine samples will be collected and testing by means of generally accepted methods. The student is expected to provide a list of prescription and over-the-counter medications to the vendor providing the drug screening. Medications disclosed may require written confirmation from the prescribing physician or pharmacist if requested by the vendor providing the drug screen test. It is recognized that some legal and acceptable medications may result in a “positive” test result and will not be cause to implement any type of disciplinary procedures.

The student is expected to bring cash for payment to the vendor for drug screen tests performed ahead of clinical experiences at the clinical education sites request.

The student has the right to challenge any initial positive tests at their own cost.

Results of the drug screening tests will not be kept on file by University personnel. The results will go to the requesting agency and/or to the student.

Clinical agencies reserve the right to refuse to allow any student clinical experience at their facility, depending on the results of a drug screening test. If a student is unable to complete their clinical experience in the facility they are scheduled in, the University does not guarantee the ability to re-schedule the student at any other clinical facilities. This may prevent the student from being able to complete their program of study successfully. Depending on the behavior and/or specific circumstances of the positive drug screening test, the student may be subject to dismissal from their program of study or from the University.

The student has the right to appeal any disciplinary process according to current University guidelines and policies.

Costs

Costs associated with the drug screening process are as follows:

- 1) The student shall be responsible for the cost of drug screening if required ahead of time by the facility.
- 2) The student shall be responsible for the cost of drug re-screening if the student challenges any positive drug tests.
- 3) The cost of any drug screens performed while in the clinical setting as the result of random screenings or missing narcotics may be borne by the facilities as dictated by their student clinical policies.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.10
	Revised:
Subject: Counseling	

The Office of Student Services provides academic and career counseling services to students. Students in need of personal counseling are referred to Western Arkansas Counseling and Guidance Center. Students will be monitored by the program faculty regularly in order to assess progress in the program and identify any students who may be at risk of not progressing. Students who are identified as being at risk will be counseled by a member of the core faculty and a possible early plan of action may be created in order to assist the student with improvement and program retention.

Students enrolled in the CVT program will be assigned a faculty advisor while in the CVT program. Conferences between student and faculty advisor will be conducted as needed. Student and advisor conferences will be documented through completion of the Counseling Record form.

Students may also meet with a particular course instructor as needed by contacting that instructor to arrange a meeting.

Attachment(s): Counseling Record form
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ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
 CARDIOVASCULAR TECHNOLOGY-ADULT
 ECHOCARDIOGRAPHY PROGRAM
 12211 Ward Avenue, Building 139
 Fort Smith, AR 72916
 Phone 479-209-6130

COUNSELING RECORD

Student Name	Date/Time
Reason for counseling: <input type="checkbox"/> Scheduled Faculty/Student Conference <input type="checkbox"/> Student Offense <input type="checkbox"/> Student Complaint	
Relevant Factors	
Recommendations	
Student Comments	
Student Signature	
Faculty/Instructor Signature	

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.11
	Revised:
Subject: Disability Services for Students	

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Administration Building at Arkansas Tech University-Ozark Campus.

CVT program students with documented disabilities who desire academic accommodations must provide the Disabilities Coordinator with current documentation of their disability, including evidence of the need for the academic accommodation. The college will determine as to whether reasonable accommodations can be made for the student in order to effectively and safely participate in the CVT program.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.12
	Revised:
Subject: Financial Aid	

Arkansas Tech University-Ozark Campus provides financial assistance to students in the form of scholarships, grants, loans, and part-time employment. Cardiovascular Technology-Cardiac Sonography students interested in receiving financial aid will be referred to the Financial Aid Office.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.13
	Revised:
Subject: Criminal Background Investigation and Child Maltreatment Registry	

Clinical education sites may require a criminal background investigation or Arkansas Child Maltreatment Registry check be performed on a student prior to that student performing a clinical affiliation with their respective facilities. All prospective students will be expected to sign the Understanding of Clinical Participation Requirements form upon applying for admission to the CVT program technical coursework. The student who is assigned to attend a clinical affiliation with a facility requiring a background investigation is responsible for obtaining the background information and delivery of the background information results to the clinical facility in a timely manner. Students whose background check includes an event that prohibits them from attending a specific clinical rotation will be assigned to an alternate clinical facility. The alternative placement is dependent upon availability of clinical sites and supervision. If an alternative clinical site is not available, resulting in an inability to complete the assigned clinical experience, the student is unable to progress in the program and may be dismissed from the program. The student may reapply to the program according to the program’s re-admittance policies. Re-admittance is not guaranteed.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.14
	Revised:
Subject: Drug and Alcohol Testing	

Some of the clinical education sites may require a drug and alcohol testing be performed on a student prior to and/or during a clinical affiliation with those particular facilities. All prospective students will be expected to sign the Understanding of Clinical Participation Requirements form once the student has received the CVT Clinical Education Handbook. The student who is assigned to attend a clinical affiliation with a facility requiring a drug and/or alcohol test is responsible for obtaining the test(s) and delivery of the results to the clinical facility in a timely manner. Students whose drug and/or alcohol testing results prohibit them from attending a specific clinical rotation will be assigned to an alternate clinical facility.

In the event a student demonstrates undesirable drug and/or alcohol testing results while participating in a clinical affiliation, then the Clinical Supervisor will be informed by the clinical faculty and the student may be withdrawn from the clinical facility at the facility's request. If the student demonstrates unsafe behaviors as defined by the CVT program's Substance Abuse policy, then appropriate procedures will be enacted according to the Substance Abuse policy. If the student does not demonstrate unsafe behaviors as defined by the CVT program's Substance Abuse policy, then attempts will be made to reassign that student to an alternative clinical facility.

Alternative clinical placement is dependent upon availability of clinical sites and supervision. If an alternative clinical site is not available, resulting in an inability to complete the assigned clinical experience, the student is unable to progress in the program and may be dismissed from the program. The student may reapply to the program according to the program's re-admittance policies. Re-admittance is not guaranteed.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.15
	Revised:
Subject: Course Grading	

GRADING SCALE

Letter Grade	Percentage	Numerical Grade
A	90-100%	4.0
B	80-89%	3.0
C	75-79%	2.0
D	70-75%	1.0
F	0-70%	0

GRADING AND PROGRAM PROGRESSION

A minimum grade of “C” or 75% is needed to pass each course in the CVT program. Students not achieving a minimum of 75% for a course will receive a failing grade of “F”. Students failing a course will not be able to progress any further in the CVT program and will therefore may risk dismissal from the program. Students must have a minimum grade point average of 2.0 or “C” in order to graduate from the program. The course syllabus will include the methods of student assessment and methods of grading for each individual course.

WRITTEN EXAMS

Students must demonstrate a minimum grade of 75% in order to pass a written examination.

LAB PRACTICALS, AND SKILL CHECKS

Students must demonstrate safety and competency in the performance of echocardiography skills presented in the laboratory setting. Safety and competency will be determined by laboratory and hospital policies and patient care practicals and skill checks. Among the items included in each lab practical and skill check-off are specific safety-related elements which must be met. Failure to meet any one of the safety-related items will result in automatic failure for that particular lab practical and/or skill check. Laboratory practicals and skill checks must be passed in order to progress through the program. Students will be allowed to re-take lab practicals and skill checks at the discretion of the course instructor with 75% being the maximal score recorded, regardless of the actual score obtained with the re-take. Failure to pass a lab practical and/or skill check, including any re-takes, may result in dismissal from the program. In addition to any re-takes of a lab practical and/or skill check, the student may be required to perform additional assignment(s), at the discretion of the course instructor, in order to demonstrate further understanding of the skill(s) being assessed.

Students may only re-take 1 lab practical and/or skill check per course. Subsequent failures of lab practicals and/or skill checks for a particular course may result in academic sanctions, including the possibility of dismissal from the program.

CLINICAL EDUCATION

Failure to achieve a passing score for a clinical education experience will lead to failure to pass that particular clinical experience and an inability to progress through the program. No part of any clinical can be substituted for a later clinical. Students who are unable to progress in the program may be subject to dismissal from the program.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.16
	Revised:
Subject: Attendance	

Attendance in classroom, laboratory, and any organized off-campus learning experiences, including clinical experiences and field trips, is mandatory. Regular and prompt attendance is reflective of a student's dedication to the learning process and reflective of a student's level of professional conduct. Lack of student attendance and frequent tardiness will be interpreted as a lack of student participation in the program. Lack of student participation in the program may be judged as a lack of interest in the educational process to become an Adult echocardiographer and may be grounds for dismissal from the Cardiovascular Technology-Cardiac Sonography Program. The Ozark Campus Catalog also indicates that regular attendance is expected of all students enrolled at Arkansas Tech University- Ozark Campus. A record of each student's attendance in regular scheduled learning experience, on-campus and off-campus, will be maintained by the CVT program. The starting time for each course will be included in the course syllabus, along with the policies concerning course attendance and make-up.

Children are not allowed to attend any scheduled learning experiences either on-campus or off-campus, except in the case of children used as subjects during learning experiences.

CLASSROOM/LAB ATTENDANCE

Students will be advised that attendance will be recorded at the beginning of each scheduled class/lab session. Students are responsible for regular and prompt attendance regardless of the situation. Regular class attendance is expected of all students and will be recorded. After the third absence, the grade will be dropped 10%. Upon the fourth absence, the student will be referred to student services for withdrawal procedures.

Students are responsible for meeting with the course instructor to make arrangements for making up missed written exams and assignments. Absences occurring on quiz dates will result in a 0% for that quiz and the quiz cannot be made up. Late assignments are not accepted and will result in a 0%. Written exams, practical exams, skill competency tests, and assignments missed due to an absence may be made up or turned in late at the instructor's discretion.

OFF CAMPUS LEARNING

Students will be advised that attendance will be recorded at the beginning of each scheduled off-site experience. In the event a student is unable to attend a scheduled off-site experience in the CVT Program, it is the student's responsibility to notify the CVT program as soon as possible and prior to the off-site experience whenever possible. If a student is unable to attend, then the student will notify the CVT program by either calling the CVT cell phone or contacting the instructor via e-mail. Notification of a student's absence by a classmate, spouse, friend, or other individual is unacceptable, except in emergency situations.

Missed off-site experiences cannot be made up. If a student misses, then that student will not be eligible to participate in any assignments based upon information learned from that off-site experience.

CLINICAL EDUCATION EXPERIENCES

Good attendance is a must for satisfactory performance. Regular clinical attendance is considered essential if you are to receive the maximum benefit from the course. Students are required to demonstrate a minimum of eight and half (8.5) hours of attendance per day of clinical education, unless otherwise arranged. Students will be informed of the scheduled start time for each day of clinical affiliation by their respective clinical instructor or academic clinical coordinator. In the event that a student must be absent

from a clinical site, then that student has the responsibility of notifying the clinical instructor 48 hours before the absence occurs. Notification of a student's absence by a classmate, spouse, friend, or other individual is unacceptable, except in emergency situations. Failure to provide notification of an absence is grounds for discontinuance of clinical. No call/no shows for clinical education will result in consequences set forth by the academic clinical coordinator and the program director which may include dismissal from the program. A no call/no show is defined as not informing the academic clinical coordinator and the clinical supervisor of the absence prior to the start of the clinical education day.

Students are allowed one absence from clinical education per rotation without consequence if the clinical supervisor and academic clinical coordinator are notified 48 hours prior to the absence. No other absences may be made without being made up. Absences beyond the first absence during a clinical affiliation may be excused only for reasons beyond the student's control, such as hospitalization or death of an immediate family member. The decision of whether an absence is excused or unexcused will be left to the academic clinical coordinator and program director. Only excused absences will be eligible for make-up at the discretion of the academic clinical coordinator. The make-up time will be mutually agreed upon between the academic clinical instructor, clinical supervisor, and the student. Unexcused absences will not be eligible for make-up. Students who schedule a makeup day and then miss that day will have to make up two days. Failure to meet the required number of full days and hours for a rotation will result in dismissal of the program. Emergencies will be at the clinical coordinator's discretion. Only 2 time exceptions due to forgetting to clock in at the clinical site will be allowed per rotation. After the 2nd time exception, a 5% grade reduction in overall score will result. Make up days must be completed before course end unless other arrangements are made and approved by the academic clinical coordinator and the program director.

The student will follow the schedule of the clinical experience as directed by the clinical supervisor and academic clinical coordinator.

VERIFICATION OF ABSENCE DURING CLINICAL

The student may be required to submit documentation to verify the reason(s) for the absence for it be excused. Failure to provide adequate documentation to verify the reason(s) for the absence will result in the absence being declared unexcused.

TARDINESS

Prompt attendance is expected of all students. Students are responsible for informing the academic clinical coordinator and clinical supervisor of ANY planned tardiness prior to the start time of the clinical day. Failure to inform both the academic clinical coordinator and clinical supervisor of planned tardiness prior to the start time of the clinical day will result in a 5% reduction in overall course grade for each occurrence. Three episodes of tardiness of 10 minutes or more will be counted as one absence and disciplinary action determined by the academic clinical coordinator or program director which may include program dismissal. On test days, in the case of tardiness, tests can be taken upon arrival, but the completion time for exams will be shortened according to the time missed. Tardiness over 2 hours without prior proper notification will count as a no call/no show. All excused timed missed during clinical is required to be made up.

EARLY DEPARTURE

Students are responsible for informing the academic clinical coordinator and clinical supervisor of ANY planned early departure 24 hours prior to leaving the clinical rotation early. Three episodes of leaving clinic prior to the scheduled departure time will be counted as one absence and will result in a 5% reduction in overall course grade for each occurrence. Time missed during clinical education will be made-up at the discretion of the clinical instructor. Failure to contact the academic clinical coordinator and clinical supervisor will result in an unexcused absence from clinical and disciplinary action as set forth by the academic clinical coordinator and program director which may include program dismissal. Early departure without contacting the academic clinical coordinator and clinical supervisor will be treated as a no call/no show. All excused timed missed during clinical is required to be made up.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.17
	Revised:
Subject: Program Progression and Retention	

The curriculum of the CVT program is designed so that technical coursework can be completed within three terms (Spring, Fall, Summer). The courses within the curriculum have been arranged in a logical and sequential fashion in order to permit a student to build upon information and skills acquired with each successive term of coursework. Each student must demonstrate competency for each CVT program course before being allowed to progress to the next term or semester of courses in the curricular sequence. The student must demonstrate competency for learned skills in a laboratory setting before being allowed to perform those skills on a patient in a clinical setting. Consequently, a student must demonstrate competency in the laboratory coursework before being allowed to progress to the next clinical education course in the curricular sequence. The expectation of competency applies to didactic learning as well as clinical education experiences and is necessary in order to ensure the safety of students and others. Students who have met CVT program requirements and have demonstrated required competency will be permitted to progress through the program and be eligible for graduation with a CVT degree.

CVT courses may be repeated only once and must be attempted during the next semester of offering, which may require the student to be withdrawn and wait until the following year. Students may have to reapply and be accepted again into the CVT program. Failure to achieve a passing grade for a repeated CVT program course may lead to dismissal from the program.

MINIMUM GRADE REQUIREMENTS

In order to progress through the curriculum, each student must achieve a minimum grade of “C” or 75% in each course, including didactic and clinical education. The student who is unable to maintain a “C” average or 75% for each CVT didactic course is not able to attend clinical education courses. A student who is unable to maintain a “C” average or 75% for each clinical education course is not able to progress to the next semester of coursework. Furthermore, completion of program requirements with a “C” average for each CVT course is required for graduation.

REMEDICATION

Students who have failed or are in danger of failing a CVT course may be counseled by the CVT faculty and a plan of remediation may be recommended at the discretion of the course instructor and the CVT Program Director. Remediation may come in the form of the following:

- The completion of additional assignments or course make-up work. This remedial coursework will be graded only to provide the student feedback on their progress. **It will not change the original grade received.** All remedial work must be completed before attending any Clinical experiences. Only one remediation while in the CVT program may be administered. Remediation is at the discretion of the program director.
- The extension of a clinical education assignment or additional assignment to another clinical education site in order to complete course requirements

PROBATION

Students who have demonstrated unprofessional conduct during classroom, lab, and clinical coursework may be placed on probation according to the policies of the Office of Student Services. Students on probation status will not be allowed to graduate from the CVT program until the conditions of their probation have been met.

INCOMPLETE GRADE

If a student is not able to complete CVT program coursework or a clinical education course due to extenuating circumstances, such as the death of a family member, extended illness, or maternity reasons, an incomplete grade “I” may be issued. The issuance of an incomplete grade is the equivalent of being placed on probation. Students would be issued an incomplete grade only if the student had demonstrated a passing grade or satisfactory progress at midterm for any CVT courses, including clinical education courses, and has completed at least 75% of course requirements with a passing grade. The student with an “I” grade would remain at the current level until all requirements for the particular clinical experience or course are met. If a student receives a grade of “I”, then that student cannot take any further CVT coursework that occurs next in the curricular sequence until the grade of “I” is removed. In order to remove the grade of “I”, the student is responsible for meeting with the Program Director (if involving didactic coursework) and/or ACC (if involving a clinical education course) and formulating a plan for improvement. The improvement plan will be included on the Incomplete Grade Contract and signed by the student, faculty involved, Program Director and/or ACC. The Incomplete Grade Contract will include the justification for the grade of “I”, course(s) of action to remove the grade of “I”, and time frame for achievement of course(s) of action. Possible courses of action in an Incomplete Grade Contract include, but are not limited to:

- Recommendation to complete additional assignments or course make-up work
- Recommendation to repeat a clinical affiliation as necessary. Only one (1) clinical affiliation may be repeated and the repeated clinical experience must be at another facility assigned by the ACC.

Once the student has fulfilled the Incomplete Grade Contract, then that student is eligible to enroll in the next courses in the curricular sequence when those courses will be offered again. If improvement is not possible, then the student may be dismissed from the program.

Attachment(s): Incomplete Grade Contract



**ARKANSAS TECH UNIVERSITY
OFFICE OF STUDENT SERVICES**

Incomplete Grade Contract

Student T Number	Date
------------------	------

Name Enrolled Under (Last, First, Middle, Other)

At the end of any semester an instructor may assign a grade of AI@ only under the following conditions:

1. A grade of incomplete is appropriate **ONLY** in situations where the student has an illness or other circumstances beyond the student=s control, and has completed at least seventy-five percent of the course requirements, **provided work already completed is of passing quality**. If a grade of AI@ is assigned, the student and instructor, together, will complete and sign this contract.
2. The signed contract must be attached to the final grade sheet if a grade of AI@ is assigned, and is only valid if both parties have signed.
3. If the remaining course requirements are not completed by the end of the next regular semester (fall or spring), the AI@ grade will be automatically changed to a grade of AF@ for grade and grade point purposes.

TO BE COMPLETED BY STUDENT:

Local Address:

City: _____ State: _____ ZIP Code: _____

Local Phone #:

TO BE COMPLETED BY INSTRUCTOR:

Incomplete Grade for: _____ Term: _____
CRN# Course Prefix Course # Section#

Justification for giving grade of AI@:

Student must accomplish the following to complete course requirements: _____

Requirements must be completed by (**cannot extend beyond next semester**): _____
Date

Student's Signature

Instructor's Signature

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.18
	Revised:
Subject: Withdrawal from the Program	

CVT program students who are withdrawing from the program must first meet with the CVT Program Director in order to complete an exit interview. The purpose of the exit interview is to assure proper advisement, documentation of withdrawal reasons, and initiate plans for readmission as appropriate. During the exit interview, a Statement of Withdrawal form will be completed and a copy will be placed in the student's file. Following the exit interview, students withdrawing will be referred to the Office of Student Services for further processing. Students who withdraw from the CVT program will be considered for re-admission to the program with another class of students according to re-admission policies and procedures. The requirements for eligibility for re-admission will be discussed with each student during the exit interview. Students who do not participate in the exit interview with the CVT Program Director may not be eligible for re-admission to the CVT program.

Attachment(s): Statement of Withdrawal



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
 CARDIOVASCULAR TECHNOLOGY-ADULT
 ECHOCARDIOGRAPHY PROGRAM
 12211 Ward Avenue, Building 139
 Fort Smith, AR 72916
 Phone 479-209-6130
 Fax 479-356-2127

STATEMENT OF WITHDRAWAL

This is to certify that _____ was accepted to the

Cardiovascular Technology-Cardiac Sonography Program on _____ and
 withdrew from the program on _____ for the following reason(s):

Place a check mark in the appropriate blank

- 1. Personal or health reasons _____
- 2. Financial status _____
- 3. Transferring to another program _____
- 4. Program is too intense for me _____
- 5. Violation of program rules _____
- 6. Academic failure _____
- 7. Relocating _____
- 8. Other _____

* If you choose OTHER, please explain under the comment section.

Comments

Criteria for re-admission consideration (to be completed by Program Director):
--

 Student's Signature

 Date

 Program Director's Signature

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.19
	Revised:
Subject: Dismissal from the Program	

Students may be dismissed from the CVT program for any of the following:

- Conduct violations as listed in the Arkansas Tech University-Ozark Campus Catalog
- Demonstrations of unsafe behavior or practice in academic or clinical settings
- Failure to submit requested information to the CVT Program and/or clinical education sites
- Demonstration of unethical behavior as described in the Society of Diagnostic Medical Sonography's Code of Ethics for the profession of diagnostic medical sonography found at <http://www.sdms.org/about/codeofethics.asp>.
- Falsification of records
- Demonstration of repeated failure to follow the policies, professional standards, and legal regulations under which the CVT program and affiliated clinical education sites operate
- Failure to meet conditions of probation
- Academic failure of a CVT course or clinical practicum
- Excessive absences
- Failure to complete a skills check or complete the safety portion of a skills check
- Dismissal from clinical practicum

Dismissal from the CVT program will be based upon evaluation of the offense(s) according to the CVT program's Progressive Discipline policy. Program dismissal will be at the discretion of the CVT Program Director and the Chief Student Officer. Dismissal from the program does not constitute dismissal from the university. Dismissal from the university will be at the discretion of the Chief Student Officer. Students who have been dismissed from the CVT program are not eligible for re-admission to the CVT program.



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 Phone 479-209-6130
 Fax 479-356-2127

STATEMENT OF DISMISSAL

This is to certify that _____ was accepted to the
 Cardiovascular Technology-Cardiac Sonography Program on _____ and is being
 dismissed from the program on _____ for the following reason(s):

Place a check mark in the appropriate blank

- 1. Personal or health reasons _____
- 2. Financial status _____
- 3. Transferring to another program _____
- 4. Program is too intense for me _____
- 5. Violation of program rules _____
- 6. Academic failure _____
- 7. Relocating _____
- 8. Other _____

* If you choose OTHER, please explain under the comment section.

Comments

Please note, upon dismissal from the program the student is NOT eligible for re-admission into the CVT program.

 Student's Signature

 Date

 Program Director's Signature

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.20
	Revised:
Subject: Re-Admission to the Program	

Students who have withdrawn from the CVT program may be considered for re-admission to the program. Students requesting readmission must demonstrate satisfactory compliance with recommendations made at the time of withdrawal from the program. Recommendations may include course audit of previously taken CVT technical course(s), completion of remedial course assignment(s), and demonstration of satisfactory performance of all previously-learned skills. A student may apply for re-admission to the program only once following initial withdrawal. Re-admission to the program is subject to classroom and clinical space availability. Any student who withdraws from the program must complete the following procedure for readmission:

1. The student must submit an Application for Re-admission to the CVT Program form for re-admission by 30 days prior to the semester they wish to re-enter. Request for readmission must be made within 12 months of withdrawal or dropping out of the program.
2. Make arrangements with the CVT Program Director to schedule a time to take a written test and to perform a skills check-off to verify knowledge and all skills covered in the CVT courses the student has successfully completed.
3. The student will be notified by the CVT Program Director if the request for re-admission has been approved or denied. The Program Director determines re-admission eligibility and placement.

DENIAL OF RE-ADMISSION

A student may be denied re-admission to the CVT program due to any of the following circumstances:

- Incomplete or inadequate completion of re-admission recommendations made at the time of initial CVT program withdrawal.
- Lack of availability of space in the class to which the student is re-applying. Students currently enrolled in the CVT program have enrollment priority.
- Requested documentation has not been submitted or is incomplete
- Failure to pass re-admission competency testing and skill check
- A review of the student's records indicates that re-admission is not in the best interest of the student or potentially assigned patients or will cause the CVT program to violate the policies, professional standards, and legal regulations under which the CVT program and affiliated clinical education sites operate.
- Prior dismissal from the CVT program

A student who does not achieve re-admission within 12 months of the last day of class prior to withdrawal must repeat the formal application process as a new student and will be required to repeat the entire CVT program technical phase of coursework.

Attachment(s): Application for Re-admission to the CVT Program



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12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

APPLICATION FOR RE-ADMISSION TO THE CVT PROGRAM

Student Name		Date	
T#		Phone	
Address			
City	State	Zip Code	
Reason for leaving the program:			
<input type="checkbox"/> Withdrew due to: _____			
<input type="checkbox"/> Dismissed due to: _____			
Explain why you want to re-enter the CVT Program.			
Describe steps you have taken to resolve reason(s) for leaving the program.			
Student Signature			

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.21
	Revised:
Subject: Graduation Requirements	

Once a student has completed all requirements for CVT program coursework, then that student is eligible to receive the Associate of Applied Science degree. The student is responsible for applying for graduation according to university guidelines included in the Arkansas Tech University- Ozark Campus Catalog.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.22
	Revised:
Subject: Licensure and Certification	

Once a student has been issued an Associate in Applied Science degree in cardiovascular technology, the student will be prepared to take the national credentialing exams for Cardiac Sonography and sonography physics. These are administered by Cardiovascular Credentialing International (CCI) and the American Registry of Diagnostic Medical Sonography (ARDMS). The student is responsible for completion of the application process outlined by the CCI and ARDMS. The CVT program and Arkansas Tech University-Ozark Campus will provide information to CCI and/or ARDMS upon request, following completion of a consent form to release information. Students will need to complete 12 months of full time ultrasound clinical experience after graduation from the program to be eligible to sit for the registries. Note: the physics portion of the ARDMS exam may be taken after completion of Sonography Physics and Instrumentation I. After successful completion of this exam, the individual will be a Registered Diagnostic Cardiac Sonographer (ARDMS) in Cardiac Sonography (RDMS-AE) or a Registered Cardiac Sonographer (CCI) in Cardiac Sonography (RCS). Note that a felony conviction may affect a graduate's ability to sit for the certification examinations.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.23
	Revised:
Subject: Due Process and Grievances	

Each student enrolled in the CVT program is entitled to due process as indicated in the Arkansas Tech University-Ozark Campus Catalog. Complaints regarding university matters will be addressed by following the formal and informal procedures described in the Arkansas Tech University-Ozark Campus Catalog. <http://www.atu.edu/academics/catalog-ozark/index.html>. Complaints specific to the CVT program will also follow the university's established formal and informal grievance process.

Procedures for complaints specific to the CVT program will be handled as follows:

- A. Students who have complaints regarding course matters or instructor issues will first handle the complaint by meeting with the individual instructor. If a resolution of the complaint is not achieved, then the student initiating the complaint may schedule a conference with the CVT Program Director. If a satisfactory resolution of the complaint is not achieved after meeting with the Program Director, then the complaint will be forwarded to the Chief Academic Officer for review and consideration.
- B. Complaints from current students not related to a specific course or instructor may be handled by the CVT Program Director directly. If a satisfactory resolution of the complaint is not achieved after meeting with the Program Director, then the complaint will be forwarded to the Chief Student Officer for review and consideration.
- C. During Clinical education, students are encouraged to direct any concerns, complaints, or other grievances to their clinical instructor first and inform the ACC if desired. If a resolution is not achieved, then the student may contact the Clinical instructor for assistance in resolving the matter. If satisfactory resolution is still not achieved, then the student should notify the Clinical Coordinator immediately. If the situation remains unresolved despite intervention by the Clinical Coordinator, then the student may meet with the Program Director. The complaint may be forwarded to the Chief Academic Officer for review and consideration if resolution is not achieved at the departmental level.
- D. If problems arise from a Clinical instructor's perspective, then the Clinical instructor should discuss any student-related problems or concerns directly with the student first to formulate a plan for resolution. If the situation is not improved, the Clinical Instructor should either contact the Clinical Coordinator to discuss alternatives in resolving the problem, depending on the nature of the problem. If the situation remains unresolved despite intervention by the ACC, then the Clinical instructor may meet with the Program Director. The complaint may be forwarded to the Chief Academic Officer for review and consideration if resolution is not achieved at the departmental level.
- E. Any complaints about the CVT program received from the general public, clinical education sites, employers of graduates, or prospective students will be handled by the CVT Program Director. If not already done so, the person making the complaint may

schedule a conference with CVT Program Director. If a resolution of the complaint is not achieved after meeting with the Program Director, then the complaint will be forwarded to the Chief Academic Officer for review and consideration.

If the above procedures prove unsatisfactory, then a student may pursue the university's informal and formal grievance procedures.

Faculty due process and grievance procedures are listed in the faculty handbook for Arkansas Tech University – Ozark Campus.

A written description of all complaints involving the CVT program, along with resolutions, will be stored by the department for a minimum of 10 years.

Attachment(s): Complaint form



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CARDIOVASCULAR TECHNOLOGY-ADULT
ECHOCARDIOGRAPHY PROGRAM
12211 Ward Avenue, Building 139
Fort Smith, AR 72916
Phone 479-209-6130

COMPLAINT FORM

Person(s) filing complaint:	
Contact made by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Visit	
Parties involved:	
Nature of the problem:	
Data to verify complaint:	
Suggested steps for resolution:	
Signature of person filing complaint:	
Results (including date of resolution):	
Signature of person completing form:	Date:
Program Director Signature:	Date:

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.24
Subject: Privacy and Confidentiality	Revised:

STUDENT EDUCATION RECORDS

The educational records of students of Arkansas Tech University- Ozark Campus are protected under the Family Educational Rights and Privacy Act. The university's policy concerning privacy of educational records is included in the Ozark Campus Catalog.

In addition to the above policy, student records maintained by the CVT program are considered protected information and will be maintained in a lockable file cabinet within the CVT program offices. Electronic records will be accessible by authorized university personnel through use of a secure log-in protected by a password.

PATIENT INFORMATION

Students will have access to patient information throughout the course of their educational experience. Students are expected to respect and maintain strict confidentiality regarding information about patients. Confidentiality guidelines regarding patient information will be presented to the students before admittance to clinical practicum and reiterated throughout the program coursework, including training regarding the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (<http://www.hhs.gov/ocr/privacysummary.pdf>). When referring to patient information in the classroom setting, students will not identify patients by name. Upon entry into the CVT program, students will sign a confidentiality statement. Any breeches of patient confidentiality may result in dismissal from the CVT program.

FACULTY RECORDS

Records concerning CVT program faculty will be maintained in a lockable file cabinet within the following locations:

- CVT program office
- Office of Academic Affairs
- Human Resources

Electronic records will be accessible by authorized university personnel through the use of a secure log-in protected by a password.

RELEASE OF INFORMATION

The CVT program may receive requests for student health and/or educational records from sources including clinical education sites. All students will be required to complete a release form before any records or information can be released to sources outside of the university. On the release form students will be able to indicate any or all information they agree to be released. Students will not be able to attend a Clinical site for which they do not agree to release the information requested by that particular Clinical site.

In cases where a faculty member receives a request to write a recommendation about a current or former student, the student must first complete a release form. Once the release form is completed, then the recommendation may be sent as requested by the student.

Any information released by the CVT program about a current or former student will require the completion of an appropriate release of information form, which will be maintained in the student's educational records.

Attachment(s):
Confidentiality Statement
FERPA Release forms
STUDENT'S CONSENT TO RELEASE OF EDUCATION RECORDS TO CLINICAL EDUCATION
FACILITIES



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Confidentiality Statement

In accordance with the Health Insurance Portability and Accountability Act (HIPPA), it is the policy of the Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program that confidentiality and privacy of information is of utmost importance for health occupations students. Confidential information is any client, physician, employee, and business information obtained during the course of your clinical experiences associated with Cardiovascular Technology-Cardiac Sonography Program. Please read and sign the following confidentiality statement.

I will treat all confidential information as strictly confidential, and will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties. Information that may be construed as a breach of confidentiality includes but is not limited to:

- (1) Client’s name*
- (2) Client’s diagnosis*
- (3) Type of care being provided*
- (4) Reason for seeking health care services, treatment, and response to treatment*
- (5) Personal problems or actions*

In preparing papers, presentations, and other course work I will de-identify protected health information. I will not remove any individually identifiable health information from the facilities in which I am completing my clinical experience. I agree to use all confidential information and the information systems of the facilities I am assigned in accordance with facility policy and procedure. I also understand that I may use my access security codes or passwords only to perform my duties and will not breach the security of the information systems or disclose or misuse security access codes or passwords. I will also make no attempt to misuse or alter the information systems of the facilities in any way. I understand that I will be held accountable for any and all work performed or changes made to the information systems or databases under my security codes, and that I am responsible for the accuracy of the information I input into the system. I understand that violation of such policies and procedures may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties.

Any student who fails to maintain confidentiality and/or directly violates confidentiality may risk expulsion from the program in which they are enrolled.

I have read and understand the Cardiovascular Technology-Cardiac Sonography Program confidentiality policy and agree to abide by the policy as written above.

 Student Name

 Date

 Student Signature

FERPA RELEASE

Student's Consent to Release of Education Records General Form

The purpose of the Family Educational Rights and Privacy Act of 1974 is to protect the privacy of individual students by placing restrictions on the disclosure of information contained in a student's university record(s). Absent certain specific exceptions, in order for Arkansas Tech University to honor a verbal or written request for information from a student's education records by anyone other than the student, a signed authorization from the student must be on file.

Student Name (Please Print): _____

Student T# _____

By signing this form, I, the undersigned student, agree that university personnel may provide any of the following designated information from my education records at Arkansas Tech University. (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Grades | <input type="checkbox"/> Disciplinary proceedings |
| <input type="checkbox"/> Housing/Residence Life | <input type="checkbox"/> Tuition and fees |
| <input type="checkbox"/> Enrollment or attendance records | <input type="checkbox"/> Class schedules |
| <input type="checkbox"/> Course performance | <input type="checkbox"/> Financial Aid |
| <input type="checkbox"/> Other (specify): | <input type="checkbox"/> Academic transcript |

The name and address of the person or agency to who this information may be released is:

***Note that pursuant to 34 C.F.R. Part 99.33(a)(1), the individual or agency receiving this information from the above-listed student's education record may not disclose the information to any other person without the prior consent of the student.**

The purpose of this disclosure is:

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records released upon request; (3) and that this consent shall remain valid until revoked by me, in writing, and delivered to the office that this disclosure was originally given, but that any such revocation shall not affect disclosures previously made by Arkansas Tech University prior to the receipt of any such written revocation.

Student's Signature

Date



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
 CARDIOVASCULAR TECHNOLOGY – ADULT
 ECHOCARDIOGRAPHY PROGRAM
 12211 Ward Avenue, Building 139
 Fort Smith, AR 72916
 Phone 479-209-6130

STUDENT’S CONSENT TO RELEASE OF EDUCATION RECORDS

TO CLINICAL EDUCATION FACILITIES

The purpose of the Family Educational Rights and Privacy Act of 1974 is to protect the privacy of individual students by placing restrictions on the disclosure of information contained in a student’s university record(s). Absent certain specific exceptions, in order for Arkansas Tech University- Ozark Campus to honor a verbal or written request for information from a student’s education records by anyone other than the student, a signed authorization from the student must be on file.

Student Name(Please Print)	
Student T#	
<p>By signing this form, I, the undersigned student, agree that university personnel may provide the following designated information from my education records at Arkansas Tech University- Ozark Campus to all clinical education facilities to which I am assigned:</p> <p><input type="checkbox"/> Information from Student Information form</p> <p><input type="checkbox"/> Student insurance information</p> <p><input type="checkbox"/> Student CPR Certification information</p> <p><input type="checkbox"/> Student immunization information</p> <p><input type="checkbox"/> Student course performance information</p> <p><input type="checkbox"/> Other _____</p>	
<p>I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records released upon request; (3) and that this consent shall remain valid until revoked by me, in writing, and delivered to the office that this disclosure was originally given, but that any such revocations shall not affect disclosures previously made by Arkansas Tech University-Ozark Campus prior to the receipt of any such written revocation.</p>	
Student Signature	Date

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.25
	Revised:
Subject: Communication	

The CVT program believes in maintaining an open line of communication between program students and faculty.

STUDENT RESPONSIBILITY

Upon enrollment into the technical phase of the CVT program, students will be asked to complete a Student Information form. The Student Information form will include: name, address, telephone number, email address, and emergency contact information.

FACULTY RESPONSIBILITY

Academic faculty will provide students with current contact information including: name, work address, telephone number, and email address. Academic faculty office hours will also be provided to students through course syllabi and postings outside of faculty offices. The CVT department mobile phone number will be provided to each student. Students are not to call or text message the instructors on their mobile phones between the hours of 8:00 p.m. CST and 7:00 a.m. CST unless it is an emergency or is pertaining to absence or tardiness to clinical or class. All other communication during this time should be done via email. Failure to abide by these rules will result in disciplinary action set forth by the CVT faculty.

METHODS OF COMMUNICATION

The CVT program utilizes a variety of methods to facilitate communication among students, program faculty, clinical education faculty, administration, and other individuals and/or departments involved with the program. Communication among program students, program faculty, university departments, and university administration occurs in the form of:

- Written communication and/or memorandums
- Electronic postings on Blackboard for students
- E-mail communication
- Telephone communication
- Direct meetings
- Text messages
- Electronic postings on Trajecsyst
- Postings on university's website

Communication between the program and individuals involved with Clinical education (clinical faculty and students) occurs in the form of:

- Written communication in the form of letters
- Electronic postings on Blackboard for students
- E-mail communication
- Electronic postings on Trajecsyst
- Telephone communication
- Text messages
- Fax communication
- Direct meetings
- Postings on the university's website

The Clinical Coordinator is primarily responsible for communicating with clinical education faculty and students participating in clinical education. Clinical Education faculty and students

participating in clinical education are instructed to direct their communication with the program to the Clinical Coordinator whenever possible.

Attachment(s):
Student Information form



ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
 CARDIOVASCULAR TECHNOLOGY-ADULT
 ECHOCARDIOGRAPHY PROGRAM
 12211 Ward Avenue, Building 139
 Fort Smith, AR 72916
 Phone 479-209-6130

STUDENT CONTACT INFORMATION

Name		T#	
Mailing Address			
City	State	Zip Code	
Home Phone		Cell Phone	
Email			
Emergency Contact Name		Relationship	
Emergency Contact Phone			

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.26
	Revised:
Subject: Meetings	

ACADEMIC FACULTY

Academic faculty members will meet informally at least once per month during each school term. Agenda items to be discussed include, but are not limited to the following: program issues, student issues, and clinical education issues.

Informal or unscheduled academic faculty meetings may occur as needed either in person, via telephone, or via electronic communication.

CLINICAL FACULTY

Clinical faculty members and clinical educators will meet at least once per semester through electronic communication, telephone contact, or in person. Agenda items to be discussed include, but are not limited to the following: program issues and clinical education issues.

Informal or unscheduled clinical faculty meetings may occur as needed either in person, via telephone, or via electronic communication.

ADVISORY COMMITTEE

CVT Program Advisory Committee meetings will occur at least once per year with minutes recorded. Agenda items to be discussed include, but are not limited to the following: program issues, curriculum, faculty, facility and clinical education issues.

STUDENTS

CVT program academic faculty will meet with individual CVT program students at least once while in the technical portion of the CVT program, with more frequent meetings scheduled as needed. CVT faculty and/or invited university officials will meet with CVT students as a group at least once a semester to discuss teaching/learning issues.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.27
	Revised:
Subject: Student Organization	

WITHIN THE CVT PROGRAM

Each class of CVT students is permitted to organize and elect class officers if it so chooses. The CVT program faculty will familiarize the class with the organization process and a faculty advisor will be assigned to the class as warranted. The initiative for class organization must come from the students. Information about forming a CVT chapter will be provided in the first student-faculty meeting of the first semester.

OUTSIDE OF THE CVT PROGRAM

CVT program students have the opportunity to participate in the Student Government Association for Arkansas Tech University-Ozark Campus.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.28
	Revised:
Subject: Student Identification	

All students of the Arkansas Tech University-Ozark Campus will be issued an identification card to be carried at all times when on the Ozark Campus and in the Chaffee facility and also when on the campus of Arkansas Tech University. Students of the CVT program will also be issued photo identification badges at no extra cost to the student. The photo ID badges will be worn at all times when the student is participating in clinical education experiences and when interacting with patients used for demonstration during lab sessions. The photo ID badge will include the name of the university, the student's photo, student's name, and the student's title of Student: Cardiovascular Technology-Cardiac Sonography.

During clinical education, students of the CVT program will wear medical scrubs of a uniform color (decided upon by the CVT staff), unless otherwise instructed by the clinical facility. The student's photo ID badge must also be worn at all times during clinical education. If a student is found to not be in accordance with the dress code, the student will be asked to leave the current clinical education site and counted as absent.

Besides wearing the photo ID badge and medical scrubs, CVT program students will also be required to clearly identify themselves verbally or nonverbally as appropriate as Arkansas Tech University-Ozark Campus Cardiovascular Technology-Cardiac Sonography students whenever in the clinical setting. Students will be reminded of the importance of proper identification prior to entering the clinical education portion of the curriculum. Once properly informed, any patient has the risk-free right to refuse treatment provided by a student.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.29
	Revised:
Subject: Dress Code During Lecture and Lab	

ATTIRE

Students of the CVT program are expected to dress in appropriate attire during lecture. Students are discouraged from wearing clothing which exposes underwear or private body parts. Shorts may be worn to class, however shorts must at least extend to mid-thigh level.

During lab sessions, appropriate student attire must be worn in order to effectively participate in learning experiences. Appropriate lab attire for males and females consists of medical scrub tops and bottoms, jeans, pants, shorts, capris and loose fitting shirts. No dress is to be worn in lab. Warmer clothes may be worn as appropriate. Changing areas for students include changing room in the CVT lab. Students will be required to wear a hospital gown and pants, shorts, capris, or skirts for the duration of a lab procedure when they are required to be a mock patient. Female students must wear a bikini style top under the gown in lab as well.

PERSONAL APPEARANCE

Students are expected to be appropriately groomed, clean, and without body odor.

BODY PIERCINGS AND JEWELRY

Students are expected to have no visible body piercings, except for one earring of the single stud type for each ear. Tongue rings or other visible body piercings are not acceptable.

TATTOOS

Visible tattoos must be covered or concealed in a non-conspicuous manner.

CELL PHONES

No cell phones, pagers, or other electronic communication devices are allowed during testing. Cell phones, tablets, or laptop computers must be turned on silent while in class. Students should not have their cell phone out on their desk or visible in anyway. Tablets and laptop computers may be used for note taking purposes only. Use of these for other activities will not be accepted and will result in the tablet/computer being taken until the end of class. If a student has a phone out during class, his or her phone will be taken until the end of class and given a warning at the first offense. Upon the second offense, the overall class grade will be dropped 5%. The overall grade will be dropped 10% for each offense after the second offense.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.30
	Revised:
Subject: Dress Code During Clinical Education and Field Trips	

Students of the CVT program are expected to dress in appropriate, professional attire during clinical education experiences. Students are expected to abide by the dress code of the facility they are assigned to.

ATTIRE

Unless otherwise specified by the clinical facility, students will be required to wear solid bright red medical scrubs. Solid white or black lab coats or under shirts are also permitted. Tennis shoe or similar must be worn during clinical education. The toes must be covered by the shoe at all times and shoes must be kept clean. Students will be required to wear at all times the identification issued to them by Arkansas Tech University-Ozark Campus which identifies the individual as a Student in the Cardiovascular Technology-Cardiac Sonography program. Students are not allowed to wear clothing which exposes underwear or private body parts. Students must wear appropriate undergarments at all times during clinical. If a student is found to not be in accordance with the dress code, the student will be asked to leave the current clinical education site and counted as absent.

Approved scrubs are as follows:

Brand: Cherokee Workwear

Color: RED (REDW)

Tops Style Numbers:

#4700

#4876

#4777

#4728 (core stretch)

Pants:

Any pants as long as they are RED

Brand: Landau

Color: True Red

Tops Style Numbers:

#8219

#7502

Pants:

Any pants as long as they are True Red

Brand: Scrub Zone

Color: Red

Tops Style Number:

#70221

Pants:

Any pants as long as they are RED

PERSONAL APPEARANCE

Students are expected to be appropriately groomed, clean, and without body odor. Students must always have clean hands and fingernails with no long nails or bright nail polish. Some facilities may prohibit acrylic nails or nail polish as MRSA pathogens can be harbored in these. Hairstyles must be kept neat and clean. Very long hair must be pulled up/back and off the face. Men who possess beards, sideburns, and mustaches must keep these well-trimmed and clean. Some facilities may not allow beards or mustaches. Perfumes, colognes, and any other fragrances may not be used in the clinical sites. Gum is not to be chewed during clinical education. Clinical facility requirements for appearance must be abided by to continue the clinical rotation. Proper undergarments are to be worn at all time during clinical assignments.

BODY PIERCINGS AND JEWELRY

Students are expected to have no visible body piercings, except for one earring of the single stud type for each ear. Tongue rings or other visible body piercings are not acceptable. Only small chain necklaces and wedding and/or engagement rings may be worn. No bracelets are allowed as bracelets may hinder the ability to complete echocardiograms.

TATTOOS

Visible tattoos must be covered or concealed in a non-conspicuous manner.

CELL PHONES

Cell phone use is prohibited during any clinical rotation/clinical setting. This includes calling, texting and internet use (except for purposed of clocking in & out with trajecsys at the clinical site). Students may check their phone on their lunch break. The first offense will result in a 5% reduction in overall course grade. More than one offense of cell phone usage from clinical educators will result in appropriate disciplinary action, counseling and possible dismissal from the program.

NO CELL PHONE IS TO BE TAKEN INTO PATIENT CARE AREAS AT ANY TIME! A complaint of cell phones in the patient care area will result in appropriate disciplinary action with possible dismissal from the program.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.31
	Revised:
Subject: Clinical Site Selection by Academic Clinical Coordinator (ACC)	

Prior to any clinical experiences, students will be issued a Clinical manual that will outline all Level I, Level II, and Level III Clinical procedures and expectations.

The ACC will select clinical education sites in accordance with the educational objectives of the CVT program. The factors considered by the ACC include the following:

- Proximity to the university campus
- Proximity to the student’s home
- Types of educational experiences that the site can provide
- The qualifications of the facility’s clinical education staff
- The clinical facility’s past experiences with clinical education
- The clinical facility’s policies and procedures regarding clinical education and students
- The availability of a credentialed echocardiographer or registry eligible echocardiographer at the clinical site

Before a site is formally selected, the ACC will meet with the Clinical educator of the facility and determine if the facility will be a possible clinical education site according to the factors above. The ACC will attempt to physically visit a facility before it is selected as a clinical education site if the facility is within a 100 mile radius of Arkansas Tech University- Ozark Campus. Once selected as a clinical education site, the facility will then enter into a contractual agreement (Memorandum of Understanding) with Arkansas Tech University- Ozark Campus.

The ACC will maintain a clinical site listing of all clinical facilities in contractual agreement with the CVT Program at Arkansas Tech University- Ozark Campus.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.32
	Revised:
Subject: Clinical Agreement	

GENERAL POLICY

All clinical facilities participating in the clinical education portion of the CVT curriculum and/or providing off-campus lab experiences will have a properly executed and unexpired written agreement with Arkansas Tech University-Ozark Campus. The written agreement may be provided by either the university or the clinical facility and must be agreed upon by both parties. At a minimum, the written agreement will include the following items:

- The purpose of the clinical affiliation and/or off-campus lab experience
- The objectives of the institution and the clinical facility
- The rights and responsibilities of the institution and the clinical facility, including delineation of responsibilities for evaluation and supervision of students
- The procedures to be followed in reviewing, revising, and terminating the agreement
- Information regarding liability insurance
- Student access to emergency and other health services
- Signatures of agreement by appropriate representatives of the clinical facility and Arkansas Tech University-Ozark Campus

A copy of the university's standard written agreement with clinical facilities, titled Memorandum of Understanding (MOU), is included in appendix B.

STORAGE OF AGREEMENTS

All existing written agreements between the university and clinical facilities will be stored in the Academic Clinical Coordinator's office. Copies of the agreements will be stored in the Allied Health Secretary's office, Office of Academic Affairs, and the Chancellor's office.

REVIEW OF AGREEMENTS

The ACC is responsible for monitoring the content and duration of written agreements. The ACC is also responsible for ensuring that all written agreements with facilities where students will be assigned are updated and unexpired. The ACC is responsible for renewing expired agreements and providing the Allied Health Secretary with updated versions of existing written agreements.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.33
	Revised:
Subject: Clinical Site Information	

The CVT program will maintain current information regarding each clinical facility with which the CVT program has a contractual agreement. A Clinical Site Information Form (CSIF) will be maintained for each facility and will be kept in a secure location within the CVT department. The ACC will be in communication with the clinical educator for each clinical facility and will make changes to the CSIF as necessary to ensure that the CVT program has current information about each clinical facility.

The ACC will also compile and maintain information regarding each clinical site in an electronic clinical site information packet. The purpose of the packet is to provide a brief overview of the facility, including facility description, learning experiences offered by the facility, and any specific requirements the facility may have for student affiliations. The clinical site electronic information packet will be kept by the ACC office and will be available for student review upon request.

Attachment(s): Clinical Site Information Form
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CLINICAL SITE INFORMATION FORM

Information For the Academic Program
Information about the Clinical Site – Primary

Initial Date
Revision Date

Person Completing CSIF					
E-mail address of primary clinical educator					
Name of Clinical Center					
Street Address					
City		State		Zip	
Facility Phone		Ext.			
Echocardiography Department Phone		Ext.			
Director of Echocardiography Department					
Hours of Echocardiography Department (or preferred hours for students)					
Accreditation of Facility if applicable and when accreditation expires					
Echocardiography Credentialed (RCS or RDCS) Clinical Educators (List name, e-mail, credentials, and education) (for future continuing education credits, please supply the ardms/cci number and birthdate)					
Other Non-echocardiography Credentialed Clinical Educators (List name, other credentials, and education)					

Indicate which of the following are required by your facility prior to the clinical education experience:	<input type="checkbox"/> Proof of student health clearance <input type="checkbox"/> Criminal background check <input type="checkbox"/> Facility orientation <input type="checkbox"/> Drug screening <input type="checkbox"/> First Aid and CPR <input type="checkbox"/> HIPAA education <input type="checkbox"/> OSHA education <input type="checkbox"/> Other: Please list _____ <input type="checkbox"/> If unsure, please list contact number for department that handles student paperwork: _____
Indicate the approximate total number of all echocardiograms completed per day	

Clinical Site Primary Classification

Check (✓) the appropriate categories that describe the clinical observations associated with your facility.

<input type="checkbox"/>	Transthoracic Echocardiograms Approx. # completed per day:	<input type="checkbox"/>	Transesophageal Echocardiograms Approx. # completed per day:	<input type="checkbox"/>	Stress Echocardiograms Approx. # completed per day:
<input type="checkbox"/>	Contrast Echocardiograms Approx. # completed per day:	<input type="checkbox"/>	Bubble Study Echocardiograms Approx. # completed per day:	<input type="checkbox"/>	3d/4d Echocardiograms Approx. # completed per day:
<input type="checkbox"/>	Other: (specify)				

Give a brief description of the typical client/patient profile (e.g. Geriatrics, Inpatients, Outpatients, Emergency Patients, etc.)

List all machine types, models, and probes used for echocardiograms at the clinical site.

Please give any special information on parking at your facility.

Please include a copy of the echocardiogram protocol for the clinical site.

Thank you!

*Kristen Wendling
Program Chair*

*Candace Harkreader
Academic Clinical Coordinator*

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.34
	Revised:
Subject: Clinical Site Assignment	

GENERAL POLICY

The ACC and Program Director make clinical assignments. Clinical placement is designed to provide the student with a variety of echocardiography experiences and facilitate the attainment of the basic skills needed for the practice of a registered Adult echocardiographer. Students will be allowed to select from a listing of available clinical education facilities approved by the ACC and will be requested to submit to the ACC a prioritized list of clinics that they would like to attend. The decisions of the CVT faculty regarding clinical placement are final. Any questions or comments should be directed to the ACC or Program Director. Any refusal to take an assignment without just cause will put the student at risk of dismissal from the CVT program. Student placements are reserved months in advance of a scheduled clinical experience. Changes in assignments will be considered if a situation warrants. A Request for Change in Clinical Assignment form must be completed and turned in to the ACC. Finding alternative placements are not always possible once assignments have been made and any request for change may be denied. Students will only be assigned to those clinical facilities in which a properly executed and written agreement exists with the CVT program at Arkansas Tech University-Ozark Campus.

SELECTION REQUIREMENTS

During Clinical Levels I, II & III, students will be allowed to choose from a variety of facilities, inpatient, outpatient or community based, according to the educational needs at that particular point in the curriculum. The final judgment on questions about placements will be made by the PD and the ACC.

The students must select a different clinical education facility for each clinical education course and may not select a facility where currently or previously employed. Additionally, a student may not select a facility where a spouse or immediate family member is employed

Students will be informed of any additional specific clinical facility requirements, including background investigation and drug and alcohol testing, prior to selection of clinical sites. The only exception to this is if a clinical facility request a student to return. If this is the case, the decision will be based upon the achieving the best education for the student and will be made by the PD and ACC.

CLINICAL FACILITIES NOT ON THE CLINICAL SITE LIST

In the event a student would like to be assigned to a clinical facility not on the official Clinical Site listing, then that student is responsible for making the official contact with the facility and completing the New Clinical Site Request form. The clinical site request form will be forwarded to the ACC for processing. At the ACC's discretion, the ACC will then contact the facility and follow the procedures for ACC clinical site selection in an effort to establish a contractual agreement with the facility. Once a contractual agreement has been established, arrangements can then be made for student assignment to the clinical facility.

SELECTION PROCESS

The selection process for clinical education will occur as follows:

- Students will be given the opportunity to review information about each available clinical site by reviewing the Clinical Site Information provided electronically by the ACC.
- Students will be given time to make their selections. Students will be allowed to discuss with other students about clinical selections before making a final decision.

- The students will complete a Clinical Site Preference form and turn in their choices by an announced deadline, after which changes can only be made at the discretion of the ACC.
- The ACC will review the choices and issue clinical assignments to the students. The ACC reserves the right to revise clinical assignments in order to ensure that education objectives will be met.
- Clinical facilities selected for student placement will be notified of assignments as soon as possible prior to the initiation of the clinical affiliation. Each clinical facility receiving student assignments will receive a packet of information regarding students assigned to their respective facility. Additional requested information, such as background check or facility-specific testing, will be the responsibility of the student assigned to the requesting facility.
- Students are only allowed to visit a clinical site once during the duration of the cardiovascular technology-Cardiac Sonography program.

ALTERNATIVE ASSIGNMENT

During clinical site selection, students will indicate their 1st choice selection and 2 alternative choices. Every effort will be made to accommodate student selections. However in the event that a student is unable to receive their preferred choices for clinical sites or a clinical selection is cancelled, then the ACC will assign alternative clinical sites. If the student refuses the alternative clinical site assignment, then that student is unable to progress and graduation may be delayed.

Attachment(s): Clinical Site Preference form Request for Change in Clinical Assignment form New Clinical Site Request form

Clinical Preference Worksheet

Level I Clinical completed at: _____

Level II Clinical completed at: _____

Please check **one** of the lines below:

_____ I would like to complete my clinical in Arkansas. I have no preference for a specific site.

_____ I would like to complete my clinical Out of State and I have no preference for a specific site.

_____ I am interested in completing my clinical at one of the following specific sites/towns listed below. I understand I need to choose my clinical site using the Clinical Site Information Form provided by the Academic Clinical Coordinator (ACC). I understand I am not guaranteed my site choices. If the sites listed below are unavailable, I understand I will be placed at the discretion of the ACC. Here are my top three (3) choices, listed by site and city/state:

1. _____

2. _____

3. _____

We will do our best to accommodate your interests and choices. You will be notified of your Clinical placement as soon as possible.

Signature

Date



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Request Change of Clinical Site

I _____ hereby request to change level ____ clinical site from _____ to _____. I understand that the ACC will attempt to accommodate my request, and I am aware that this request is not a guarantee of change.

Please state reason for request:

Student's Signature

Academic Clinical Coordinator Signature



New Clinical Site Request Form

Name of Clinical site _____

Street Address _____

City _____ State _____ Zip Code _____

Facility Phone _____ Ext. _____

Echocardiography Department Phone _____ Ext. _____

Director of Echocardiography _____

Site Supervisor _____

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.35
	Revised:
Subject: Transportation, Housing, and Food During Clinical Education	

TRANSPORTATION

Each student is responsible for the cost and liability associated with transportation to and from clinical education experiences. This includes the following:

- Travel to and from clinical facilities to which the student is assigned
- Travel to and from schools where echocardiography services are provided

Students will be informed of the location and travel requirements of a particular clinical education facility before selection of that facility for a clinical assignment.

HOUSING

Each student is responsible for the cost and liability associated with housing during clinical education experiences. Each student is also responsible for making arrangements for housing during clinical experiences.

FOOD

Each student is responsible for the cost of food during clinical education experiences.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.36
	Revised:
Subject: Clinical Site and Instructor Evaluation	

Clinical sites are evaluated after each rotation by the student in Trajecys to ensure the student is receiving quality instruction from the clinical education experience. Student reviews are analyzed and noted by program faculty. Validated unsatisfactory results will be taken into consideration for future clinical rotation placement. Facilities with two validated deficient scores over a five year period will be contacted. The student evaluations will be discussed and a verbal plan of action will be formulated. A written plan will be completed if determined necessary by the academic clinical coordinator, clinical supervisor, and program director.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.37
	Revised:
Subject: Field Trips	

Throughout the curriculum field trips to various facilities may be scheduled for additional learning experiences. Students will be responsible for the cost and liability of transportation during field trips, except on occasions when transportation is offered by the University. During field trips, students will be expected to wear professional attire, including wearing of identification badges and class uniform. Students will be expected to behave in a professional manner during all field trips.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.38
	Revised:
Subject: Off-Campus Labs	

Based upon CVT program educational needs and equipment availability, off-campus laboratory sessions may need to be scheduled at facilities away from any Arkansas Tech University Campus. Students will be responsible for the cost and liability of transportation during travel to and from off-campus lab facilities, except on occasions when transportation is offered by the University. During off-campus labs, students will be expected to wear clinical attire, including identification badges. Students will be expected to behave in a professional manner. Students will be expected to abide by the CVT program Lab Guidelines and Safety policy. Off-campus labs will only be conducted at facilities in which a properly executed and unexpired written agreement exists with Arkansas Tech University-Ozark Campus.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.39
	Revised:
Subject: Inclement Weather	

DURING CLASSROOM/LABORATORY LEARNING

In the event the weather is so severe that the school administration feels life and property may be in danger, the Chancellor may cancel classes until weather conditions improve. School cancellations will be broadcast on local radio and television stations as well as the Arkansas Tech University web site. When day time classes are cancelled, night time classes are also cancelled. The outlying areas sometimes experience inclement weather even though the campus is not closed. In this event, students are advised to use their own judgment in determining if the roads are safe to travel.

DURING CLINICAL EDUCATION

During inclement weather, clinical facilities generally do not close. Each student is responsible for considering the benefits and risks of travel and making a decision regarding clinical education attendance during a day of inclement weather. Students will be responsible for the liability associated with travel during inclement weather. Students who decide to not attend a scheduled clinical education experience due to inclement weather are responsible for notifying the clinical facility prior to the scheduled start time for that particular day of attendance. The student must also inform the ACC of any absences due to inclement weather the day of the absence. Clinical education days are mandatory and the student is responsible to make up any absences over one day per clinical rotation, even if the missed day is due to inclement weather. Additional days missed due to inclement weather will be allowed to be made up without a grade penalty.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.40
	Revised:
Subject: Sexual Harrassment	

The policy of the Cardiovascular Technology-Cardiac Sonography Program at Arkansas Tech University-Ozark Campus is to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others. This includes the exhibiting or sharing of pornographic materials.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established formal grievance procedures as described in the Ozark Campus Catalog.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.41
	Revised:
Subject: Competency and Safety	

CVT program students will be monitored throughout didactic and clinical learning experiences to ensure that they are safe and competent to progress through the curriculum. During didactic learning, skill competency and safety will be monitored and evaluated primarily in the courses with laboratory experiences.

After receiving proper instruction, students will practice skills on fellow students (participating as simulated patients) while being supervised by the course instructor(s). During laboratory practicals and skill checks, the students will then be expected to perform selected skills on fellow students and lab participants while being observed and graded by the course instructor(s). Each laboratory practical and skill check will include critical safety elements which must receive a “Pass” in order to receive a passing grade for the laboratory practical or skill competency check.

During clinical learning, skill competency and safety will be monitored and evaluated in the courses with clinical experiences, which include:

- Clinical Experience Level I
- Clinical Experience Level II
- Clinical Experience Level III

Clinical faculty will receive a CVT Program Clinical Education Handbook which will include all skills for which students are required to demonstrate competency and safety during didactic learning. Prior to initiation of a clinical affiliation, the clinical faculty will receive syllabi with class schedule of current and completed classes in order to communicate skills and knowledge possessed by the student at the time of the assignment. The clinical faculty will receive this via Trajecsyst, an online record keeping website. The clinical faculty will then monitor and evaluate the safety and competency of the students while the students are practicing in a clinical setting through the use of a clinical performance evaluation. All clinical supervisors will receive appropriate training from the CVT program regarding use of the clinical performance evaluation prior to the initiation of clinical education. Failure to pass a clinical education course will result in failure to progress in the program. Upon completion of Clinical Experience III, the student is expected to demonstrate the ability to practice safely and competently as an entry-level Adult Echocardiographer.

Students will be expected to complete 3 competency exams evaluated by the clinical instructor before the completion of the program. Competency exams can only be completed in the Spring and Summer semester. Students must complete 2 echocardiograms without assistance before attempting a competency exam. A competency exam is defined as completing all aspects of the echocardiogram without any assistance from the clinical instructor. The clinical instructor will log the evaluation in Trajecsyst. The student must be evaluated with a “yes” on each aspect of the exam by the clinical instructor in order to be considered complete. Failure to complete the competency exam with a “yes” on each aspect will result in redoing the competency exam. Failure to complete the 3 competency exams by the program end will result in dismissal from the program.

Attachment(s): Competency Exams Form

Competency Exams

I, _____, understand that in order to be a candidate for graduation from the Arkansas Tech University-Ozark Campus CVT program I must complete 3 competency exams in the clinical setting. Competency exams can only be completed in the Spring and Summer semester. I must complete 2 echocardiograms without assistance before attempting a competency exam. A competency exam is defined as completing all aspects of the echocardiogram without any assistance from the clinical instructor. The clinical instructor will log the evaluation in Trajecsys. I must be evaluated with a “yes” on each aspect of the exam by the clinical instructor in order to be considered complete. Failure to complete the competency exam with a “yes” on each aspect will result in redoing the competency exam. Failure to complete the 3 competency exams by the program end will result in dismissal from the program.

Signature

Date

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.42
	Revised:
Subject: Lab Guidelines and Safety	

Scheduled open lab times will be posted and available only to CVT program students. Open lab times will occur only when CVT program faculty are on campus, otherwise the lab will be considered closed. The lab will be locked at all other times, including weekends.

CVT program students will be informed of laboratory guidelines and safety following admission to the program. Students are expected to abide by the following rules regarding utilization of the laboratory:

1. Equipment may not be removed from the lab without approval of faculty.
2. Students may only practice with equipment for which they have received instruction.
3. Equipment must be utilized exactly according to the instructions of the course instructor.
4. Immediately report any equipment damage to the course instructor or available CVT faculty.
5. Students may only practice on other currently enrolled CVT program students or program volunteers.
6. Treatment area and equipment must be cleaned immediately upon completion of use.
7. All equipment and supplies must be returned to the original storage location(s).
8. Lab equipment are for instructional purposes only. Lab equipment are not to be utilized for personal or medical purposes.
9. Food or drinks are not allowed in the lab.
10. A basic first aid kit is located in the lab and available for emergency use.
11. Any injuries occurring in the lab shall be reported to the course instructor or available CVT faculty.
12. Students who disregard any of the laboratory guidelines and place themselves and/or others in danger may be subject to dismissal from the CVT program.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.43
	Revised:
Subject: Accidents and Incidents	

POLICY

All accidents and incidents must be appropriately managed and reported. If the student is the injured person, then any medical expenses as a result of an incident or accident will be the responsibility of the student.

ON CAMPUS CLASSROOM AND LABORATORY

If the accident or incident is emergency in nature, then students and/or faculty will call EMS at 911. If the accident or incident is not deemed an emergency in nature, then appropriate first aid measures will be taken with follow-up medical care. Incidents occurring in the CVT program classroom or laboratory require notification of a CVT faculty member whenever possible.

OFF CAMPUS LABORATORY AND FIELD TRIPS

Accidents and incidents occurring during any off-campus labs require the notification of the supervising CVT program faculty member. Appropriate facility staff will be notified by the supervising CVT faculty member. Facility staff will alert EMS as needed. The facility’s incident/accident procedures will be followed, whether or not the incident/accident is deemed an emergency by the facility’s staff.

CLINICAL EXPERIENCES

Incidents and/or accidents occurring during clinical experiences and involving students require the notification of the facility’s clinical faculty (ACC or Clinical supervisor). The facility’s incident/accident procedures will be followed, whether or not the incident/accident is deemed an emergency by the facility’s staff. The clinical faculty will assist the student in completing the clinical facility’s reporting form(s) and seeking appropriate treatment for the injury, following the clinical facility’s guidelines and Arkansas Tech University-Ozark Campus CVT Program guidelines. The ACC and the CVT Program Director are to be notified by the student and/or clinical faculty as soon as possible.

REPORTING

All CVT program students and/or faculty involved must complete an Accident/Incident Report form and submit the form(s) to the CVT Program Director. The Chief Student Officer will also be notified by the CVT Program Director regardless of whether or not the accident/incident is emergency in nature.

Attachment(s): Accident/Incident Report
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Fort Smith, AR 72916
Phone 479-209-6130

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Accident/Incident Report

Name	Date/Time of accident/incident
Exact location of accident/incident	
Witness name	Witness phone
Describe the circumstance in which the accident/incident occurred	
If the accident/incident involved exposure to a client's blood and/or body fluids describe: 1) type and amount of fluid involved 2) client's infectivity status (if known) 3) client's infectivity determined by (name of person and title) 4) condition of skin of exposed individual	
Describe follow-up actions taken (examination by physician/employee health service, post-exposure prophylaxis)	
Evaluating physician's statement attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Date

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual		Policy Number: 3.44
		Revised:
Subject: Emergency Operations Plan		

ON-CAMPUS LEARNING

The CVT program will follow the established policies and procedures listed in the Emergency Operations Plan (EOP) for Arkansas Tech University-Ozark Campus (appendix A). The Emergency Operations Plan is located in the Chancellor's office and the Public Relations office. Copies of the EOP procedures are located throughout the campus buildings in readily accessible locations, including classrooms and offices. Student will also be issued a copy of the university's emergency procedures. Students also have the opportunity to sign up for an emergency text messaging system in order to receive text alerts via cell phone when an emergency threatens the campus.

OFF-CAMPUS LEARNING

During clinical education, off-campus labs, and field trips, students will follow the emergency procedures of the clinical facility to which they are assigned.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.45
	Revised:
Subject: Equipment Safety	

ON-CAMPUS LEARNING

Safety of the equipment used during on-campus learning experiences will be inspected on a regular basis in order to maximize the safety of students, faculty, and subjects used as patients. Any concerns over equipment safety will be reported immediately to CVT program faculty and the equipment in question will be taken out of service for inspection. Once deemed safe for use, the equipment will be returned to service.

A record of all equipment utilized by the CVT program will be maintained on an inventory form.

Wheelchairs, exam beds, echocardiography machines, treadmills, and EKG machines will be inspected annually by CVT program faculty. Appropriate repairs to the equipment will either be made by university staff or arranged by the program as necessary.

OFF-CAMPUS LEARNING

Safety of the equipment used during off-campus learning experiences will be the responsibility of the facility utilized for the off-campus lab and/or clinical affiliation. The responsibility of safety will be delineated in the written agreement between the university and the clinical facility. This includes all electrical and non-electrical equipment utilized by the clinical facility.

Attachment(s): Equipment Inventory form
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Lab Inventory

Lab Equipment

	Number in lab
HP Treadmill & Machine	1
Philips Sonos 5500 Ultrasound Machine	1
Philips HD11 XE Ultrasound Machine	1
Wheelchair	3
Echocardiography Exam Table	3
Echocardiography Electronic Adjustable Bed	1
IV Arm	3
Stethoscope	7
Blood Pressure Cuff	5
Gel warmer	1
LG flat screen television	1
IV pole	2
Model heart	1
Pig heart	1
Step stool	2

Lab Supplies

Sheets	Gloves
Towels	Syringes
Washcloths	Tourniquets
Gowns	Detergent
Storage bins	Cabling
Electrodes	Tubing
Saline	
Needles	
Stopcocks	
Cotton balls	
Alcohol pads	

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.46
	Revised:
Subject: Material Safety Data Sheets	

Material Safety Data Sheets for potentially hazardous substances used in the CVT program lab are kept in a manual in the CVT Program Director's office and the CVT lab.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.47
	Revised:
Subject: Student Participation and Health Status	

CVT program students are responsible for notifying the CVT program faculty promptly of any existing health conditions that can affect the student’s ability to safely and effectively participate in laboratory sessions or clinical education experiences.

Health conditions which require notification include, but are not limited to:

- Hypertension
- Asthma
- Pregnancy
- Cancer
- Musculoskeletal conditions including rheumatoid arthritis, acute injury, chronic joint conditions
- Hypersensitivity to cold
- Latex sensitivity or other skin allergies
- Seizures
- Metal implants

CVT program students are responsible for notifying the CVT program faculty promptly of any changes in health status which can affect the student’s ability to safely and effectively participate in laboratory sessions or clinical education experiences. CVT program students are responsible for notifying the course instructor promptly of any existing health conditions which the student may have which are contraindicated for specific cardiovascular procedures to be practiced in a laboratory session.

CVT program students who receive confirmation of pregnancy are required to submit a written statement from a physician, indicating the student’s ability and/or limitations related to continued participation in the required laboratory and/or clinical education experiences. In the event of a surgery, injury, or extended illness, a physician’s written statement is required indicating the student’s ability and/or limitations related to continued participation in the required laboratory and/or clinical education experiences. The CVT program faculty will make every attempt to implement reasonable and appropriate actions.

In the event a student is no longer able to safely and effectively participate in laboratory and/or clinical education experiences due to their medical status, then that student may be advised to withdraw from the CVT program and resume the program at a later date according to the program’s re-admission procedures.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.48
	Revised:
Subject: Immunizations and Current Health Status	

STUDENTS

Upon admission to the CVT program, CVT students will submit the following:

- Proof of immunizations including Measles, Mumps, and Rubella
- Proof of Hepatitis B vaccination or sign a waiver indicating refusal to receive the vaccinations
- Proof of current negative 2-step Tuberculosis skin test or chest radiographs with a physician’s statement prior to starting the clinical education experience. Tuberculosis testing results must have been performed within the past 12 months and must be current throughout the duration of the CVT program coursework. Some clinical facilities may have specific requirements regarding how recent the testing/screening needs to be and the provider of the testing/screening services.
- Proof of tetanus shot in the last 10 years or booster of TDap.
- Proof of varicella titer, vaccine, or documentation from a physician verifying prior case of varicella.

FACULTY

Upon hiring, CVT program faculty will submit evidence of the following:

- Proof of immunizations including Measles, Mumps, and Rubella
- Proof of Hepatitis B vaccination or sign a waiver indicating refusal to receive the vaccinations
- Proof of current negative Tuberculosis skin test or chest radiographs with a physician’s statement prior to starting the clinical education experience. Tuberculosis testing results must have been performed within the past 12 months.

Attachment(s): Hepatitis B Vaccine Waiver
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Hepatitis B Vaccine Waiver

I, _____, a student of the Cardiovascular Technology-Cardiac Sonography Program at Arkansas Tech University-Ozark Campus, do understand that while at any clinical education site, I am exposed to the risk of contracting the Hepatitis B. However, at this time I do waive my option to take the vaccination against Hepatitis's B.

It is my decision to waive the Hepatitis vaccine & titer and I will not hold either Arkansas Tech University-Ozark Campus, or any clinical education site responsible in the event that I should contract Hepatitis B.

Student Signature

Date

Instructor Signature

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.49
	Revised:
Subject: CPR Requirements	

STUDENTS

CVT program students are required to obtain and maintain current American Heart Association certification in cardiopulmonary resuscitation (CPR) at the health care provider level. A copy of current CPR certification is required prior to initiation of the clinical education experience and must remain current throughout the duration of the technical coursework.

FACULTY

CVT core faculty are required to obtain and maintain current American Heart Association certification in the CPR at the health care provider level.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.50
	Revised:
Subject: Consent to Participation	

CVT STUDENTS

All CVT program students will be expected to participate in all classroom and laboratory, and clinical education activities. Participation may include playing the role of demonstrator and subject during classroom and laboratory learning while participating in the delivery of echocardiography procedures. Following admission to the CVT program, students will be informed of the guidelines and expectations for participation, as well as the associated hazards and risks. Each CVT student will be required to sign the Informed Consent form. Failure to sign and return the informed consent form to the CVT program faculty will be grounds for dismissal from the program. Students must inform the CVT program faculty of any medical conditions which may preclude the student from participating effectively and safely in classroom, laboratory, and clinical education activities.

NON-CVT STUDENTS AND GENERAL PUBLIC

Persons who wish to participate in the CVT program as a subject for educational purposes may do so only after completion of a Consent to Participation form for adults and a Consent to Minor Participation form for children under the age of 18.

Attachment(s): Informed Consent form Consent to Participation form Consent to Minor Participation form



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INFORMED CONSENT

Throughout the program, Cardiovascular Technology-Cardiac Sonography (CVT) students practice skills in the controlled setting of the CVT Lab. Students in the CVT program participate in a variety of educational activities including but not limited to: participating as a mock patient for the purpose of echocardiography and electrocardiography procedures, delivering echocardiography and electrocardiography procedures on other students and volunteers, and physical activities such as lifting, carrying, falling, using crutches and wheelchairs. CVT students serve as subjects for the instructors and as patient-simulators for their classmates. CVT students may also be videotaped, audiotaped, or photographed for instructional or promotional purposes.

All students must participate in these activities in each class. If a student has a condition, which may preclude participation in specific techniques, it is the responsibility of the student to speak with the instructor privately, before the class meeting, so that arrangements can be made.

Students may not practice any skills on any individual, unless they have been taught the skill in class or in the clinical setting. Students are responsible for contacting the instructor if additional instruction in a technique is required. Students are not permitted to turn on any equipment without permission of the instructor, and only when an instructor is present on the campus.

While every effort will be made by the instructors to maintain a safe environment, it is solely the responsibility of the student to apprise instructor of conditions, which may preclude participation, and to avoid practicing those skills in which the student has not yet been taught. Following these rules, will keep the risk of injury in the program to a minimum.

The purpose of this warning is also to aid you in making an informed decision as to whether you should participate in this program and, as a condition of such participation, you are required to sign this INFORMED CONSENT form. In addition, its purpose is to make you aware that it is your responsibility to be very alert as to matters of your personal safety and to require you to learn as much as possible from and ask questions of faculty, medical care providers, and/or other knowledgeable persons that you might have at any time regarding your safety and the well-being and the safety of the activity.

It is each student's responsibility to exercise common sense and judgment while engaged in these learning activities. Students are expected to perform these activities in an ethical, legal and safe manner and to consult with an instructor prior to engaging in an activity if they are uncomfortable regarding the safety of that activity.

By signing below, I understand that I will be working with faculty, classmates and patients in the classroom and clinical environment. I understand that I may be exposed to various infectious agents such as, but not limited to, open wounds, bleeding emergencies, viruses, and bacteria. I understand that I must utilize infection control procedures, as established by the specific institution/facility, at all times, otherwise I will be removed from that setting. I understand that, should I have a specific infectious agent, I must follow all infectious control policies of the institution/facility to avoid contaminating others.

To be a student in the program, I freely and voluntarily accept such risks as normally incident to program activities, and agree to hold Arkansas Tech University- Ozark Campus and all of the officers, staff, and faculty free from liability in the event that I suffer either personal or property injury or damage, because of, or in the course of, participating in program activities.

I have read the above statements and understand the risks involved in participating in this program.

STUDENT NAME

STUDENT SIGNATURE

DATE



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CONSENT TO PARTICIPATION

I, _____ agree to participate in the Cardiovascular Technology-Cardiac Sonography program's educational activities by providing a summary or detail of my relevant history and by taking part in simulated activities as part of a student performance evaluation all while under supervision of a registered adult echocardiographer. Should I request it, also understand that my personal identity will remain anonymous. I understand that I may withdraw for this activity at any time.

I do hereby release and forever discharge Arkansas Tech University- Ozark Campus and all its officers and employees from any and all claims, demands, and causes of action arising out of this demonstration, and assume all risks of personal injuries suffered by me as a result of such demonstration.

I understand that all precaution will be taken to prevent harm to myself. Any questions that have occurred to me in connection with this demonstration have been answered to my satisfaction.

Name

Date

Signature

Witness



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CONSENT TO MINOR PARTICIPATION

I agree to have my child _____ participate in the Cardiovascular Technology-Cardiac Sonography Program's educational activities to include demonstration of providing a summary or detail of his/her relevant history and by taking part in simulated activities as part of a student performance evaluation all under the direct supervision of a registered adult echocardiographer.

Parent Name

Date

Parent Signature

Witness

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.51
	Revised:
Subject: Consent to Audiovisual Recording	

Audiovisual recordings and images may be used in an educational capacity throughout the curriculum of the CVT program. Subjects of audiovisual recordings may include CVT program students, non-CVT program students, university faculty/staff, and members of the general public. Before any audiovisual recording of a subject can be taken and used in an educational setting, that particular subject must be informed and grant permission by signing the Consent to Audiovisual Recording form. All CVT program students will be expected to complete the Consent to Audiovisual Recording form upon admission to the CVT program. Additional forms are available from the CVT program as needed.

Attachment(s): Consent to Audiovisual Recording



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CONSENT TO AUDIOVISUAL RECORDING

I, _____ hereby agree to participate with Arkansas Tech University-Ozark Campus and the Director of the Cardiovascular Technology-Cardiac Sonography Program of said University in the **making of audiovisual materials (slides, prints, video tapes, DVD) and sound tracks** designed for use in the entry-level basic education and continuing education of adult echocardiographers. I consent to allow the University, the program, and all persons associated with the program to use said materials with discretion in classrooms, workshops, meetings or publications for health care professionals. I understand the situations in which these materials may be used and I agree to participate as a volunteer. I hereby expressly waive any possible claim on my part for damages or remuneration in any form in connection with the preparation and use of said audiovisual materials.

Participant's Signature

Date

Witness

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.52
	Revised:
Subject: Student Insurance	

LIABILITY INSURANCE

All students are provided liability insurance through Arkansas Tech-Ozark upon enrollment into the CVT program. (Liberty Mutual Group policy # AHV-100880001). Students may purchase an additional liability policy privately.

HEALTH INSURANCE

Students are responsible for carrying their own health insurance while enrolled in the CVT program. Students can purchase an insurance policy through Arkansas Tech University. Students who do not wish to carry their own insurance policy will sign a waiver indicating their refusal. Students will be required to provide proof of health insurance or the health insurance waiver prior to initiation of clinical education experiences.

ACCIDENT INSURANCE

Students are protected by an accident insurance policy which is provided by the university. Coverage is limited to accidents which occur while participating in school-sponsored activities.

Attachment(s): Health Insurance Waiver



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Health Insurance Waiver

I, _____, a student of the Cardiovascular Technology-Cardiac Sonography Program at Arkansas Tech University-Ozark Campus, do understand that while participating in any educational activity at any clinical education site, I am exposed to the risk of exposure to infectious agents and possible personal injury. However, at this time I do waive my option to enroll in personal health insurance coverage.

It is my decision to waive personal health insurance coverage. I freely and voluntarily accept such risks as normally incident to Cardiovascular Technology-Cardiac Sonography Program educational activities, and agree to hold Arkansas Tech University- Ozark Campus and all of the officers, staff, and faculty free from liability in the event that I suffer personal injury or damage, because of, or in the course of, participating in program activities.

Student Signature

Date

Instructor Signature

County of _____
State of Arkansas

Acknowledged before me this _____ day
of _____

Notary Public

My commission expires _____, 20_____.

Arkansas Tech University- Ozark Campus Cardiovascular Technology-Cardiac Sonography Program Policy and Procedure Manual	Policy Number: 3.53
	Revised:
Subject: Standard Precautions	

Standard Precautions is a system of protection against the spread of infectious diseases. Standard Precautions apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare services are provided. According to the principles of Standard Precautions, contact with another person’s body blood, body fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes is potentially infectious. Under Standard Precautions, a system of infection prevention practices will be used in order to prevent the transmission of infectious agents among between patient and healthcare worker. The system of prevention practices includes the following:

- Thorough hand washing following patient care.
- The use of barrier protection with the type used dependent upon the type of procedure(s) being performed and the type of exposure expected. Protective barriers include gloves, gowns, masks, and protective eyewear.
- Proper handling and containment of equipment or items in the health care environment likely to have been contaminated, or suspected of contamination, in a manner to prevent the transmission of infectious agents. Re-usable equipment must be disinfected or sterilized before use on another patient.

The application of Standard Precautions is determined by the extent of blood, body fluid, or pathogen exposure anticipated in the healthcare environment

Training in universal precautions will be included in the CVT program curriculum. Following instruction, CVT program students will be expected to demonstrate an understanding and utilization of universal precautions throughout classroom and clinical experiences. Instruction regarding standard precautions will include information about the following:

- Mechanisms of pathogen transmission
- Prevention of exposure
- Exposure control, including determination of exposure and post-exposure management

Following admission to the CVT program, students will be required to sign the Informed Consent form acknowledging their understanding of the potential for exposure to blood borne pathogens and other infectious diseases while participating in laboratory and clinical education experiences.



EMERGENCY PROCEDURES

ARKANSAS TECH UNIVERSITY - OZARK CAMPUS

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by evacuation wardens.
- Go to Evacuation Assembly Point designated in this building's evacuation plan and on building emergency evacuation signs.
- Assist persons with disabilities or special needs.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.

Office of Public and External Relations
Arkansas Tech -Ozark
<http://atuc.edu>
(479)667-2117

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- Evacuate the Building.
- Do not enter building until authorized by emergency personnel.

EMERGENCY TEXT MESSAGING SYSTEM

- An emergency early warning system is available as an additional means of communicating with the campus community during emergency situations.
- To sign up for the service, send the word "TECHOC" to the number 50618. Leave the subject line blank. After the message is sent, the sender should receive a confirmation message.
- Everyone registered will receive text alerts when an emergency threatens the campus.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

TORNADO WARNING

- A tornado warning is issued when a tornado is occurring.
- Follow directions of University officials
- Seek shelter Immediately.
- Go to the lowest available floor in the building and stay away from windows, doors, and outside walls.
- If in a vehicle or outside seek shelter in the nearest structure with a strong foundation.
- If there is no structure nearby lie in a ditch or low spot.
- Stay put until the danger has passed.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 9-1-1.
- Notify your supervisor the building coordinator, or the Resident Assistant.
- Be prepared to evacuate.

Instructions from FEMA

What to Do During a Tornado

If you are under a tornado WARNING, seek shelter immediately!

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes. Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
The outside with no shelter	Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Appendix B Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made an entered into this ____ day of ____, 20__, by and between Arkansas Tech University-Ozark Campus (hereinafter “School” and ____ (hereinafter “Facility”).

1. JOINTS RESPONSIBILITIES

- A. The clinical training shall include the Patient Care Services set forth more fully on Addendum 1 attached hereto and incorporated herein by reference as agreed upon by both parties.
- B. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

2. SCHOOL’S RESPONSIBILITIES

- A. Be responsible, in coordination with Facility, for the assignment of Students and the planning of the program. Students assigned shall only be those who meet the criteria for eligibility as established by the School and approved by the Facility, and no student shall be assigned to Facility without prior consent of School. School retains direct responsibility and control of students’ educational experience.
- B. To inform Students that they will be expected to comply with the rules and regulations of Facility, including, but not limited to the use of personal protective equipment, the rules of patient confidentiality, and the procedures relating to medical record documentation. Education and training relating to these specific policies and procedures shall be provided to Students prior to their clinical rotation at Facility, as well as any other Facility specific policies and procedures deemed appropriate and necessary by School and/or Facility.
- C. To require a dress code of Students which meets the standards of the dress code of Facility and which clearly identifies the Students as students (not licensed personnel) and as a student of School (not as agents nor affiliates of Facility).
- D. Require of Students prior to coming to Facility, to:
 - a. Provide written evidence of either a negative TB skin test within the past one year, or a chest X-ray within three years, in the event of a positive TB skin test.
 - b. Provide written documentation of a completed series of Hepatitis-B vaccine or provide documentation of having begun the series, or documentation of informed refusal of the vaccine.

- c. Provide evidence of any other appropriate immunizations or immunities requested by Facility.
- d. To require staff from School who visit Facility that they must also meet the requirements Students outlined in this Section II.
- e. To educate and train Students in OSHA blood-borne pathogens standards and tuberculosis prior to their clinical rotation at Facility.
- f. To require Students and School staff not to submit for publication any material relating to the clinical education experience at Facility without prior written approval of Facility.
- g. To provide a contact person and liaison between Facility and School, who shall be responsible for the oversight of the Student's clinical experiences.
- h. To, upon request by the Facility, remove immediately from the premises any Student who in the opinion of Facility poses a threat or danger to the health and well-being of any person, or who violates Facility rules, regulations, policy or procedure.
- i. To have in place a mechanism to notify the Facility if a Student (or faculty, if applicable) is unable for any reason to report for training.

3. FACILITY RESPONSIBILITIES:

- A. To accept and provide clinical experiences to Students from School. However, Facility shall be under no obligation to accept any student or students unless mutually agreed upon by School and Facility.
- B. To maintain a sufficient number of staff support to carry out normal service functions, so Students will not be performing in lieu of staff.
- C. Facility staff shall, upon request, assist the School in the evaluation of the learning and performance of participating students, provided the student has signed a consent to exchange of educational information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. However, Facility hereby agrees to keep confidential any student records or information it may obtain, unless it has otherwise obtained prior written consent of the student for disclosure of the education records. Unless otherwise specified, any evaluation of students by Facility shall relate only to general student participation in the clinical education program, and shall in no way be construed as a certification by Facility as to the competence of any student or a representation by Facility of any student's ability or competence in connection with the practical implementation of any knowledge gained through the clinical education program.
- D. To provide orientation to Students assigned to Facility to include, but not limited to, personal protective equipment availability and use, and the fire and emergency response plans.
- E. To provide first aid for work-related accidents and illness, such as blood and body fluid exposures, to Students. The charges for such medical services shall be billed to the Student or their insurance carrier. Facility assumes no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by Facility, but shall be the responsibility of the individual Student regardless of whether these services are covered by the Student's insurance.

- F. To designate a staff member to serve as a contact person for the School staff assigned to oversee and supervise the Students. Facility staff will participate in planning and coordination of student clinical experiences and will also serve as a resource for student learning.
- G. To provide a reasonable amount of storage space for apparel and personal effects of participating students, and reasonable classroom or conference room space at Facility for use in the program.
- H. Facility shall have the right to discuss any incident, occurrence or investigation with Students from School that may arise out of or as a result of the training of said students, at Facility, and the students will cooperate with Facility and School in said investigation.

4. TERM AND TERMINATION

- A. This Agreement shall be effective upon execution by Facility and School and may be renewed on an annual basis upon mutual agreement of the parties.
- B. Notwithstanding any other terms and conditions hereunder, this Agreement may be terminated without cause by either party by written notification to the other party at least thirty (30) days prior to the desired effective date of termination. In this case, the terms of the Agreement shall continue to be in full force and effect until Students in a current clinical rotation complete said rotation.
- C. In the event that either party shall become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of collectors, then, at the option of either party, this Agreement may be terminated immediately by either party and be of no further force and effect.

5. INSURANCE

- A. School shall provide evidence that health insurance is in effect for Students during the term of their clinical rotation at Facility.
- B. School shall provide evidence that Worker's Compensation insurance is in effect for clinical instructors and other staff of School who may be present on Facility grounds and property.
- C. School shall provide evidence that each Student has professional liability coverage in the amounts of two million per occurrence, four million aggregate of the occurrence type of coverage.

6. CONFIDENTIALITY

- A. The School, its students, employees, agents and representatives agree to keep confidential from third parties all information which relates to or identifies a particular patient, including, but not limited to, name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with applicable state and federal law and standards of professional ethics.

- B. All patient records shall remain the property of the Facility. Retention and release shall be in accordance with applicable regulations, policies and procedures. Access and use of patient information is restricted to only what is necessary to provide the services so noted herein.

7. ASSIGNMENT OF CONTRACT AND BINDING EFFECT

- A. Neither party shall assign, subcontract, or transfer any of its rights or obligations under this Agreement to a third party without prior written consent of the other party. If there is a valid assignment, subcontract or transfer, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

8. DISCRIMINATION

- A. In compliance with federal law, including the provisions of Title XI of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990, each party hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of its policies, including admissions policies, employment, programs or activities.

9. INDEPENDENT CONTRACTOR STATUS

- A. Each party shall be considered to be an independent party and shall not be construed to be an agent or representative of the other party, and therefore, has no liability for the acts or omissions of the other party. In addition, neither party, nor any of its employees, agents, or subcontractors, shall be deemed to be employees, agents or subcontractors, shall be entitled to compensation, worker's compensation, or employee benefits of the other party by virtue of this Agreement.

10. GOVERNING LAW AND JURISDICTION

- A. This Agreement shall be governed by the laws of the State of Arkansas. Nothing in this Agreement shall be deemed to waive the sovereign immunity of the State of Arkansas, Arkansas Tech University, its Board of Trustees, administrators, faculty, staff, employees, students or agents.

11. ENTIRE AGREEMENT

- A. This Agreement constitute the entire agreement between the parties hereto with respect to the subject matter herein and supersedes any other agreements, restrictions, representations, or warranties, if any, between the parties hereto with regard to the subject matter herein.

Arkansas Tech University - Ozark Campus

By: _____
Bruce Sikes, Chief Academic Officer/Acting Chancellor

By: _____
Title: _____

Date: _____

Date: _____

By: _____
Kristen L. Wendling, Program Chair

Date: _____

ADDENDUM ONE

PATIENT CARE DUTIES TO BE PROVIDED BY STUDENTS

(FACILITY TO COMPLETE LIST OF DUTIES AND ATTACH)

ADDENDUM TWO

THE FOLLOWING PATIENT CARE DUTIES CANNOT BE PROVIDED BY STUDENTS

(FACILITY TO COMPLETE LIST OF DUTIES NOT TO BE PROVIDED AND ATTACH)