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

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonable interfering with an individual’s employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.
This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

**St. Cloud Technical and Community College EEO Statement**

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

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

**Events...**

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

**Printed material**

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

St. Cloud Technical and Community College – Mission Statement

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

Cardiovascular Technology Program – Mission Statement

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

Program Objectives

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

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

Faculty: Janel L. Negus, RCES, CRAT
(320) 308-6010
jnegus@sctcc.edu

Address: 1540 Northway Drive
St. Cloud, MN 56303
**Introduction to Cardiovascular Technology**

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

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

1. **Hemodynamic monitoring** - continuous observation of patient’s EKG and blood pressure, running the computerized recording system, and maintaining the procedure documentation.

2. **Scrubbing** – working side-by-side with the cardiologist, helping with the catheters, guidewires, and other sterile equipment used to image and treat disorders of the cardiovascular system.

3. **Circulating** – assisting the patient, giving medications, and handing sterile equipment to the physician or scrub technologist. The circulating technologist may also operate the x-ray table and C-arm to obtain the necessary radiologic views.

The cardiovascular technologist is proficient in Basic Cardiac Life Support and familiar with Advanced Cardiac Life Support as recommended by the American Heart Association. The cardiovascular technologist is proficient in the operation and maintenance, as specified by the manufacturer, of all diagnostic and therapeutic equipment used for procedures.

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

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

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

Physical Demands:

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

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

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

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

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

Potential Physical Hazards:

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

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

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

Biohazard Exposure: Patients requiring cardiac catheterization may present with various infectious diseases. When performing the duties of the cardiovascular technologist, universal precaution measures must be utilized at all times.
Eye Strain: Cardiovascular monitoring is typically performed in a semi-dark environment, viewing the computer screen of the hemodynamic monitor.

Class Policies and Guidelines

Grading System

The letter grade is computed from cumulative points at the end of each semester. The academic grading system is the following:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>87 - 93%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 86%</td>
<td>C</td>
</tr>
<tr>
<td>74 - 79%</td>
<td>D</td>
</tr>
<tr>
<td>73% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Withdrawal Procedure

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

1. Notify the instructor and their advisor and complete the Course Withdrawal Form and submit to Registration (this form can be obtained from Registration).
2. Schedule an appointment to meet with the Program Director to discuss a plan.

*Please Note: Students wishing to completely withdraw from the college should obtain and complete a “Withdrawal Worksheet” from the Admissions Office.

Delay in Program Completion

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

Repetition of Courses

A Cardiovascular Technology student who receives a “W”, “D”, or “F” in any course is considered to be making unsatisfactory progress in the Cardiovascular Technology Program. If a grade of “W”, “D”, or “F” is obtained on the second attempt, the student will be terminated from the Cardiovascular Technology Program.
It is possible for a Cardiovascular Technology student to drop from a course and not receive a “W” if they drop on or before a set drop date. These students who do this will be considered as attempting to take the course.

Classroom Theory-Policies & Expectations:

Participation & Attendance:

Core cardiovascular technology classes are typically fast paced and challenging. Attendance is very important. Should it become absolutely necessary to miss a class, please contact the instructor as soon as possible. Students are responsible for obtaining lecture information from classmates or the instructor before or after class hours.

Every class session begins with participation points. Points are based on an “all or nothing” scale. The following violations will result in participation points from being revoked for the day. This list is not “all-inclusive.” The decision to revoke points is ultimately in the hands of the instructor.

1. Absence or tardiness
2. Rude or disrespectful behavior to faculty, staff or students
3. Cell phone use in class
4. Sleeping in class
5. Any type of behavior that interferes with the safe and effective learning environment of the other students
6. Academic dishonesty

Exams:

Exams will be announced and must be complete during class time. There will be no make-up or re-do exams, with the exception of very few instances which must be discussed with the instructor prior the date of the exam. The student is responsible for making all necessary arrangements to be present on the day of the exams as well as knowledgeable of the material.

Papers & Projects:

All papers and projects must be turned in on-time. Late assignments will not be accepted. All materials submitted for grading is expected to be complete at a college level. Grading sheets will be handed out when the project is assigned so expectations are clear.

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

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

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

**APPLIED CLINICAL INTERNSHIP PARTICIPATION POLICIES**

Each student is required to complete a 624 unpaid clinical internship. The internship site may be located within the 5 state region including Minnesota, Wisconsin, North Dakota, South Dakota and Iowa. The hours of the internship are to be completed by attending the internship at least 40 hours a week and, under the supervision of their preceptor, participate in the daily cath lab duties. The internship is to be completed within 18 weeks from the first date of attendance.

Clinical internship is the final phase of “clinicals” and the final class of the Cardiovascular Technology Program. The student will utilize all of the knowledge acquired throughout the program within the clinical environment, on real patients.

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

The Imaging Programs, Cardiovascular Technology and Sonography, require clinical internships of several months duration toward the end of the program. These internships may require placement at a site outside the St. Cloud area or outside of Minnesota. This may create financial hardship and separation of families during the internship period. The college will make every effort to secure sites within the state and the five surrounding states; however, for reasons beyond the control of the College other sites may be used.

Clinical sites may vary year-to-year in accordance with the sites ability to provide a quality learning environment for the student (site staffing dynamics).

Exceptions may be made should a student have family out of state, and wish to pursue clinicals outside of the normal 5-state area. Clinical facilities must meet standard volume requirements and have adequate staffing to facilitate clinical instruction.
Once a student is assigned to a site for clinical internship, he/she must conform to that specific sites code of dress and conduct. Failure to adhere to clinical site regulations may result in immediate termination of the clinical internship and subsequent academic disciplinary actions.

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

**Important!!** It is paramount to inform the instructor as soon as possible should the student be unable to comply with the preceding guidelines as they may interfere with the student’s ability to complete the program.

**Authorization for the Release of Student Information**

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

**Basic Life Support Certification**

CVT students must maintain cardio-pulmonary resuscitation (CPR) certification throughout the program. The student is responsible to provide a copy of their certificate to the Program Director prior to the start of the CVT program. The certification must be kept current. If CPR certification is not current, the student will not be allowed to attend clinical until he/she provides evidence of current certification. The course must include adult, child and infant automatic external defibrillation. The American Heart Association’s “Basic Life Support - Health Care Provider” meets this requirement.

**Pre-Clinical Participation Health Record**

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

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

**Health Insurance**

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

Clinical experiences are essential components of the CVT curriculum. Students participate in clinical experiences where they care for patients and residents at health care facilities. Contracts are established between St. Cloud Technical & Community College and each health care facility to provide these clinical experiences. Any individual who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health must have a criminal background check completed. Results of the study are to be on file in the Department of Nursing and Health before students begin their clinical experiences. Any student who does not pass the criminal background check will not be permitted to participate in clinical experiences. Therefore, the individual is ineligible to progress in the Cardiovascular Technology Program.

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

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

Confidentiality

Confidentiality is an essential component of the healthcare industry. The student is expected to adhere to the respective clinical site policy pertaining to confidentiality of patient information obtained or shared within the clinical setting. Information obtained within the laboratory or classroom setting is to be respected and maintained in a confidential manner. Clinical agencies' personnel or policies are not to be discussed outside of the classroom.

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

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

Social Media Policy: Social media is defined as media disseminated through electronic and web-based social interaction and created using highly accessible and scalable publishing techniques. Examples include LinkedIn, Twitter, Facebook, and YouTube. Employees and students of St. Cloud Technical & Community College are reminded that social media platforms can have a significant impact to the reputation of the institution and to the accuracy of information available to the public. Accordingly, students should give full consideration to anything published on these sites.

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

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

**Attendance**
Interns are required to show up at the specified time, prepared to participate in the clinical environment. Tardiness and absenteeism without notice to the clinical preceptor will not be tolerated. Should a clinical intern demonstrate a pattern of tardiness or absenteeism, a “Status Update Form” should be submitted to the school ASAP.

Internship “hour-logs” will be maintained by the student and mailed to the school bi-weekly. On a daily basis, the clinical preceptor (or designee) must initial the student’s time-log to verify hours of clinical time. The student is responsible for mailing time logs to the school every 2 weeks.

**Conduct**
As an intern of a professional field, each student must perform in a professional and ethical manner. This professional and ethical conduct must be demonstrated/extended to patients and co-workers alike. Should a clinical intern fail to comply with a site’s code of conduct, a “Status Update Form” should be submitted to the school ASAP.

**Course Objectives**
As per course objectives are stated in class syllabi:

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

**STUDENT REQUIREMENTS/ASSIGNMENTS**

**TIMELINESS OF SUBMITTED ASSIGNMENTS AND EVALUATIONS**
It is the student’s responsibility to ensure that all assignments/evaluations/logs are received by the school, post-marked no later than their respective due dates. Assignments/evaluations/logs received greater than 2 weeks after due date will not be accepted and will result in a “0”. **Should special circumstances arise, please notify the school ASAP for consideration.**

**INTERNSHIP REQUIREMENTS**
A clinical examination log sheet will be maintained by the student, and verified by the clinical preceptor. **To meet the requirements of the course the student must complete the following prior to the completion of 624 hours of clinical internship:**

1. Observation/Participation
   a. Scrub/Circulate
      • Diagnostic left heart caths
      • Right & left heart caths
      • Valve cases
      • Coronary intervention cases
   b. Monitor
      • Left heart caths
      • Right and left heart caths
      • Valve cases
      • Coronary intervention cases
2. Student intern is expected to perform independently (under direct supervision) in all of the above scenarios prior to the completion of their clinical internship.

**CASE STUDIES (4) AND PATIENT RELEASE OF INFORMATION**
Each student/intern will be responsible for completing 2 case studies prior to the completion of 624 hours of clinical internship. Submitted case studies will adhere to the following guidelines:
1. Most importantly, each case study must be accompanied by a “patient release of information” or patient identifying information can be deleted.
2. Each study must have cardiac cath demonstration of pathology.
3. Case studies must include a cath lab worksheet completed by the student that complies with the clinical site’s standard. Must be submitted with any angiographic pictures (v-grams, before and after angioplasty, etc.) and interpreting physician’s report.
4. Each case study must include supporting clinical documentation by other modalities. (stress testing, echo, holter, etc.)

The school must receive all case studies (via regular mail) post marked no later than 2 weeks prior to the completion of clinicals (earliest of the 14th week or completion of 546 hours of clinicals). Grading will be based upon the complexity of pathology in regards to the cardiac cath lab findings, supporting data obtained and the clarity of the written presentation of the case.

Evaluations (5-8 General; 2 Technical)
General Evaluations/Progress Reports (Every 2 Calendar Weeks of Internship)

Each intern must demonstrate professionalism, professional ethics, and interpersonal skills. Every 2 weeks a general evaluation must be submitted to the school. A tool for feedback to the student, once evaluated, the clinical preceptor and the student must sign this report. The number of general evaluations required will be determined by the number of weeks the student is in the internship. One general evaluations is due for every two week increment. If the last hours of the internship fall in one week, a general evaluation with only one week is required.

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

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

Responsibility for Evaluations

The student is responsible for ensuring that evaluations are received by the school at the assigned times. Should there be any concern with timeliness of evaluation or submission of evaluations, the student is responsible for notifying the school (instructor) ASAP.
CLINICAL GRADES
Clinical Internship is a Pass/Fail grade. Passing grade is achieved by completion of:

1. 624 hours
2. 4 case studies
3. Consistent General Evaluations rated 3 or greater
4. Final Technical Evaluation rated 2 or greater

ADDITIONAL INFORMATION FOR INTERNSHIP
Student Hospital Clinical Matrix

Students are responsible for the completion of the Matrix at the end of their Internship. You are each responsible for the section applicable to your specialty. The numbers are averaged from previous student experiences. The matrix will be completed during the registry review dates in May.

Status Update Form - (Problem Areas Identified, Submitted ASAP)

Status update forms are used as an “interim” feedback tool to provide notification to the student (and the school) with concerns or “problem areas” that need additional focus. These forms must be submitted when an intern receives a score of “1” in any area in a general or technical evaluation, or when any significant deviation from institution policy/procedure occurs. Status Update Forms should be followed up within 1 week by the clinical preceptor with completion of the “resolution” or “continued discrepancy” sections, and faxed to the school.

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

- In the event that an Academic Progress Report is generated in response to a Status Update Form (unresolved technical discrepancies), the student will be recalled to the school for evaluation – and will be returned to clinical internship upon satisfactory resolution.

- Each Academic Progress Report that is generated by the school for failure to comply with clinical affiliate/site policy or procedure may result in suspension or expulsion from the Cardiovascular Technology Program.

- If a student is asked to discontinue their clinical internship by either faculty at St. Cloud Technical and Community College or the employees of the internship site, the student will receive “Fail” on their transcript. An opportunity may be available to complete the internship at a later time; however, placement
preference will be given to current students seeking their internship for the first time.

**GROUNDS FOR SUSPENSION/EXPULSION**

In the field of cardiovascular technology, professional conduct and ethical behavior are paramount. During the course of instruction (to include clinical internship) the following behaviors/occurring conditions in addition to those stated in the SCTCC student handbook, will result in disciplinary actions that may include suspension or expulsion:

1. Unprofessional behavior/conduct
2. Endangering a patient’s health or well-being
3. Persistent (after notification) inappropriate dress
4. Use of violence, force, coercion, threat, intimidation, or similar conduct
5. Stealing or attempting to steal private, school, or school affiliate property
6. Possession of a weapon
7. Reporting to school or clinical affiliate under the influence of alcohol or drugs, which includes odor from use of same
8. Habitual tardiness or absence
9. Sexual harassment
10. Forging or falsifying school, medical or legal documents
11. Failure or maintain program academic requirements
12. Lying and or deception with intent
13. Breaching of patient confidentiality
14. Any and all other unprofessional behavior that is deemed inappropriate by the program administration
15. Student identification must be worn
16. No visible body piercing including studs, eyebrow, tongue or nose are allowed.
17. No visible tattoos are allowed. If the student has a visible tattoo, it must be covered with clothing or some other means (band-aid, etc.)
18. Hair must be short, pulled back or up
19. Hair must be of natural hair color
20. Male students must shave or have neatly-groomed beards and sideburns
21. Smoking is not allowed while in uniform
22. The student must be well-groomed and free from offensive odors
23. No fragrances may be worn, including:
   a. cologne
   b. perfume
   c. body lotion
   d. hair spray
   e. after-shave
24. No odor of alcohol will be tolerated
25. Nails must be short and clean and polish free
26. Acrylic or false nails are not permitted for infection control reasons
27. Students may not chew gum, but may use breath mints
28. Cell phones and pagers are not allowed in the clinical area
29. Text messaging is not allowed in the clinical area
30. Students may make personal phone calls when they are on a break from their assigned unit, or by permission from their instructor.

**Disciplinary Actions**

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

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

All written disciplinary actions will be reviewed and approved by the Dean including expulsion from the program at any point in time or receiving an “incomplete” in the clinical internship.

**Disabilities Accommodations:**

To be eligible for a reasonable accommodation under the American with Disabilities Act and the Minnesota Human Rights Act, a student must be qualified to perform the essential functions of the course with or without accommodation, and have a qualifying disability that limits a major life function. Essential functions in some required SCTC Cardiovascular Technology Program courses include heavy lifting, pushing and pulling weight. Students who are requesting accommodation must contact the Student Disability Coordinator, Judy Jacobson-Berg who is located in 1-126 or call at 320-308-5096.
CONSENT TO USE STUDENT ACADEMIC WORK

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

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

Name and Date: ________________________________

Signature: ________________________________

Address: __________________________________

City: ____________________________________
Signature Page

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

Signed: ____________________________ Date: ________________