



# School Catalog

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School Catalog  
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## Preface

The primary objective of this School catalog is to provide cardiovascular technology (CTT) students with a ready reference manual for the CTT Program. This handbook deals specifically with the policies and procedures for the CTT Program and serves to assist CTT students toward successful completion of their course of study. Each student has the responsibility to read and review this handbook and to be knowledgeable of its contents.

This handbook is a basic communication tool between CTT and the student. It is a framework for fair, consistent administration of CTT/student interaction and day-to-day business. Policies and procedures contained in this handbook are expressly intended to help meet CTT's primary objectives. This includes encouraging student diversity with the goal of seeing each student grow personally and academically. Policies and procedures shall specifically address the needs of multicultural and international students so that the academic and social environment is conducive to growth.

The Faculty reserves the right to modify, change, or delete any or all of these policies and procedures, in whole or in part.

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## Description of the Cardiovascular Technology Profession

Cardiovascular technology is an allied health profession specifically focused on the diagnosis and treatment of patients with cardiac and vascular disease. Cardiovascular technologists (CVT) are highly skilled professionals qualified by education to provide patient services using diagnostic ultrasound at the request of or under the supervision of a licensed doctor of medicine or osteopathy to gather data necessary to reach diagnostic decisions. The technologist is proficient in the use of analytical equipment and sundry apparatus including placing such equipment on or into the patient, or placing the patient on the equipment. The CVT is skilled in the acquisition of diagnostic images, demonstrates cognitive skills involving data measurement, professionalism for patient interactions, and knowledge of cardiac anatomy and pathophysiology.

Through subjective sampling and/or recording, the technologist proceeds with the examination to create an easily definable foundation of data from which a correct anatomic and physiologic diagnosis and/or treatment may be established for each patient. The profession requires judgment and the ability to provide appropriate health care services.

The CVT may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. The profession of cardiovascular technology includes general echocardiography, cardiac and vascular technology, and various subspecialties.

Regardless of the echocardiographic modality utilized, there is a body of knowledge required in performance and/or interpretation of echocardiograms that includes: ultrasound physics and use of instrumentation, anatomy, physiology, and pathology of the heart and great vessels.

Individuals that choose the CVT profession also require the following capabilities.

**Specialized Motor Skills:** Gross and fine motor abilities sufficient to provide safe and properly effective clinical screening procedures.

- Demonstrate physical abilities sufficient to move from room to room.
- Be capable of lifting and positioning patients.
- Calibrate, use, and manipulate instrumentation.
- Ability to maneuver in small places and physical health and stamina needed to carry out clinical duties.
- Possess manual dexterity and hand-eye coordination necessary to hold and maneuver transducer probe on a patient and obtain precise repeatable image planes.
- Be able to hold and maneuver a transducer probe (6-8 oz.) on a patient while applying only light pressure to patient's skin (2-4 oz.) for extended periods of time (1-10 min).
- Maintain hand-eye coordination in order to always be aware of image scan plane and its orientation to the patient.

**Sensory:** Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate up close and at a distance in the clinical, laboratory, and classroom setting.

- Differentiate color differences on viewing monitor.
- Differentiate subtle differences in shades of gray that are displayed on viewing monitors and film.
- Be able to perform exams in dimly lighted areas.
- Hear auditory signals from monitors, cameras, and beepers.
- Hear and differentiate frequencies from speakers during Doppler exams.
- Hear emergency signals, auscultatory sounds, and cries for help.
- Perform visual assessments and observe patient response.

**Critical Thinking:** Critical thinking ability sufficient for clinical judgment, sufficient powers of intellect to acquire, assimilate, integrate, apply, and evaluate information and solve problems.

- Understand and interpret written and verbal instructions.
- Maintain concentration on images displayed on screen for up to one hour.
- Remember previous images in order to establish a three dimensional concept from two dimensional images.
- Remember previous scan planes that demonstrated pathology or anatomy and repeat these scan planes for review by the physician interpreting the exam.
- Identify cause and effect relationships in clinical situations.
- Respond promptly to emergency situations.

**Interpersonal:** Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, economic, and intellectual backgrounds.

- Be able to be in close contact with patients (pediatric, geriatric, pregnant, acutely ill, and contagious) for up to an hour at a time.
- Establish rapport with patients, clients, colleagues and other health care personnel.

**Communication:** Communication abilities sufficient for interaction with others in verbal and written form, and for effectively communicating with individuals, families and groups from a variety of social, emotional, cultural, economic, and intellectual backgrounds.

- Ability to prepare written and oral reports of findings.
- Skills to obtain relevant and required information and data from patients.
- Be able to explain diagnostic screening procedures to patient and family.
- Communicate information accurately and effectively with interpreting physician.
- Evaluate written and verbal orders, patient care plans and treatment requests.

**Behavioral:** Sufficient motivation, responsibility, and flexibility to function in new, ever-changing and stressful environments and adapt appropriately to diverse client needs.

- Adapt to assignment of patient, clinical site or laboratory area such that students meet objectives while providing safe, adequate patient care.
- Show accountability for actions.
- Recognize the need for further research and respond accordingly based on changes in patient status subsequent to original assignment.
- Maintain patient confidentiality.

# Cardiovascular Technology Training, Inc.

## Program Mission

The mission of Cardiovascular Technologist Training Inc (CTT) is to prepare qualified individuals to achieve the requisite degree, training, clinical experience, and examination preparation leading to national board certification as a cardiovascular imaging technologist of the highest quality.

## Program Philosophy and Goals

The purpose of Cardiovascular Technologist Training (CTT) is to establish, maintain and promote appropriate educational standards of quality for a program in Cardiovascular Echocardiography and to achieve recognition as an educational program meeting or exceeding approved standards. Program essentials for quality follow the current revision of the 1990 ACP/ACC/AHA Clinical Competence in Adult Echocardiography.

In conjunction with Southeastern Louisiana University (SLU) in Hammond, Louisiana, Program of Allied Health, CTT provides a clinical and technical curriculum enabling pursuit of a Bachelor of Science degree in Allied Health. The Louisiana Heart Hospital in Lacombe, LA; Bogalusa Community Hospital in Bogalusa, LA; North Oaks Hospital in Hammond, LA; and associated Heart and Vascular Clinics currently operating in Bogalusa, Hammond and Lacombe, LA provide the clinical practicum training under the direction of the Medical Director and certified cardiovascular technologists.

CTT offers support of professionalism and academic excellence and the provision of qualified faculty. We offer a carefully designed academic environment, opportunities for on and off-campus reinforcement including clinical practicum of lecture material as well as other opportunities for professional and personal growth and development. Students will become knowledgeable in the theoretical foundation of their profession and become capable of functioning in a variety of clinical settings, which utilize the latest state-of-the-art imaging equipment and modalities.

The Program is designed to provide students with competency in performance of M-mode, two-dimensional, Doppler, physiologic and ultrasonographic procedures for cardiac, arterial, venous, cerebrovascular and abdominal vascular evaluation, and other special non-invasive echocardiographic and vascular procedures.

The CTT Program offers a learning concentration in cardiovascular technology that includes goals, objectives, and ongoing program evaluation of the student's knowledge of cardiovascular anatomy, physiology, pathology, pathophysiology and hemodynamics.

In order to best service students, creative ways of combining affiliate offerings such as patient volume, case variety, protocol variety, equipment variety and student needs are often employed while simultaneously considering contractual limitations, student technical deficiencies, and student/affiliate compatibility.

## **Accreditation**

The Cardiovascular Technology Training Program is under consideration for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.)

## **Sponsorship**

The Louisiana Heart Hospital (LHH), in Lacombe, LA is the sponsoring institution for the CTT program. LHH is an accredited, full-service hospital.

Cardiovascular Technology Training (CTT) is the clinical education center that provides clinical education opportunities for students, integrated with the didactic curriculum, throughout the duration of the educational program. As well as the Louisiana Heart Hospital, CTT is allied with the LSU Bogalusa Medical Center and Heart and Vascular Clinics in Mandeville, Bogalusa, and Hammond, Louisiana.

A formal affiliation agreement exists between SLU and CTT to provide continuing education in the field of Allied Health Education.

The CTT faculty support certification by the American Registry of Diagnostic Medical Sonographers as an immediate goal of every graduate. This certification plays a pivotal role in creating employment opportunities as well as other opportunities to contribute to the profession. The CTT Program encourages its graduates to complete their board requirements and take their exams within six months after graduation. Beyond this period, anyone who has completed the program and has not taken the board exam is advised to re-enroll or to form study circles to equip themselves with the necessary tools to pass the board exams.

## **Operational Policies**

### **Internet Usage**

Internet access and usage is provided to help students in their academic learning endeavors. All Internet data that is composed, transmitted, or received via Program computer communications system is considered to be part of the official records of the Program and, as such, is subject to disclosure to law enforcement or other third parties.

Consequently, students and Program employees should ensure that all information contained in Internet email and other transmissions is accurate, appropriate, ethical, and lawful. All Internet usage is limited to Program and course business activities. Personal use of the Internet is not permitted. Since the services, equipment, and technology provided to access the Internet is the property of the Program, the Program reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

The unauthorized use, installation, copying, or distributing of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Internet users must take appropriate anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Abuse of the Internet may be grounds for disciplinary action.

## **Physical Resources**

### **Classrooms and Clinical Sites**

Classrooms and the computer lab are located at the St. Tammany Complex on Koop Drive in Mandeville. Administrative offices and a resource library are located at the Heart and Vascular Clinic in Lacombe, LA. CTT clinical affiliates are located at the Heart and Vascular Clinics in Lacombe, Hammond, and Bogalusa; the Louisiana Heart Hospital in Lacombe, LA.; North Oaks Hospital in Hammond, LA; and the Bogalusa Medical Center in Bogalusa, LA. Each is staffed by talented and qualified staff technologists in the field of cardiovascular technology.

### **Equipment and Supplies**

Equipment accurately calibrated and in good working order and meeting applicable national and state standards is located in the clinical affiliate sites.

### **Library**

All students and faculty have ready access to up-to-date books, periodicals, journals, multimedia materials, instructional aids, clinical assignments, and curriculum related reference materials. The material is available to accommodate required study, promote independent study and research, and aid faculty in delivering and improving the program. The faculty should be encouraged to participate in the selection of library materials.

### **Student Use of Facilities**

In order to provide opportunities for students to integrate learning and knowledge from the classroom with everyday experiences in a clinical/business environment, students will routinely use facilities that are concurrently used in ongoing business enterprises. Students shall respect that fact and treat all equipment and facilities in a professional manner.

Students will make every effort to maintain a clean, professional physical environment including: classrooms, training rooms, clinical rooms, kitchen area, restrooms, student business office, and student lounge.

### **Class Size**

In order to ensure a proper distribution of school resources to students, class size will be limited to approximately twelve students. A new class is admitted once per year, in September.

## **Program Requirements**

The following criteria must be adhered to in all CTT courses in order to receive a satisfactory performance evaluation. Failure to meet these criteria may be identified by any CTT program faculty member, both in and out of the clinical facility, and will subject the student to immediate and appropriate disciplinary consequences. Each student will:

- Adhere to all SLU and CTT policies, including the Student Code of Conduct.
- Adhere to the CTT Code of Ethics for Cardiovascular Technologists.
- Dress appropriately in accordance with the CTT Uniform Code and/or the assigned clinical affiliate.
- Maintain patient confidentiality at all times.
- Demonstrate respect for patient privacy and individual rights as outlined in the Patient's Bill of Rights.
- Deliver optimum care in a non-discriminatory manner.
- Inform the proper authorities whenever unable to attend/complete clinical assignment.

## **Curriculum**

The curriculum is comprised of three major areas:

- Basic Units of instruction.
- Cardiac and vascular units of instruction.
- Clinical instruction.

The combined total didactic/laboratory/clinical student involvement in the program is limited to 40 hours per week. The program balances didactic and laboratory education components and integrates clinical learning experience to ensure the achievement of competencies.

The vascular units of instruction include subject matter relating to noninvasive peripheral vascular studies. The clinical units of instruction include:

- Cardiac and Vascular Pathophysiology.
- Patient History and Physical Examination.
- Patient Psychology, Care, and Communications.
- Cardiopulmonary Resuscitation.
- Therapeutic Measures.
- Clinical Cardiac and Vascular Medicine.
- Statistics, Management of Data.
- Physics.
- Medical-Legal Ethics.

### **Curriculum Length**

The length of the educational program depends on the individual goals of the student. For students wishing to become proficient in Cardiovascular Ultrasound and earn the requisites to sit for the national boards, the program is twenty four months in length. Students wishing to progress into the Bachelor of Science program at Southeastern Louisiana University would require an additional two to three years depending on the background of the student with regard to previously earned course credits.

### **Training and Classroom Hours**

The Program exists to train individuals to carry out duties of Cardiovascular Technologists. This requires interaction with patients. As such, classroom and training periods may be conducted on nights and weekends to attain necessary training time. Students are required to attend all scheduled classes and training periods.

### **Training Qualifications**

Generally, students will obtain theoretical training during classroom lectures, demonstrations, and discussions. This will be followed up with sessions in clinics and other training locations where students will apply classroom learning in a clinical setting with certified supervisors and actual patients. Students will use time and procedure logs to track the number of clinical hours and diversity of procedures observed. The certified Technician or Technologist will date and initial the student logs.

### **Clinical Practicum**

Clinical instruction is well planned and documented to allow students to gain experience in a wide variety of diagnostic and monitoring instrumentation and to ensure the student's mastery of the theory and practice of essential skills prior to the student's assuming clinical responsibilities.

Instructions include supervised patient scanning/performance time for students to demonstrate the skills required in obtaining diagnostic data and to obtain clinical competency. A certified CTT instructor supervises students at all times during clinical laboratory hours. For each learning concentration included in the curriculum, a physician experienced in that concentration is available to support the educational process.

## **Didactic Courses**

A general description of the didactic course of instruction given at CTT is included in Appendix A.

## **Health and Safety in the Laboratory and Clinical sites**

### **Laboratory Hazards**

CTT students working in laboratory and clinical settings may be exposed to additional dangers and hazards because of pathogens, chemicals, medical emergencies and patient contact. Thus, it is critical that students be aware of potential hazards and act responsibly and safely in these areas. The following outlines the major hazardous situations.

### **Accidents**

An accident is an undesired event, which results in harm to a person and/or property damage. Where appropriate, clean, dress and/or treat minor cuts and injuries as required using material available in first-aid boxes. If necessary, obtain professional help from appropriately qualified staff.

While working in a laboratory, cover minor cuts and scratches with an impervious waterproof dressing to avoid possible infection.

### **Major Accident**

A major accident is an accident involving any of the following:

Fracture, dislocation, amputation, loss of sight, penetration of the eye including chemical or hot metal burn, electric shock or burn leading to unconsciousness, 24 hour stay in hospital and/or requiring resuscitation, heat induced illness, asphyxia, loss of consciousness or illness requiring medical treatment from inhalation, ingestion or adsorption of a chemical/biological agent or toxin.

Where necessary call 911 and request an ambulance, indicating where the injured person is located.

### **Needle-stick and blood splash injuries**

A needle-stick injury is an injury caused by piercing of the skin or body by a needle.

In the event of a needle-stick injury, wash the contaminated area immediately (use an eyewash or rinse the mouth with water if these are the contaminated areas) and allow cuts to bleed freely. These actions will reduce the risk of contamination occurring.

Once the bleeding has settled, the wound should be appropriately dressed. Identify the source of the contaminating material and note this on the accident report form. This may identify if the material is HBV, HCV or HIV positive. If agreed to by the needle-stick victim, take a 10ml clotted blood sample as soon as possible after the accident. This sample acts as a pre-infection sample.

Follow the procedure for needle-stick injury notification as stated in the SOP and policies of the relevant hospital. Notify the Program Director of the incident.

### **Aerosols**

Many procedures carried out in laboratories can result in aerosol production. An aerosol may be produced when a fluid surface is broken. Drops of various sizes are produced. Although larger droplets will fall onto a surface, smaller droplets may rapidly evaporate. Any organisms contained in these droplets can therefore remain suspended in the air for a period of time as an inhaled risk or a risk of entering eyes. Aerosol production is therefore not only a hazard for the operator but also for any other staff member

working in the vicinity. Operation of the following could lead to aerosol production: Pipettes, pastettes, volumetric pipettes, and syringes. The use of this type of equipment may produce a great deal of aerosol if liquid is expelled with excessive force. Take care to avoid this situation. Similarly, expelling fluids from a syringe, especially through the needle, can lead to excessive aerosol production.

### **Autoclaves**

Autoclaves may be used as part of the disposal process for potentially infective material, to ensure it is rendered inactive. Autoclaves use pressurized steam and heat to sterilize. They are therefore dangerous pieces of equipment and should be operated only by trained authorized staff. Serious burns can result from physical contact with either the autoclave surfaces or the objects that have been unloaded from the autoclave chamber. As a result, operators must wear heat protective gloves as well as a laboratory coat with sleeves. When opening, the operator should keep the door between themselves and the load to reduce the effects of heat from the autoclave chamber. Autoclaves should be serviced frequently to avoid operating problems and any problem must be reported immediately.

### **Laboratory**

CTT students will be involved in laboratory work while on campus. When doing hands-on practices in the lab, students are required to follow the Safety Regulations and Laboratory Requirements. Safety in the laboratory, like anywhere else, depends on reasonable caution and common sense. The special circumstances of the Echocardiography laboratory, however, require a few additional rules.

1. **Wear Appropriate Attire**

Only approved hospital-type scrubs will be allowed.

2. **Clean up your space**

Take all your belongings and do not leave behind anything, as there will be others who will use the lab. Do not leave your books or notes. The faculty is not responsible for any item lost in the room.

3. **Sanitize and Protect the Equipment after every Use**

Transducers must be sanitized after every use. Wipe the transducer with the appropriate cleaning material after every scan. Store the transducer properly and do not let it dangle or hang precipitously to prevent it from dropping on the floor. The crystals in the transducer are fragile and expensive; any hard jolt or shock may render it inoperative. Cable management is just as important. Transducer Cables must be kept off the floor.

4. **Do not perform Unauthorized Experiments**

All lab exercises must be done with supervision of authorized faculty and staff. The dividers are set up to protect the privacy of the “patient” on the stretcher. Drape sheets are used to avoid spoiling the model’s clothes. Rubber gloves are worn for safety and protection.

5. **Do not use Equipment without Instruction**

Instructions on the proper use of Echocardiography equipment are available in the affiliate laboratory.

7. **No Eating, Drinking, or Smoking in the Lab**

Students are prohibited from bringing food or drink into the lab or clinical settings.

## Latex Allergy Precautions

People who are exposed to latex gloves and other products containing natural rubber latex may develop allergic reactions. To avoid such reaction, follow these steps:

1. Use non-latex gloves for activities that are not likely to involve contact with infectious materials, such as food preparation, routine housekeeping, and maintenance.
2. When handling infectious materials use powder-free gloves to assure appropriate barrier protection.
3. When wearing latex gloves, do not use oil-based hand creams and lotions unless they have been shown to reduce latex-related problems.
4. Frequently clean areas contaminated with latex dust, which is produced when powered latex gloves are removed. Be sure to clean the carpeting, upholstery, and ventilation ducts in these areas as well.
5. Frequently change the ventilation filters and the vacuum bags used in latex-contaminated areas.
6. Be alert to the symptoms of latex allergy: skin rashes; hives; flushing; itching irritation of the eyes, nose, or throat; asthma; and, in severe reactions, the signs and symptoms of shock.
7. If you develop the symptoms of a latex sensitivity (allergy), avoid direct contact with latex gloves and products until you can see a physician who can test you for a possible latex allergy.
8. If you have a latex allergy, consult your physician about the following precautions: avoiding contact with latex gloves and products; avoid areas where you might inhale the dust from the latex gloves worn by others; tell your manager and your health care providers (doctors, nurses, and dentists) that you have a latex allergy and wear a Medical Alert bracelet identifying you as having this allergy.

## Admission Policies and Procedures

Admittance into the CTT professional training program is the responsibility of an admissions committee. Student admissions into the Southeastern Louisiana University in Hammond (SLU), including advanced placement, is made by that institution in accordance with the clearly defined and published academic and technical standards and public practices of SLU. The SLU policies regarding advanced placement, transfer of credit, credit for experiential learning and policies relating to previous education or work experience also apply. SLU periodically evaluates the student selection criteria to verify validity.

Applicants shall demonstrate satisfactory completion of the core requirements listed above under Curriculum.

Criteria for successful performance are applied without discrimination. Provisions for dismissal from the program for students unable to demonstrate satisfactory progress according to training criteria follow due process as described in SLU policies.

CTT is committed to a policy of equal opportunity in the application of selection criteria and applies evaluation criteria without discrimination. Reasonable accommodation is provided to applicants with disabling conditions.

Applicants selected for admission consideration will be required to successfully complete a physician health screen, a background check and provide immunization records as a condition of admittance. All applicants seeking admission to CTT are required to submit to a pre-admission drug test and must receive a negative result as a condition of acceptance prior to the first day of class.

## CTT Selection Process

The number of students enrolled in the CTT Program is limited by the need for a large amount of one-on-one training required for an active educational experience in Echocardiography and the limited number of clinical positions available in clinical affiliates and hospitals.

Admittance into the CTT professional training program is the responsibility of an Admissions committee. The most qualified applicants with the greatest potential for contributing to the profession are selected. An applicant must be at least 18 years of age to apply. Meeting the minimum requirements does not guarantee admission into the Program.

The criteria for evaluation is determined by summation of a student's percentage score from the categories listed in criteria for evaluation below. The applicants are then ranked by their overall percentage score.

The selection procedure considers the candidate's overall qualities rather than solely relying upon test indicators. Program background, academic success, interest in Echocardiography and evidence of interpersonal qualities that affect success in the profession are thus factors in the selection process.

CTT is a statewide program, and as such, if there are more applicants interested in acceptance into the CTT Program than can actually be admitted, the following criteria are effective:

1. Applicants living within CTT parishes and the State of Louisiana will be ranked according to grade point average and will be accepted in rank order until the maximum number is reached. (Grade point averages less than 2.0 are not considered.)
2. Once the maximum number of applicants is reached within category #1, then and only then, will admission consideration be given to out-of-state residents.

## Prerequisites

This program prepares students for the ARDMS or equivalent certification in non-invasive echocardiography and non-invasive vascular technology and prefers successful completion of the specific courses listed in Table 1. However, many factors are used to determine eligibility for admittance, and non-completion of one or more of these courses may not necessarily disqualify an applicant.

The courses listed below are from Southeastern Louisiana University (SLU). Courses from another college or university are acceptable as long as they are equivalent.

Course	Credit Hours
English Composition (Eng 101 or 102)	3
Mathematics (Math 160 or 161) and 3 hrs above 161	6
General Physics (Physics 191)	3
General Biology (General Biology 151)	3
Anatomy and Physiology (Anatomy and Physiology 250)	3
Total	18

A description of the above courses can be found at the SLU web site:

[http://www.selu.edu/Administration/recordsandregistration/2004\\_05Catalog/courses/coursesindex.htm](http://www.selu.edu/Administration/recordsandregistration/2004_05Catalog/courses/coursesindex.htm)

## Performance Standards

Individuals that choose the CVT profession also require the capabilities outlined in the attached *Core Performance Standards for Admission into CTT* form.

You are required to read this form and provide your signature as verification that you understand the required skills.

## Evaluation Criteria for Admission

Selection to the CTT Program is based on evaluation of the following criteria for each student:

### 33% Academic achievement

- Applicants with a cumulative grade point average (GPA) below 2.0 **will not** be considered.
  - GPA is calculated on the basis of all courses taken including those repeated.
  - Most importantly, pertinent GPA is evaluated.
    - Pertinent GPA is the GPA in the pre-requisite and required related courses for program qualification.

### 33% Professional rating

- Experience related to echocardiography, cardiovascular, and allied health fields.
- Response to admission application essay question.
- Personal interview.
- Professional recommendations.

### 33% Core performance standards

- Specialized motor skills.
- Visual ability.
- Auditory ability.
- Critical thinking.
- Interpersonal skills.
  - Communication.
  - Behavioral.

## Progression Requirements

The Echocardiography curriculum is dependent upon proper sequencing of courses. A student may be denied registration or be administratively dropped from a course if pre-requisites and co-requisites have not been met.

The student must meet with his or her designated faculty advisor to plan a course of study for each semester while in attendance at CTT. Any student who is unable to satisfactorily meet curriculum requirements will be unable to progress in the CTT curriculum. Any student who withdraws from the CTT Program, regardless of the reason, will be subject to readmission criteria as set by the Advisory Committee. Meeting previously established criteria, however, does not guarantee automatic re-entry, as re-entry will be contingent upon space availability.

## Academic Restrictions

Restrictions that apply to the Cardiovascular Program include, but are not limited to, the following:

Students will not be allowed to continue the sequencing of courses under the following conditions:

- CTT course grades fall below a “C”.
- Inappropriate behavior (unprofessional, unethical, unsafe, etc.) or conduct of a student at any time while in attendance at an assigned clinical affiliate or while on campus grounds.

## Tuition and Fees

### General fees

Tuition charges are based on residence status as of the first day of the first semester for each respective class. Tuition fees are subject to change. The fee schedule is available at the CTT administration offices.

Fees related to registration, tuition and other charges are payable in full immediately upon completion of registration for the current semester, unless prior arrangements have been made with Administration.

**The cost of textbooks, uniforms, housing, transportation, meals or other expenses are not included in the semester tuition and will be the student’s responsibility.**

### Tuition Refunds

If a student voluntarily withdraws, is required to withdraw, or is dismissed from school, a partial tuition reimbursement may or may not be made. The general guidelines for tuition reimbursement are stated below:

Three-Business-Day Cancellation: If for any reason a student is unable to attend the program, all monies paid will be refunded if requested within three business days after signing the enrollment agreement.

Cancellation after the three-business-day cancellation period but before commencement of classes by the student: If the student withdraws prior to the commencement of classes, not more than \$150.00 will be retained by Cardiovascular Technology Training, Inc. Refunds will be issued within 30 days after official notification of withdrawal as outlined in the CTT School Catalog.

### Refund policy for withdrawal after commencement of classes:

- (1) Until the end of the first full week of classes, CTT shall refund 90% of tuition paid.
- (2) Until the end of the fourth full week of classes, CTT shall refund 75% of tuition paid.
- (3) During the first 25% of the course, CTT shall refund at least 55% of tuition paid.
- (4) Until the mid-point of the semester, at the end of the eighth full week of classes, CTT shall refund 30% of tuition paid.
- (5) Thereafter, CTT shall retain 100% of all tuition paid.

The costs of uniforms, books and other learning materials, room and board, transportation, etc., are entirely the responsibility of the student. No refund, credit, reimbursement, etc., will be given for these items. No refund will be given for application fees except within the three-business-day cancellation period.

## Tuition Assistance and Scholarships

At the current time, no tuition assistance is available through CTT. Students wishing scholarships, grants, loans, or any other form of tuition assistance must obtain it through third parties.

To help ease the financial burden of a large up-front tuition payment, CTT does allow students to pay tuition on a semester-by-semester basis. Furthermore, a student has the option of paying half of each semester's tuition costs up-front, and half at mid-semester.

## Housing

There are no on-campus apartments, dormitories, or other types of housing provided by CTT. CTT training facilities span the cities of Lacombe, Mandeville, Covington, Hammond, and Bogalusa. There are numerous houses, apartments, and condominiums located throughout this geographical area. Students are encouraged to contact a local real estate firm for additional information, and to obtain current costs regarding leases and rentals.

## Advanced Placement for Transfer Students

Students transferring in from another Echocardiography program must have officially left a previous program in good standing and must present three letters of recommendation. One letter of recommendation must be from the Program Director and a second letter must come from a Medical Director. The third letter may come from any Echocardiography or allied health reference, but should represent a totally different source from the other two references.

## CTT Course Transfer Policy

CTT courses taken at other JRC-CVT accredited programs will be evaluated by the CTT Program Director for transfer credit.

## CTT Course Challenge

There are currently no course challenge examinations for CTT clinical or didactic courses.

## Withdrawal/Dismissal

Students have the right to withdraw from the program at any time. Students shall be dismissed from the program for serious or repeated violations of program policies or procedures.

Students may withdraw for any reason by submitting a letter stating the reasons for withdrawal to the Program Director. Before taking any such action, **students considering withdrawal are strongly advised to discuss their plans with the Program Director.** Withdrawals will incur no academic penalty. The rules for tuition reimbursement are stated above under *Tuition Refunds*.

CTT students are expected to adhere to the "Student Code of Conduct" and all other CTT policies, rules and regulations as published in the CTT School Manual. Violations of the code of conduct on the CTT premises, at any clinical affiliate, or during any CTT-sponsored event shall warrant dismissal from the program. Students who repeatedly violate program policies or procedures are also subject to dismissal action.

Only the CTT Medical Director or Program Director can dismiss a student from the CTT program. Students cannot be dismissed by the clinical affiliates or the affiliate personnel. Clinical affiliates do reserve the right, however, to expel or reject any student whose behavior is judged to be unacceptable for their institution. If space is available, the student may be reassigned to another affiliate. If no space is available, it will be necessary for the student to temporarily discontinue until space is available.

However, if no other affiliate is willing to accept the student, it will be necessary for the student to withdraw from the program.

## Readmission

### Policy

Any student whose academic work has been interrupted for one or more semesters must apply for readmission to the program. Because CTT is a competency-based program, students must complete the coursework in sequence and within a two-year period. Any student who has withdrawn from the program for any acceptable reason (i.e. military deployment, medical leave, etc.) will need to reapply within the two-year time frame; otherwise, the student will have to repeat the course from the start. Any student, who has withdrawn from the program **will be allowed to petition for readmission to the program only once**. Any student who has withdrawn from the CTT Program or has not maintained good academic standing (grades of “C” or better or cumulative grade point average of 2.00 or better) shall be allowed to petition for readmission to the program only once. Students who have been dismissed from the CTT and SLU for disciplinary reasons are not eligible for readmission to the CTT Program.

### Procedure

The student requesting readmission to the CTT Program must submit a formal letter to the Program Director expressing an interest in re-enrollment for a specific semester. This letter must be typed, dated and signed by the student. A statement shall include: (1) the reason for the original withdrawal or unsatisfactory grade, and (2) a plan for change to resolve the cause(s) of withdrawal or unsatisfactory grade.

In order to be considered for readmission, the student’s request letter and statement must be received by the Program Director **no later than the midterm of the semester prior to the readmission semester**. Readmission to the CTT Program will be considered on the basis of availability of space.

The Program Director will respond in writing to all petitions for readmission to CTT. Students who are denied readmission due to lack of space may apply the following year. If the CTT course work is older than two years, a petition for readmission will be considered only if the circumstance for the delay is well documented. Students can be readmitted to the Program **only once**. If a student drops out or fails to maintain good academic standing after readmission, they will not be considered for readmission again.

## Professional Activities and Organizations

The CTT Program encourages student participation in professional activities, contests, and organizations when these activities enhance learning and retention of applicable information. In view of this, it is recommended that each student become familiar and involved with a professional Echocardiography society during their Echocardiography training. Related professional organizations include but are not limited to the following:

1. American Institute of Ultrasound in Medicine (AIUM)
2. American Society of Echocardiography (ASE)
3. Maryland Society of Diagnostic Medical Sonographer (MSCTT)
4. National Society of Cardiopulmonary Technologists (NCP)
5. Society of Diagnostic Medical Sonographers (SCTT)
6. Society of Vascular Technologists (SVT)

## Student Records

Provisions for availability and security of records comply with the "Federal Family Educational Rights and Privacy Act of 1974" (Buckley Amendment).

Student Advisors maintain satisfactory records for student admission, attendance, participation and evaluation. Student advisors also document regular and timely evaluation sessions to assess student's performance, acquisition of knowledge, cognitive learning, problem-solving skills, interpersonal, behavioral and motor skills, clinical competencies, strengths, weaknesses, and progress in the program.

Grades and credits for courses are recorded on the student transcript and permanently maintained by CTT. Records indicate the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of involvement of the student in scanning/performance. All student clinical education records must identify the student's supervising CT.

In the event that the program and or sponsoring institution should discontinue operations, records of student transcripts will be permanently retained in SLU archives located on the main campus Administration Building. Should a Student Advisor or instructor leave the services of the Program, the Program Director assigns a replacement and transfers all pertinent records to his or her care so that students have a specific Advisor at all times during enrollment in the Program.

## Release of Information

Official records of each student's academic, clinical grades and evaluations are maintained at the CTT business office, 2631 North Causeway Blvd. Mandeville, LA 70471. Student records are kept and maintained in compliance with the Federal Family Educational Rights and Privacy Act of 1974. Any information about a student other than the fact that they attended the school, the dates they attended, and whether they satisfactorily completed the Program is confidential. Only upon receipt of a signed authorization form from the student will any other information be released.

## Disclosure of Information

CTT may disclose information to parents of students upon the parents' establishment of the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. The required form of proof is a certified (notarized) copy of the parent's most recent Federal Income Tax form.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by CTT in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom CTT has contracted (such as an attorney, auditor, or collection agency); a person serving on the Consortium Committee; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

CTT may also release personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CTT to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

If further information is desired, contact the office of the Program Director.

## Change of Address

Each student is responsible for providing CTT with the most accurate and up-to-date information on his or her home address as well as relevant telephone numbers. This information is important in case of an emergency during the time the student is on campus or while at a clinical affiliate.

## Advisory Committee Representative

A student representative shall be selected from each class to serve on the CTT Advisory Committee. The CTT Advisory Committee consists of individuals from various aspects of the field (doctors, administrators, cardiovascular technologists, faculty, students, and community representatives) who share an interest in the advancement and development of the CTT Program. Advisory meetings are held at least once a year. The business of the committee is to review ongoing program operations and provide recommendations for change or improvement. Since any change in the program eventually affects the students, student representation at these meetings is important.

## Advising and Counseling

Students have access to career guidance counseling, as well as personal counseling, at Southeastern Louisiana University through an affiliation agreement between SLU and CTT. Additionally, career and curriculum counseling needs can be met directly through discussions with CTT faculty and staff, or by appropriate recommendations to other resources. Students are strongly encouraged to use campus resources to meet their needs and to consult frequently with both clinical and classroom faculties regarding any deficiencies so as to minimize any future complications.

Students will always have the ability to review their clinical evaluations for the current month. The Program Director is always available to students on a formal or informal basis.

The advising goal of CTT faculty is to facilitate student success in their CTT courses (curriculum). Any student demonstrating difficulty in meeting the guidelines and objectives of any particular CTT course should meet with the appropriate authority for that course (course instructor, clinical instructor, Program Director).

Anyone desiring advice or counseling, but unsure of where to go, is encouraged to contact the Department of Kinesiology at Southeastern Louisiana University, or the Program Director at Cardiovascular Technology Training.

## Academic Policies for the CTT Program

### Quality points and grade point average

The quality of work is indicated by quality points. A student passing a course with a grade of A will receive four quality points for each semester hour credit to which the course entitles him/her; with a grade of B, three quality points for each semester hour credit; with a grade of C, two quality points for each semester hour credit; with a grade of D, one quality point for each semester hour credit; and an F carries no quality points. Grade I is counted as an F until resolved into a final grade.

The grade point average computed on all hours attempted at CTT is the Cumulative Grade Point Average. All hours attempted and total quality points will be used in calculating the Cumulative Grade point Average.

Academic and clinical course work is graded as follows

<u>Number Grade</u>	<u>Letter Grade</u>
90-100 %	A
80-89 %	B
70- 79 %	C
60-69 %	D
< 60	F

Students must maintain a minimum grade of “C” in all CTT courses and maintain an overall grade point average of 2.0 to be considered in good standing in the program and eligible to advance to the next semester. Students not meeting all above criteria will not be permitted to continue taking CTT courses. Since CTT courses usually are offered once a year, students who fail can continue with their general education courses in the curriculum and may apply for readmission into the program the following year. Such student will be considered for readmission only once. The student may present a formal appeal to a CTT committee.

## Student Conduct Policy

Students are required to comply with all school regulations as outlined in the CTT school catalog. Students are required to behave in a manner that will reflect their integrity as well as that of the school and the profession of Echocardiography. Infraction of any CTT Program or CTT regulation(s) will result in a written or verbal warning, depending on the nature of the infraction, and appropriate action will be taken against the student due to the infraction. Any serious infraction can lead to immediate dismissal from the program. If any student is having difficulty with clinical procedures this should be documented through evaluations filled out by the Clinical Instructor and submitted to the Program Director. Each student will have the opportunity to review his or her evaluations.

## Student Code of Conduct

Rules and regulations are to be adhered to by all students. Students are expected to behave in a professional and ethical manner at all times and shall not engage in:

1. Mistreatment of patients in any manner (physical, verbal or other) including abandonment.

2. Excessive absenteeism or tardiness. This includes failure to notify the Clinical Instructor/Program Director of any absence or lateness.
3. Loitering on affiliate premises outside of the assigned laboratory or presence within the assigned laboratory but beyond program-approved or scheduled hours.
4. Misuse of confidential information, falsification of information, records and/or reports.
5. Exhibition of insubordination.
6. Exhibition of degenerate and indecent behaviors.
7. Damage, destruction, or misuse of institutional property, including defamation of character including patient, fellow student, Clinical Instructor, staff, administration, Program Director, Medical Director or other.
8. Unauthorized use or possession of affiliate and/or non personal property.
9. Creation or contribution to unsanitary conditions on affiliate grounds, including diagnostic, examination, record keeping, washrooms, and dining area.
10. Intimidation or coercion of another student or employee through physical, verbal and/or psychological or implied threats.
11. Soliciting or gambling on affiliates' grounds.
12. Smoking or narcotic usage while on affiliate grounds and/or reporting to the affiliation while under the influence of drugs and/or alcohol.
13. Possession of a weapon of any kind while on hospital premises or affiliate grounds.
14. Excessive talking, laughing, or other disturbing behaviors, including the adornment of strong and annoying perfumes/colognes.
15. Failure to report any accident or injury involving student(s), patient(s), or affiliates' employee(s).
16. Abandonment or no permission from immediate supervisor to leave the assigned laboratory.
17. Sleeping or unauthorized "resting"/ cigarette breaks while on clinical grounds.
18. Failure to show interest or provide assistance at clinical sites.
19. Non-compliance with dress requirement specified in this handbook.
20. Unauthorized use of any communication devices within the clinical premises.

*Note:* Each clinical affiliate reserves the right to refuse student reentry as a result of student misconduct while on affiliate premises.

## Academic Dishonesty

Academic honesty and intellectual integrity are essential to evaluating academic performance. Students should recognize that personally completing assigned work is essential to learning. Dishonesty makes it difficult for honest students to be evaluated and graded fairly and damages the integrity of the entire program. Academic dishonesty is a violation of the Student Code and academic policy and is therefore subject to sanction.

Unauthorized duplication or collaboration of any graded work (exams, laboratory exercises, assignments, projects, etc.) in any way or form (verbal, visual, physical, etc.) shall constitute plagiarism as each student is expected to submit or present his or her original work, except in instances where group work is permitted. Duplication of images or films not taken by the student themselves, but submitted as an original work shall also be considered as plagiarism.

## Complaints

If a student is dissatisfied with a condition that exists in his/her educational experience, he/she can submit a written complaint to the Program Director. This complaint will be considered and an opportunity for discussion with the Dean/Associate Dean of Allied Health will be arranged. If a student is still not satisfied, the student can demand a decision by an appeal committee composed of faculty, at least one

other student and the Dean/Associate Dean of Allied Health. After consideration by the committee, a written response, describing what the majority of the committee believes is an appropriate solution to the problem, will be given to the student. Records of the written complaint and response will be maintained by the Program Director.

### Program Appeals

Students shall have the right to appeal any action taken against them by the program.

The process of appeal involves submitting a written statement to the Program Director in which the action being appealed is clearly identified. The statement must also include reasons for the appeal, evidence or justification to support the student's position, and specify the relief the students is seeking. Appeals should be submitted within 10 days of the action in question. Upon receipt of the appeal, the director will review the action and respond in writing within 10 days.

**Student complaints relative to actions of school officials shall be addressed to the Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, phone (225) 342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school having first filed a written and signed complaint with the school's officials.**

### Due Process

#### Reporting of Incidents

All reports of student misconduct shall be made in writing to the CTT Program Director within one week of the incident. The Program Director shall determine if a violation has taken place based on the allegation. If an alleged violation is determined to have been committed, the Program Director will interview the involved student within one week or as soon as the student can be contacted.

#### Immediate Action

If it is determined that the incident does not merit disciplinary action, a report to that effect will be made and forwarded to the Medical Director. The individual making the complaint and the accused student will be notified of the decision. The proceedings shall terminate at that point.

If it is determined that the incident merits minor disciplinary action that is less than expulsion, an investigation will be made under the Medical Director's supervision. The student will be advised of the decision and of the proposed sanction in a conference with the Medical Director. The proposed sanction will be imposed if the student concurs and the proceeding terminated. The student is permitted to have an attorney present in an advisory capacity only. If the student declines the sanction, the student may file a written request for a hearing before the Consortium Committee. The Consortium Committee will determine if the matter merits a hearing and inform the student of the decision. If a hearing is merited, the Committee will submit a notice of the hearing. Hearings will follow the SLU student judicial protocol.

#### Status of Students Pending Final Action

Pending action on charges, the status of the accused student shall not be altered, nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well being, or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Medical Director will afford the affected student a preliminary hearing within three days after his/her temporary suspension. The student will have the right to be present at the hearing. If after such hearing the Medical Director finds that the student should remain

in suspension until the final decision, it shall be so ordered through a recommendation to, and in consultation with, the Consortium Committee. Otherwise, the student may be readmitted.

### **Sanctions**

A student may be required to sign a behavioral contract and conform to a behavioral contract or may be placed on probation, suspended, or expelled from CTT for disciplinary reasons.

### **Behavioral Contract**

A Behavioral Contract is a written agreement, which enumerates the behavioral expectations to which the student will be required to adhere. Expectations may include but are not limited to periodic counseling, performance of specified assignments, and/or absence of further occurrences of the type causing the initial compliant.

### **Probation**

Probation is the loss of privileges; possible loss of employment in the case of students who are employed by CTT; campus restrictions; or special restrictions under which a student may remain in the program. A record of the proceedings, which led to the sanction, will be kept on file in the CTT Business Office for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary action, it shall be reported.

### **Suspension**

Suspension is separation from the Program for either a specified period or an indefinite period of time. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension will be kept in the student's official file in the CTT Business Office and on the applicant file in the Admissions Office until such time the student is readmitted. When the student is readmitted, the record is kept for a maximum of three years. "Disciplinary Suspension" is placed on the official academic transcript.

### **Expulsion**

Expulsion is permanent dismissal from CTT without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the program. Expulsion becomes a permanent part of the official academic transcript. Records of the proceedings resulting in the action will remain on file in the Vice Chancellor for Academic and Student Affairs Office permanently in case of future appeals.

## **Disciplinary Action**

Students who violate policy or procedure established by CTT or SLU shall be subject to disciplinary action.

Disciplinary actions involve three levels:

1. Verbal warning
2. Written warning with probation
3. Dismissal from the program

If the seriousness of the offense warrants the creation of an investigative committee, such committee will be formed by the Program Director for the purpose of deciding the appropriate disciplinary action.

The type of action taken is dependent on the nature of the offense and circumstance under which it occurred.

1. Documented Oral Counseling

Oral counseling can be utilized when the nature of the infraction warrants notification but not a written warning letter. Oral counseling documents are considered instructional/educational as opposed to disciplinary and do not become a permanent addition to the students file unless subsequent disciplinary actions occurs.

2. Academic/Clinical Probation

Academic and/or Clinical probation is utilized when the student is not making satisfactory academic or clinical progress at the mid-term of each semester.

Students who fail to meet established didactic and clinical performance objectives at the mid-term of each semester will be placed on academic or clinical probation for the remainder of the semester. Mid-term grade reports will reflect a probationary status, and the student will be required to sign the report in acknowledgement of the status. The probationary status will be retracted upon successful academic and/or clinical completion of the semester. Students who fail to achieve established academic or clinical standards at the end of the semester will be dismissed from the program.

3. Written Warning Letter

Written warning letters are utilized when the nature of the infraction is sufficient to warrant corrective action and permanent documentation. Upon the receipt of a third written warning letter relating to any event, the student will be dismissed from the program.

4. Suspension

Suspension from the program is utilized in conjunction with a written warning letter when the nature of the infraction requires additional disciplinary action. Suspension is not to exceed three days. Students who missed clinical education assignments due to suspension are required to complete those assignments prior to graduation.

5. Dismissal

Dismissal from the program will occur upon the receipt of a third written warning letter. Dismissal can also occur at any time for the following reasons:

- Failure to maintain academic or clinical standards (Academic & Clinical Standards policies).
- Breach of institutional, departmental or programmatic policies, procedures, rules and regulations.
- Possession or distribution of illegal drugs or controlled substances.
- Malicious destruction or theft of patient, visitor, employee, or institutional property.
- Reporting to class or clinical assignments under the influence of alcohol or narcotics.
- Possession of a firearm while on institutional grounds.
- Academic or clinical dishonesty.
- Falsification of records or documentation.
- Habitual absence without permission or proper explanation.
- Neglect of clinical education responsibilities including absences or sleeping.
- Lack of personal ability, integrity, ethics, or proficiency.
- Insubordination.

All disciplinary actions are subject to due process. Students should refer to the Due Process policy in the school catalog for procedural specifics and time frames for appealing disciplinary decisions.

## Attendance

Students are expected to attend all class sessions except in cases of emergency such as: illness or death in the immediate family, the observation of a major religious holiday, the observance of which requires restrictions on daily activity, or when participating in official CTT functions such as a field trip. In the case of an absence for special personal reasons other than those mentioned above, the student is responsible to confer with the Program Director or the instructor whether or not the absence is to be considered as excused. When determining whether or not to consider an absence as excused, the faculty may require evidence as seems fit and may consider the student's previous attendance record.

All students must meet clinical observational and clinical rotational hourly investment. When a student is going to be absent from his or her assigned clinical site, the student must first notify the Clinical Instructor, followed by immediate communications to the Program Director. All absences from clinical must be made up as soon possible or within two weeks, whichever is soonest. Graduating students who have not completed their clinical hours within the clinical rotation period will not be allowed to graduate.

## Unexcused Absences

Unexcused absences will be handled in the following manner upon the student's return: The student must report to his or her instructor and disclose the reason for the absence.

- If the instructor accepts the reason as valid, no penalty will be imposed.
- If the reason is not acceptable, the student will be disciplined in accordance with school rules.
- Any student who has two such unexcused absences in a one-month period will be interviewed by the Program Director. The results of this interview will be discussed with the student's instructor and entered in the student's file. If the unacceptable behavior continues, further action will be taken in accordance with school policy.
- Students have the right to appeal any penalties through normal grievance channels.

Unexcused absences usually cannot be made up. Any permission to complete assignments will be granted only at the instructor's discretion.

Students are expected to call their clinical instructor's office to report absences or late arrivals before they occur.

## Transportation and Parking

All students shall provide their own independent transportation to and from CTT and the assigned clinical affiliates.

In order to maintain good attendance, students must have a reliable form of independent transportation to and from CTT and assigned clinical affiliates. Problems associated with transportation are often identified as a reason for absence or late arrival. Such problems are understandable on occasion, but if they occur frequently, they can severely affect a student's progress and standing in the program.

**Students must be prepared to accept assignments to any clinical affiliation site.**

Clinical assignments of students who do not have their own independent transportation will only be modified at the discretion of the Program Director and on the basis of clinical site availability.

At each clinical affiliate, parking facilities and regulations will vary. The student is responsible for becoming familiar with assigned institution's guidelines upon commencement of their clinical rotation. Under no circumstances will CTT be held responsible for transportation and/or parking fees incurred by any student.

Students are expected to call their Clinical Instructor's office to report absences or late arrivals **before** they occur.

Parking is available at the CTT Business office premises in the front parking lot. Students are reminded to observe posted signs for restrictions.

## Test Attendance/Make-Up Assignments

Students shall make every effort to be present on scheduled test dates. Make-up tests shall be administered only for qualified absences.

Although prompt attendance is expected on all class days, attendance on test days is important. Test dates are made known to all students in advance by announcement or printed schedule. It is the student's responsibility to be aware of these dates, prepare for them and be present. If any circumstances prevent a student from being present on a test date, the student is required to call in and report the absence in advance. Such may be reported by leaving a message for the instructor or with the Program Director before the class begins. Faculty extensions are listed on individual course syllabi.

Make-up tests are allowed under the following conditions:

1. The student must call in to qualify for a make-up. An unreported absence will negate the privilege of make-up.
2. Only one opportunity for make-up is permitted. If a student is not present for an assigned make-up, no further opportunities will be scheduled.
3. Make-up tests are scheduled according to the time availability of the instructor.

Test results may be withheld from all students until make-ups have been completed. Failure to make-up a test as specified above will result in the loss of all credit for that test. This policy is intended to discourage negligent absence and encourage responsibility in students.

Students who follow the guidelines above and have legitimate absence will not be penalized.

Tests are usually given at the beginning of class sessions for specified periods of time. Late arrivals diminish the amount of time available to a student for completion of the test. It is the instructor's discretion whether or not a late student will be permitted to take a test or schedule a make-up. If a make-up is assigned due to late arrival, it must be completed the same day or be subject to loss of all credit.

## Inclement Weather Policy

In the event that CTT should be declared closed due to weather conditions such as storms, floods, or hurricanes, students will receive an email or telephone announcement as early as possible. If an announcement concerning any CTT closing is not made before a student must leave for CTT or the

assigned clinical affiliate, the student must exercise his or her best judgment in making an attendance decision.

This policy shall apply to day as well as evening classes, and all students are expected to follow through with the appropriate phone calls to program faculty (clinical instructor, course instructor, and/or Program Director) indicating any potential lateness or absence.

When CTT has announced an official closing due to inclement weather, students are not required to report to their classes, nor are they required to report to their clinical affiliates although they are still responsible for completing the hours missed for clinical practice.

## Attendance at Educational Meetings

Students may be granted time off to attend educational meetings deemed worthwhile by the Program Director. All expenses are the responsibility of the student. Time spent at an educational meeting is not applied as clinical time unless specified by the Program Director. Be advised that travel to and from education meetings is done at the students' expense and CTT is not responsible for the students' safety and well-being.

## Semester Breaks and Holidays

Because of the amount of clinical time necessary for registry eligibility, CTT students are required to attend all clinical assignments during the scheduled program breaks, but will not have to attend classes during these breaks. The following are recognized holidays from both clinical and class responsibilities.

New Years Day	Good Friday
Mardi Gras Day	Thanksgiving Day
Fourth of July	Labor Day
Memorial Day	Christmas Day

CTT will make efforts to reasonably accommodate the religious practices of students and allow time off for religious days that the student observes, unless such accommodation would impose an undue hardship on the CTT program or clinical affiliate. Please request such time off at least two weeks in advance.

Students are not required to report to their clinical assignment if that institution observes any holidays not listed above; however, they are still expected to attend CTT classes. Students absent the day before or day after a holiday must have previous permission for a day of personal leave, or risk being charged two days for the day missed.

## Vacations/Leaves of Absence

Students' progress in the program shall not be interrupted by vacations or leaves of absence during regular class sessions (fall, spring or summer).

## School Calendar

Vacations and other personal activities such as weddings should be planned to coincide with break periods between semesters. The official school calendar, distributed to all students at the beginning of each semester and available to all students at the Administration Office, indicates when the breaks occur.

Leave of absence is not permitted. Students who take time off during semesters are responsible for all information missed, to complete tests and clinical competencies according to schedule, and to report their absence as required by program policy. Students who discontinue the Echocardiography program course sequence by failing to register for required courses are considered withdrawn from the program. In order to continue, the withdrawn student must follow readmission procedures as described. No clinical leave or absence will be granted without the hours worked ahead of time. To do so, the permission of the Clinical Instructor at the site is required and needs to be documented.

## Medical Leave of Absence

This policy is applicable to students that have incurred an illness, injury, or disability that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component. In the event of such, all reasonable efforts will be made to meet the student's limitations or restrictions. However, if the student is unable to participate in clinical/didactic education for a period extending beyond fifteen working days, a medical leave of absence can be granted providing certain criteria are met.

### Conditions for Granting a Medical Leave of Absence:

1. Student must provide written documentation from a physician that he/she is temporarily unable to actively participate in the clinical education component of the program.
2. The student must be making satisfactory academic, clinical, and professional progress at the time of request.
3. The student must be enrolled beyond the probationary period. If the event occurs prior to completion of the probationary period, the student must reapply for admission consideration.
4. The leave of absence will be granted until the start of the next corresponding semester in which the leave of absence was granted.
5. The student must re-enter the program at the start of the next corresponding semester in which the leave of absence was granted.
6. To assure compliance with regards to the accrediting body imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment, or pursue a student capacity waiver from the accrediting body.
7. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through reapplication and reevaluation.
8. Credit for didactic work will not be given for the semester in which the medical leave of absence is granted. Credit for clinical work will be given on a case-by-case basis.
9. The student must notify program officials as soon as possible should he/she decide not to return after the leave of absence so that another applicant can fill the reserved position.

### This policy is enacted for the purpose of:

1. Assuring that all students meet the required clinical education objectives so that student competency achievement and registry exam eligibility can be documented.
2. Assuring that the student's didactic education is closely coordinated with the clinical component, thereby providing the student with the highest quality educational experience and learning environment.
3. Affording students who have made satisfactory academic, clinical, and professional progress in the program an option for completing their education after a medical leave of absence.

## Funeral Leave

A maximum of three (3) days excused absences will be granted in the event of a death of a member of your immediate family. Immediate family includes husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, and grandparent. The student is responsible for completing the required forms.

## Long Term Disability

Should a student become injured, pregnant or be required to have emergency surgery, any or all of which would cause an indefinite absence, the “special need” situation would have to be discussed with the Program Director at the earliest possible convenience.

Each case will be considered on an individual basis depending on circumstances such as the amount of time missed or to be missed and the student’s past academic and behavioral performance.

No clinical grade will be given unless the student has completed all the required clinical hours, evaluation forms and competency requirements for the course. Failure to communicate a scheduled plan for completion of course requirements may result in a grade of F and may disqualify the student from continuing in the program.

## Graduation Process

All students who are expecting to graduate must submit appropriate documentation to the Program Director for graduation checks prior to the semester in which their graduation will take place. (Program Director will keep graduating students informed.) Graduation checks consist of a comprehensive review of the student’s record to ensure that all requirements for graduation have been completed. Student failure to complete this process may delay graduation due to student ineligibility. Students are responsible for confirming completion of their graduation check.

The following criteria must be met:

1. The minimum number of semester hours of academic credit which must include all courses required in the curriculum selected by the student, or such alternative courses as are specifically required by the program or university to which the student will transfer, must have been completed.
2. A minimum grade of “C” (2.0) in all Echocardiography courses must be met.
3. All general educational requirements must be met.
4. All financial obligations to CTT must be legitimately settled.

The twenty-four month Cardiovascular course of instruction given by Cardiovascular Technology Training results in the awarding of a Graduation Certificate.

## Placement Assistance

Although every possible assistance will be given to students by the school, there is currently no formal placement program for employment after the student graduates. By the nature of being a school,

however, employment opportunities are frequently presented by employers, and these are freely shared with students.

## Clinical Attendance

Graduating CTT students who have not completed the programs are strongly urged not to accept employment until they have satisfied all the requirements of the program.

Clinical attendance is a requirement for completion of the program. Any student who has not completed the required hours by the end of the last day of clinical practicum will not be eligible to graduate from the program until the clinical hours have been completed.

Each student has the responsibility of keeping attendance records at his/her assigned clinical site. These records should accurately reflect clinical hours invested by the currently enrolled student as well as reflect time deviations that account for lunch breaks.

The visiting Program Director will review them at each visit. Students are cautioned, however, to use their attendance records correctly and under no circumstances should one student record information such as time or procedures onto another student's time record. If there is any misrepresentation of hourly clinical investment, this would constitute falsification of records and all appropriate disciplinary action will be taken against the individual(s) responsible for such misconduct. The Program Director reserves the right to schedule a re-visit for a missed visit, with or without a valid excuse.

## Clinical Education Schedules

### 1. Clinical Rotations

- The length and nature of clinical rotations will be determined solely by CTT.
- CTT will determine the total number of clinical hours required of each student for each rotation and/or academic semester.
- On days when school is closed due to inclement weather, students are not required to report to clinical. However, the student is required to make-up for the lost days/hours.
- The student should never place himself or herself in any danger while attempting to reach class or their clinical site.

### 2. Scheduling

- Starting time for clinical education centers is set by the clinical instructor at each institution. A clinical shift of eight hours is usually between 7:30 AM and 6:00 PM.
- Day to day scheduling and room or technologist assignments will be made by the clinical instructor at each clinical education center as best meets the educational needs of students.
- The clinical instructor may not schedule students for holidays or scheduled days off according to CTT without the student's consent and the approval of the Program Director.
- All changes in clinical schedules must be cleared with the clinical instructor at the appropriate institution **in advance** and with the Program Director at CTT also in advance.
- Clinical schedules will **not** be changed to accommodate student work schedules.
- Clinical schedules may be changed to accommodate required courses at SLU when advance notice of at least 2 weeks is given the Program Director.
- Students should be allowed the same time off for coffee and lunch breaks as provided the staff Cardiovascular technologists in the affiliate.

- Requests to work additional time beyond that required by the course must be accompanied by a written approval from the clinical instructor of the clinical affiliate where the student is assigned.

## Patient Confidentiality

While completing the Program's course requirements, students will be involved in the care of actual patients. It is essential that all students understand and remember that patients have entrusted their care to physicians and staff with the implied assurance that all of their personal and medical information shall be held in strict confidence. Patient confidentiality is mandated by Louisiana Law as well as federal Medicare regulations.

Students will be required to participate in Health Insurance Portability and Accountability Act of 1996 (HIPAA) training prior to seeing any patients. This training, among other things, clearly states the penalties for individuals who violate patient's rights to confidentiality. The penalties under law can be severe. The Program reserves the right to carry out discipline proceedings against students who violate patient confidentiality requirements up to and including immediate expulsion.

To this end, any communication of patient information, whether verbal, written, electronic, or in any other form, whether inside or outside program classroom or training areas without the express written consent of the patient shall be considered unethical and a breach of the patient-physician confidentiality.

## Performance Evaluation

In the didactic portion of the curriculum, evaluation of performance will be accomplished as prescribed in each course syllabus and otherwise according to CTT policies.

### Program Evaluation

Throughout the CTT program, students will be asked to participate in the evaluation process of program faculty, the curriculum, and clinical rotations. Upon graduation, graduates will be mailed an exit evaluation to assess the overall effectiveness of the education they received while under the auspices of CTT.

### Clinical Evaluation

Upon completion of each rotation through an affiliate institution, the clinical evaluation form should be filled out for each student by the following:

- The affiliate's clinical instructor with input by the Department Supervisor.
- The affiliate's medical doctor responsible for interpretation of the majority of ultrasound exams, if applicable.
- The Program Director.

These evaluations include suggestions on how each student might strengthen any weaknesses that are mentioned. The Program Director will compile all evaluations and establish a clinical grade for each rotation. Each student will meet with the clinical instructor and review the evaluations. The student is

asked to sign the evaluations. Clinical evaluations are also determined by each student's performance during guided scanning labs.

Graduating students are expected to complete their required clinical hours prior to graduation. All clinical requirements need to be satisfied before clearance for graduation is provided

## Scan Exam

At all clinical levels, students are required to take a scan exam where they have to prove that they are adequately prepared to proceed to the next level of training. Scan exams are conducted toward the end of the clinical rotation. The student may provide his/her 'patient', and is expected to brief and prepare the patient for whatever study they need to demonstrate.

Students are provided with a limited period of time to complete the exam, beyond which a corresponding demerit will be imposed. Guidelines for the scan exam will be announced at least a week prior to the exam. Any student who does not pass with a grade of 80 or better will be required to repeat the clinical level.

## Scanning Regulations

All scanning models must read and sign the Scan Waiver Forms prior to being scanned. The student who scans models has the responsibility to brief their models on the objectives of scanning models, and must have them sign the necessary waiver form.

## Clinical Observations and Rotations

The clinical component of the CTT Program will differ from the traditional classroom experience as clinical experiences entail the operation of various modalities of diagnostic and diagnostic-related equipment in the delivery of care to actual patients.

## Student Assignment to Clinical Affiliate

The CTT program faculty shall retain complete jurisdiction over the assignment of a student to a clinical site. Under no circumstances shall any student be allowed to report to a diagnostic laboratory for purposes of official CTT clinical training without proper compliance to the program requirements nor without the prior consent of his/her Program Director.

However, recognizing the role that the CTT program plays in the facilitation of each student's education, CTT will consider legitimate factors that can affect each student's success. These legitimate factors consist of, but are not limited to the following conditions:

- Diagnostic lab availability (General, Echocardiography & Vascular)
- Complementary nature of affiliate to student's technical, interpersonal deficiencies
- Rotational fairness to fellow students
- Overall compatibility of student/mentor/site/affiliate
- Exposure of student to in-patient and out-patient experience
- Variety in clinical instructorship and case volume handled by the site
- Student exposure to a variety of equipment
- Student's technical ability as indicated by his/her didactic course grades

Clinical site assignments of each student will be altered only on the basis of site availability. The program does not provide accommodations for personal needs. Students should be aware that because the CTT program is a full-time responsibility, program should not be expected to work around the student's schedule.

## Clinical Assignment to Current Affiliate of Student Employment

Any student employed in any capacity by and at the physical location of any CTT clinical affiliate must immediately notify the Program Director of this status so as to properly ensure the prevention of "role conflict". Moreover, under no circumstances shall any student receive monetary compensation for the delivery of care during assigned and CTT -approved clinical hours.

## Policy on Clinical Accountability

Because the faculty believes that the physical and emotional welfare of (affiliate) patients takes the highest priority, any student who demonstrates clinically unsafe patient care practices, thereby jeopardizing patient welfare, may ultimately be dismissed from the program. Behavior, which jeopardizes or potentially jeopardizes the operations and management of the health care affiliate such as physical or mental health problems, skill deficits, anxiety, and/or substance/alcohol use, may also lead to dismissal from the program.

Unsafe practices as noted by program faculty and clinical instructors will otherwise be discussed with the student involved, and documentation, including a plan for recourse if the student persists in unsafe practices, will be entered into the student's file. At this time, the student will also be advised as to what the appeal process entails.

## Clinical Practice Guidelines

Students shall be treated as trainees who have no expectation of receiving compensation for clinical training or future employment from the clinical affiliate. Students employed in a clinical affiliate must not expect to be assigned at their place of employment for their clinical rotation assignment. On a case-to-case basis, students may receive training from their employer provided that while they are enrolled as a student, they do not receive compensation.

- Time and Log sheets must be submitted weekly with complete information and signatures. **Time sheets without accompanying log sheets will not be counted as clinical hours.** All time/log sheets must be received the week after work is completed. Otherwise, these will be considered late and will carry a penalty. Students must keep their own copy of log/time sheets and other documents. In case of misplaced forms, the student will carry the burden-of-proof.
- Required clinical hours as stated in the curriculum guide must be satisfied. A maximum of 16 hours may be carried over to the next rotation. Change of schedule and absences require proper authorization and documentation. Unauthorized and/or undocumented absences and/or changes in schedules will lead to a warning and eventually to dismissal from the program. With clinical instructor's permission, a student may login additional hours to compensate an anticipated day-off for any valid reason.
- Each practice and/or graded competency must be submitted promptly and properly documented according to the following:
  - Each graded competency must be seen and graded by the clinical instructor at the clinical site where the study is performed.

- Only practice competencies may be completed on volunteers.
- All graded and practice competencies must be completed at program approved sites.
- A study must be completed on the same patient from beginning to end.
- Graded competencies submitted on tapes (for echo and vascular students only) are considered CTT property and will not be returned to students.
- Taped graded competencies for echo and vascular students must be properly labeled allowing enough blank space to separate different scan requirements.
- Inside and outside labels should indicate:
  - Student's name, clinical rotation, and rotation site on the side of the box and the cassette. (Ex: Spring 2005 CP II)
  - Scan type and length of time for each study on front of the box and the cassette. (Ex: parasternal short axis exercise)
- Clinical affiliate evaluations such as the Clinical Instructors Evaluation must be completed at deadline set in the syllabus.

### Clinical Affiliates Participating in the CTT Program

Clinical Affiliate	Echocardiography	Vascular
Louisiana Heart Hospital	√	√
LSU Bogalusa Medical Center	√	√
Heart and Vascular Clinic in Bogalusa	√	√
Heart and Vascular Clinic in Hammond	√	√
North Oaks Hospital in Hammond	√	√
Heart and Vascular Clinic in Lacombe	√	√

### Guidelines for Clinical Supervision of CTT Students

This policy serves as a guide for students and staff cardiovascular technologists regarding student clinical supervision.

A CTT student will perform diagnostic imaging studies under both direct and indirect supervision from a staff clinical instructor.

**Indirect supervision:** - The student will perform an imaging study with the assigned cardiovascular technologist, both student and cardiovascular technologist will scan the patient. The cardiovascular technologist may not be present in the exam room for the entire length of the exam; however, the cardiovascular technologist will be immediately available to assist the student. The cardiovascular technologist is ultimately responsible for the exam.

**Direct supervision:** - The student will perform an imaging study with the assigned cardiovascular technologist, both student and cardiovascular technologist will scan the patient. The cardiovascular technologist will be present in the exam room for the entire length of the exam. The cardiovascular

technologist will always be present to assist the student. The cardiovascular technologist is ultimately responsible for the exam.

A student is never to perform a clinical examination without either the direct or indirect supervision of their assigned cardiovascular technologist.

A beginning student will always perform clinical examinations under direct supervision from their assigned cardiovascular technologist. As the student improves his/her knowledge of echocardiography, anatomy, physiology, pathology, pathophysiology, and clinical competency the clinical instruction will become more indirect to allow the student time to perfect their scanning skills and gain confidence. The assigned cardiovascular technologist will always be immediately available and is always responsible for the exam in progress.

## Graduation Requirements

Students must demonstrate proficiency in the following areas:

### Didactic Skills

- Achieve necessary requirements as outlined by the Academic and Clinical Standards policies. This includes all didactic and clinical grades as well as completion of clinical hours, check-offs, and competencies.
- Maintain satisfactory attendance to all classes and clinical rotations.
- Use oral and written medical communication.
- Achieve proficient use of sonographic imaging equipment and demonstrate knowledge of Echocardiography instrumentation, including but not limited to acoustic physics, Doppler Echocardiography, and other medical imaging principles.
- Ability to properly identify Doppler waveforms and determine their significance.
- Ability to accurately determine abnormal flow of hemodynamic significance.
- Demonstrate knowledge of human physiology, pathology, pathophysiology, and systemic and sectional anatomy.
- Demonstrate knowledge and skills necessary to design and implement quality assurance programs, protocols, policies and procedures for general function and operation of the Echocardiography department.
- Demonstrate knowledge and proficiency in optimal recording and analysis of Echocardiography data.
- Demonstrate knowledge and understanding of the interactions of sound and tissue.
- Demonstrate current knowledge related to bioeffects of Echocardiography imaging.
- Demonstrate knowledge and understanding of related imaging, laboratory, and testing procedures and how they contribute to the clinical diagnosis of disease.
- Identify sonographic representation of normal and abnormal anatomy.
- Demonstrate knowledge of permanent image production methods, storage, and processing of both hard and soft copy images.
- Actively appreciate the need for continuing education.
- Knowledge of physical principles of echocardiographic image formation and blood flow velocity measurements.
- Knowledge of appropriate transducer manipulation and instrument settings required to obtain an optimal image.

- Knowledge of normal cardiac anatomy.
- Knowledge of cardiac auscultation and electrocardiography for correlation with results of the echocardiogram.
- Ability to distinguish an adequate from an inadequate echocardiographic examination.
- Knowledge of appropriate semi-quantitative and quantitative measurement techniques and ability to distinguish adequate from inadequate quantitation.
- Knowledge of alternatives to echocardiography.

### Clinical Skills

- Recognize emergency patient conditions and initiate first aid and/or basic life support procedures.
- Integrate patient history and physical findings to determine appropriate area(s) of interest for obtaining a diagnostic examination.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record, analyze, and process anatomic, diagnostic, pathologic, and/or physiologic data for interpretation by a physician.
- Production of an Echocardiogram of diagnostic quality.
- Operation of emergency patient equipment.
- Recognition of laboratory tests, their value and significance.
- Ability to assist a qualified medical practitioner in surgical or non-surgical procedure that requires Echocardiography imaging.
- Ability to use and to dispose properly materials used in a surgical or non-surgical procedure that require Echocardiography imaging.
- Ability to formulate appropriate questions that would draw pertinent information from the patient.

### Professional Objectives

- Ability to communicate effectively with patients and other health care professionals.
- Develop a cooperative teamwork approach with other allied health professionals.
- Exercise professional judgment and discretion in communication with patients, co-workers, and the public concerning the field of Echocardiography.
- Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
- Ability to keep accurate patient records.
- Knowledge of medical/legal implications of patient interaction/management.

### Academic Professionalism

As participants in a professional education program, CTT students shall conduct themselves in a professional manner during all classes, labs, seminars, and clinical rotations.

Academic professionalism includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars, and clinical and avoidance of any behavior which disrupts or interferes with academic proceedings. Professionalism also requires adherence to ethical principles such as not cheating on tests, not degrading the characters of others nor spreading malicious gossip.

## Personal Appearance and Uniform Policy

Personal appearance and demeanor of each CTT Echocardiography student is indicative of individual interest and pride. CTT students must wear blue uniforms or scrubs and clearly visible student identification badges at all times. Uniforms shall at all times be clean and pressed and shoes shall be clean at all times.

Students must complete the LHH student forms and have the required documentation on file with the Education Coordinator at LHH prior to being scheduled for clinical training at the hospital.

## ID Cards

Students shall be provided an identification/name card along with a neck lanyard. The ID card will be worn at all times during didactic, laboratory, and clinical training hours.

## Liability (Malpractice) Insurance

Each student will be held responsible for his or her actions while in contact with patients and at the assigned clinical affiliate(s).

CTT does not provide professional liability insurance for students. All incidents/accidents beyond a “routine” level of seriousness should be reported immediately to the Medical Director as well as to the Program Director. Affiliate and CTT Program incident/accident reports should be completed as thoroughly and accurately as possible and immediately submitted to the appropriate institutions (i.e. clinical affiliate and CTT).

## Health and Accident Insurance

In the case of accidents or illness, which occur during school and/or CTT-approved clinical hours, the following policies will apply. If a student becomes ill or injured while at an assigned clinical affiliate, he or she should report this immediately to the Clinical Instructor and adhere to the particular institution’s protocol for handling illnesses and accidents. Additionally, a CTT Program Incident Report should be completed and submitted to the Program Director.

Each student is held responsible for ensuring that he or she is adequately covered for health as well as accidental occurrences while on clinical affiliate grounds, as students will be held liable for incurring any cost(s) for personal treatment, etc. To this end, it is advisable that students contact Health Maintenance Organizations, etc., as well as automobile and accident insurance agents to arrange for the appropriate coverage.

Agreements between CTT and cooperating clinical affiliates state the rules for the appropriate utilization of clinical facilities. These agreements do not require either CTT or the facility to be held responsible for any expenses incurred by any student due to injury or damages sustained during the program approved clinical training. Students are individually held responsible for such expenses and are therefore strongly urged to be covered by the proper insurance such as health and accident.

## Accidents and/or Incidents Involving the Student

Students are to immediately report all injuries and accidents to the instructor in charge at the time of the incident. An incident report must be filled out for every occurrence. Students must inform the Program Director of the school of any incidents by the first hour of the next workday. CTT and the school's affiliate institutions will offer emergency medical treatment for injuries sustained on their property while the student is involved with assigned school activities. Long-term injuries are not covered by CTT and students are responsible for obtaining their own medical insurance.

## Accidents and/or Incidents Involving Patients

Students are required to immediately report all accidents or incidents involving patients or visitors to the supervisor in charge. Students are advised to never move or release stretcher restraints or side guards nor tamper with life support apparatus, including IV's, without permission and direct assistance of the physician in charge of the examination or the sonographer performing the exam. Affiliate hospital and or clinic policy for accidents and incidents must be strictly followed. Students are required to inform the Program Director of any such accidents or incidents by the first hour of the next workday.

## Accident, Injury and Illness Policy and Procedures

### Purpose

These procedures clarify the steps to take in the event that a CTT student suffers an accident, injury, or illness while in the course of his/her clinical, laboratory, or didactic work. An additional intent is to clarify the responsibilities of students, supervisors and other officials as related to accident, injury, and illness reporting requirements.

It is the policy of CTT to report all accidents to the appropriate investigative agencies and cooperate fully in any investigation.

### Notification

The student involved in the accident must notify his/her supervisor or a senior member of the laboratory or clinical affiliate staff. If this is not possible, a witness to the accident or the first person discovering the accident should perform this function.

Where necessary, call 911 and request an ambulance indicating where the injured person is located.

### Incidents and Injuries

- Provide aid and comfort to the injured without risking further injury.
- In the event of a major or serious accident, immediately summon medical assistance from either an on-site medically qualified member of staff or someone with first-aid training.
- If you cannot easily report to the facility's emergency management department, you should immediately **Call 911**.
- If the accident occurs at LHH call SECURITY, extension 7694, and report the accident.
- If the accident occurs at SLU call University Police, 985/549 2774, and report the accident.
- Administer first aid, if properly trained.
- Secure the accident site immediately to prevent subsequent injuries and summon security to block off the area with barricades or whatever steps the circumstances warrant.

If in doubt as to whether or not the situation is an emergency, treat it as an emergency and follow the steps listed above.

## Accident Reports

All accidents or injuries, however small/insignificant, whether resulting in injury or not, must be officially reported as soon as possible using the Student Report of Accident form. This is assurance in case medical treatment is later needed and insures monitoring, identification, and correction of any existing safety hazards.

The Student Report of Accident form is available in Appendix B of the School catalog.

Complete the form in as much detail as possible and then process according to local policy and SOP. The report includes the type of accident, the name of the injured person, and a quotation stated by the injured about how the accident has occurred. Send a copy of the form to the Program Director.

In the event of a needle-stick or splash accident, complete the extra section regarding needle-stick/splash injuries on the accident report form. Follow the policy and the information contained within the current version of the relevant SOP.

## Student Responsibilities

- Notify supervisor of accident, injury or illness immediately.
- Complete a Student Report of Accident form within 24 hours of being injured or becoming ill.
  - Forward a copy to the Program Director and any additional authority mandated by hospital, university or clinic policies involved in the incident.
- Inform your supervisor if the injury or illness will result in any absence, including the anticipated length of absence, as soon as possible.
- If you will be absent 3 days or less, call the supervisor each day to report that he/she will not be in to work that day.
- If you will be absent more than 3 days, provide a written doctor's excuse to the supervisor as soon as possible, and call in each day until a doctor's excuse is provided.
- Prior to reporting to work with restrictions, provide a copy of the work restrictions established by the treating physician to your supervisor.
- Any time work restrictions change, provide a copy of the new work restrictions to the supervisor prior to reporting for work.
- If you will be out for more than one week, contact the supervisor at least once each week on the first day of the work week either in person or by telephone to update the supervisor of your condition and anticipated return to work date with or without restrictions.
- Prior to returning to your duties after being out for more than one week, notify the supervisor at least one full working day before your intended return date with or without restrictions.
- Prior to returning to your duties without restrictions, after having had restrictions in place, you must present a work release from the treating physician to the supervisor.

## Supervisor Responsibilities:

- Notify the appropriate authority according to the policy or SOP of the facility in which the accident occurred.
- Conduct an accident investigation. Gather facts, interview student, interview witnesses, if any, and determine the primary and secondary causes of the accident.
- Forward copies of all doctor's excuses and work restrictions to the Program Director and other authorized individuals pursuant to policy.

## Program Director Responsibilities

- Respond to, and immediately investigate, all serious accidents, injuries, and illnesses, and determine if back injuries or repetitive motion injuries are involved.
- Review all accident reports, enter cause and occurrence codes, and complete the "Safety Coordinator's Report".
- Inform student of his/her responsibilities as described above and ensure that the student fulfills those responsibilities. If the student does not fulfill his/her responsibilities, it is the supervisor's responsibility to contact the student and reiterate the requirements. Continued failure to meet requirements is justification for disciplinary action.
- Follow-up with doctors, supervisors and rehabilitation nurses regarding work excuses, restrictions and student's medical status.
- Analyze accident trend data and make recommendations for corrective actions.
- Assist students and supervisors as needed.

## Accident Investigation

Follow the procedures below when investigating an accident, injury or illness.

- Start gathering reports from witnesses immediately. All reports must be in writing and sent to the Program Director as quickly as possible.
- All managers and supervisors of the department involved in the accident will make themselves available to the team appointed by management to investigate the accident.
- In addition, all managers and supervisors will be available to cooperate fully with any outside investigatory agency.
- Complete the Accident Investigation Report found in the Appendix.
- Develop an action plan for prevention.
- Set a timeline for implementation of corrective actions and follow up.
- Monitor success of plan.

Note: Students and CTT staff should be aware of their agreement to protect patient and medical confidentiality and proprietary processes. If challenged by an investigator to reveal sensitive information, the student must refer the investigator to his or her immediate superior.

CTT recognizes that people with life-threatening illnesses—including, but not limited to, cancer, heart disease and HIV/AIDS—may want to continue as many of their normal activities as possible, including education. As long as their medical condition allows and does not pose a threat to themselves or their co-workers, and as long as they can perform the essential functions of their jobs, the Program Director will ensure that they are treated no differently than any other student.

CTT is obligated to provide a safe and secure work environment for all students, patients and staff. To that end, CTT will take every precaution to ensure that a seriously ill employee's condition does not present a health or safety threat to other employees and patients.

## Physical and Health Policies

### Student Immunizations

Louisiana state law requires immunizations against measles, rubella, mumps, and diphtheria-tetanus for all first time students born after 1956. This immunization requirement, which became effective January 1991, also applies to students returning after an absence of one or more semesters. The requirement consists of: two doses of measles vaccine, at least one dose each of rubella and mumps vaccine, and a tetanus-diphtheria booster every ten years.

Following a student's acceptance into the CTT Program, documentation of a complete physical examination performed by a board-certified physician must be submitted and will be kept on CTT file. This physical examination should include a complete blood count, urinalysis, and TB (Mantoux) test. Documentation of a TB "clearance" must be submitted for every academic year. MMR and other immunization(s) history, as well as evidence of the Hepatitis B vaccine or initiation of Hepatitis B series, will serve as a baseline for future reference, especially in the event of an accident or illness.

During student training while at a program-approved clinical affiliate, students may come in contact with disease-causing agents or microorganisms. It is therefore expected that all students exercise common sense, as well as adhere to OSHA regulations in their delivery of service and care while in their health care setting. Known or strongly suspected cases of exposure to TB bacteria should be followed up immediately with the accurate completion of affiliate and CTT incident reports and appropriate follow-up visit(s) to a physician.

### Substance Abuse Policy

It is CTT policy to maintain a student body free from alcohol abuse or the use of illegal drugs. Any student who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol and set forth the following rules:

1. Students may not consume alcoholic beverages or take illegal drugs on our premises or on the premises of any clinical affiliate.
2. Students may not report to work under the influence of drugs or alcohol.

If you are convicted under any federal or state criminal drug statute, you must notify an official of the school within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs that have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug that is not legally obtainable, which may be obtainable, but has not been legally obtained, or which is being used in a manner or for a purpose other than as prescribed.

### Required Tests

Pre-Acceptance Drug Tests – All applicants seeking admission to the CTT Echocardiography program are required to submit to a pre-admission drug test, and must receive a negative result as a condition of acceptance. Such testing will usually be conducted prior to the first day of class.

CTT will pay for all drug or alcohol tests required, including confirmation tests. Any test taken at the applicant's or employee's request will be at his/her own expense, including the analysis of the retest for drug testing, unless the applicant or employee receives a negative result. In such case, CTT shall reimburse the individual for the costs of the retest.

### Sexual Harassment

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is unacceptable conduct that will not be condoned.

Sexual harassment is unsolicited, nonreciprocal behavior by an individual who is in a position to control or affect another person's job or educational status, and who uses the power or authority of that position

to cause that individual to submit to sexual activity, or to fear that he or she would be punished for refusal to submit.

Sexual harassment also includes any individual conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by individuals directed to other individuals including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

CTT will treat sexual harassment as any other form of misconduct. Individuals who engage in harassing behavior will be disciplined appropriately. Individuals who are sexually harassed are encouraged to discuss the situation with their supervisor or with any other official of the school.

### Pregnancy Policy

Upon medical verification of her pregnant condition, disclosure of said condition to program officials is the student's responsibility and is to be initiated voluntarily. Students have the right to refuse disclosure of medical information; however, in the event that a student chooses not to disclose information regarding pregnancy, the student is acknowledging that they are assuming all responsibly for their condition and the potential complications that may rise.

Upon medical verification that a pregnancy exists, and after consultation with the Program Director, the program will offer two options to the student.

Option #1 – Leave of Absence during pregnancy. If the student so decides, she may elect to leave the program under the following requirements:

- a. Upon accepting this option to leave the program, she must notify the Program Director immediately.
- b. The student shall re-enter at the beginning of the corresponding semester in which she left. (i.e., if the student left mid-way through the second semester she would be required to re-enter the program at the beginning of the second semester the following year).
- c. All didactic and clinical course work must be completed prior to graduation from the program.

Option #2 – Remain in the program throughout her pregnancy. If the student so decides, she may continue in the program under the following requirements:

- a. The student shall employ all radiation safety practices.
- b. Upon request, an exposure-monitoring device will be issued.
- c. The student shall participate in all scheduled clinical rotation areas as assigned with no special provisions.

The Program Director shall document the student's decision in regard to the two options described above. The student shall complete and sign a form acknowledging receipt of information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student's permanent personal file.

### CPR Certification

Prior to the commencement of any clinical experience such as observation or rotation, each student will have to submit a copy of a current CPR course completion. The CPR course should be comprehensive

and designed specifically for allied health workers. (Yearly documentation of CPR course completion must be submitted for each academic year any student participates in CTT training.)

## Personnel

The primary program officials of the Cardiovascular Technology Training program consist of the program director and the medical director. In accordance with institutional policies and practices, these officials assume the responsibilities described below.

### Program Director Responsibilities

The Program Director assures achievement of the program's goals and outcomes, and is responsible for all aspects of the program, including the organization, administration, continuous review, planning, development, and general effectiveness of the program. The Program Director provides supervision, administration, and coordination of the instructional staff in the academic and clinical phases of the educational program.

The program director has the responsibility for the daily operation of the program, as well as assessing its appropriateness in terms of education, operating structure, and incorporating new concepts and techniques. In addition, this person is responsible for maintaining the quality of the program. The Program Director may serve as an "adjunct" instructor, as well as that of liaison between the student and CTT or affiliate staff and CTT.

### Medical Director Responsibilities

The medical director of the program shall provide competent medical guidance to ensure that the medical component of the curriculum, both didactic and supervised practice, meets current acceptable standards.

### Faculty and/or Instructional Staff Responsibilities

All instructional staff members are responsible for the particular course or courses they teach. This includes responsibilities for providing an updated course outline on a regular basis, selecting textbooks, and administering adequate testing.

### Clinical Faculty Responsibilities

The clinical education sites have clinical instructors responsible for evaluating the clinical competencies of students and maintaining appropriate records to verify that these competencies have been ably demonstrated. Clinical faculty schedule, supervise, and test no more than 10 students per instructor per course of instruction.

## Appendix A: Academic Curriculum

**Cardiovascular Technology Training, Inc.**  
**Didactic, Laboratory, and Clinical Curriculum**

<b>Number</b>	<b>Name</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
First Semester						
CVT101	Introductory Concepts	45	3.0	45		
CVT102	Introduction to EKG	45	3.0	45		
CVT103	Cardiovascular Anatomy & Physiology	45	3.0	45		
CP101	Clinical Practicum I	90	2.0			90
Second Semester						
CVT201	Ultrasound Physics I: Applied Doppler Principles & Hemodynamics	45	3.0	45		
CVT202	Echocardiography I: Cardiac Embryology and Anatomy	45	3.0	45		
LAB201	Guided Scanning Lab I	45	1.5		45	
CP201	Clinical Practicum II	225	5.0			225
Third Semester						
CVT301	Ultrasound Physics II: Advanced Physics and Instrumentation	45	3.0	45		
CVT302	Echocardiography II: Basic Transthoracic Echocardiography / Two Dimensional, M-mode, Doppler & Color Flow Doppler	45	3.0	45		
LAB301	Guided Scanning Lab II	45	1.5		45	
CP301	Clinical Practicum III	225	5.0			225

		<b>Clock Hours</b>	<b>Semester Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
Fourth Semester						
CVT401	Vascular Technology I: Basic Vascular Technology	45	3.0	45		
CVT402	Echocardiography III: Advanced Transthoracic Echocardiography / Disease States / Doppler Application	45	3.0	45		
LAB401	Guided Scanning Lab III	45	1.5		45	
CP401	Clinical Practicum IV	225	5.0			225
Fifth Semester						
CVT501	Vascular Technology II: Advanced Vascular Technology	45	3.0	45		
CVT502	Echocardiography IV: Advanced Transthoracic Echocardiography / Pathophysiology of Cardiovascular Disease / Therapeutic Measures	45	3.0	45		
LAB501	Guided Scanning Lab IV	45	1.5		45	
CP501	Clinical Practicum V	225	5.0			225
Sixth Semester						
CVT601	Echocardiography V: Echocardiographic Special Procedures / Professional Growth	45	3.0	45		
LAB601	Guided Scanning Lab V	45	1.5		45	
CP601	Clinical Practicum VI	360	8.0			360
		<b>Clock Hours</b>	<b>Semester Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
Totals		2115	73.5	540	225	1350

# Cardiovascular Technology Training, Inc.

## Course Descriptions

### Didactic Curriculum:

#### **CVT 101      Introductory Concepts**

Semester Credit Hours 3.0

The course introduces students to the medical environment. Topics include patient management, professional ethics, HIPAA, OSHA, patient care procedures pertinent to ultrasonography, chart reading and record keeping relative to ultrasound. The student will also achieve certification in cardiopulmonary resuscitation.

#### **CVT 102      Introduction to EKG**

Semester Credit Hours 3.0

Explains the key principles and theory of EKG crucial to conducting, analyzing, and understanding an electrocardiograph (EKG), with special emphasis on its correlation to echocardiography.

#### **CVT 103      Cardiovascular Anatomy and Physiology**

Semester Credit Hours 3.0

Explains the key concepts crucial to understanding the structure, function and physiology of the cardiovascular system, and explains the impact of cardiovascular malfunctions and cardiovascular disease on the heart and vascular system.

#### **CVT 201      Ultrasound Physics I: Applied Doppler Principles and Hemodynamics**

Semester Credit Hours 3.0

The course explains the concepts crucial to understanding basic principles of ultrasound physics. Fundamental principles of acoustical physics including wave propagation, biological effects, and acoustical impedance properties are introduced.

#### **CVT 202      Echocardiography I: Cardiac Embryology and Anatomy**

Semester Credit Hours 3.0

This course explains the development of cardiovascular embryology and the pathological details of the natural history of congenital heart disease; followed by the description of the mature heart in normal individuals.

#### **CVT 301      Ultrasound Physics II: Advanced Physics and Instrumentation**

Semester Credit Hours 3.0

Advanced wave propagation and ultrasound instrumentation, where correlation is drawn between the controls on ultrasound instruments and how their use affects characteristics and properties of propagating waves. Quality control and safety are also discussed.

**CVT 302      Echocardiography II: Basic Transthoracic Echocardiography /  
Two Dimensional, M-mode, Doppler & Color Flow Doppler**

Semester Credit Hours 3.0

The course expands the student's understanding of the application of Doppler principles to measure the speed and direction of the blood; introduces theories of Doppler principles and hemodynamics, reviews cardiac etiology and explains the key principles and theory of adult echocardiography relative to valve functions and valvular heart disease.

**CVT 401      Vascular Technology I: Basic Vascular Technology**

Semester Credit Hours 3.0

The course identifies the capabilities, accuracy and limitations of noninvasive vascular exams enabling students to create a preliminary interpretation/summary of findings. The course studies the veins and arteries of the legs and arms (peripheral ultrasound).

**CVT 402      Echocardiography III: Advanced Transthoracic Echocardiography /  
Disease States / Doppler Application**

Semester Credit Hours 3.0

This course is a continuation of the Basic Transthoracic Echocardiography. The student will learn advanced applications for acquired heart disease including quantitative Doppler techniques, review disease pathologies and the determination of systolic and diastolic dysfunction.

**CVT 501      Vascular Technology II: Advanced Vascular Technology**

Semester Credit Hours 3.0

An advanced investigation of the capabilities, accuracy, and limitations of non-invasive vascular examinations. The course covers abdominal vasculature and advanced arterial and venous techniques.

**CVT 502      Echocardiography IV: Advanced Transthoracic Echocardiography /  
Pathophysiology of Cardiovascular Disease / Therapeutic Measures**

Semester Credit Hours 3.0

This course is a continuation of the Advanced Transthoracic Echocardiography / Disease States / Doppler Application. The student will learn advanced overview of the diagnostic indication and laboratory values relative to cardiovascular disease and study applicable therapeutic measures.

**CVT 601      Echocardiography V: Echocardiographic Special Procedures /  
Professional Growth**

Semester Credit Hours 3.0

This course builds on previous courses to present advanced theory and principles of echocardiography. Learn usage of special procedure modalities including transesophageal, stress, contrast, three-dimensional imaging, and fetal echocardiography. Roles of sonographers in a digital laboratory. This course also emphasizes the importance of maintaining a professional, ethical philosophy to cardiovascular technology.

## Laboratory Curriculum:

### **LAB 201      Guided Scanning Lab I**

Semester Credit Hours 1.5

Guided scanning practice on models, techniques for assisting and monitoring patients in the hospital environment. Topics include patient management, obtaining patient history and risk factors, professional ethics, patient care procedures pertinent to sonography, chart reading and record keeping relative to ultrasound.

### **LAB 301      Guided Scanning Lab II**

Semester Credit Hours 1.5

A continuation of guided scanning practice. Topics include patient management, obtaining patient history and risk factors, professional ethics, patient care procedures pertinent to sonography, chart reading and record keeping relative to ultrasound.

### **LAB 401      Guided Scanning Lab III**

Semester Credit Hours 1.5

A continuation of guided scanning practice. Topics include patient management, obtaining patient history and risk factors, professional ethics, patient care procedures pertinent to sonography, chart reading and record keeping relative to ultrasound.

### **LAB 501      Guided Scanning Lab IV**

Semester Credit Hours 1.5

Advanced guided scanning procedures on volunteers. Techniques for assisting and monitoring patients in the hospital environment. Topics again include patient management, obtaining patient history and risk factors, professional ethics, patient care procedures pertinent to sonography, chart reading and record keeping relative to ultrasound.

### **LAB 601      Guided Scanning Lab V**

Semester Credit Hours 1.5

Advanced guided scanning procedures on volunteers. Techniques for assisting and monitoring patients in the hospital environment. Topics again include patient management, obtaining patient history and risk factors, professional ethics, patient care procedures pertinent to sonography, chart reading and record keeping relative to ultrasound.

## Clinical Curriculum:

### **CP 101                      Clinical Practicum I**

Semester Credit Hours 2.0

The purpose of the course is to introduce the student to the clinical setting. Emphasis is on learning the environment of the cardiovascular technologist.

### **CP 201                      Clinical Practicum II**

Semester Credit Hours 5.0

A continuation of the student experience in the profession of cardiovascular technology. Students are exposed to, and gain experience in, a wide variety of diagnostic and monitoring instrumentation through carefully monitored external rotation of students at clinical sites.

### **CP 301                      Clinical Practicum III**

Semester Credit Hours 5.0

A continuation of the student experience to ensure continued proficiency in the performance of the cardiovascular technologist's duties in the clinical and hospital setting. Students are exposed to, and gain experience in, a wide variety of diagnostic and monitoring instrumentation through carefully monitored external rotation of students at clinical sites.

### **CP 401                      Clinical Practicum IV**

Semester Credit Hours 5.0

A continuation of the student experience to ensure continued proficiency in the performance of the cardiovascular technologist's duties in the clinical and hospital setting. Students are exposed to, and gain experience in, a wide variety of diagnostic and monitoring instrumentation through carefully monitored external rotation of students at clinical sites.

### **CP 501                      Clinical Practicum V**

Semester Credit Hours 5.0

The purpose of the course is to provide advanced proficiency in the performance of a cardiovascular technologist's duties. Students perform actual diagnostic studies on clinic and hospital patients.

### **CP 601                      Clinical Practicum VI**

Semester Credit Hours 8.0

Advanced proficiency in the performance of a cardiovascular technologist's duties. Students perform actual diagnostic studies on clinic and hospital patients, which are read by staff radiologists.

## Appendix B: Student Signature Sheets

# Student Enrollment Agreement Cardiovascular Technology Training, Inc.

64040 Hwy 434, Suite 200  
Lacombe, LA 70445  
(985) 801-0088

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

In consideration of my acceptance as a student for the Cardiovascular Technology program as of the above date, I hereby enroll and obligate myself to pay to the order of Cardiovascular Technology Training, \_\_\_\_\_ dollars (\$ \_\_\_\_\_) to be paid as follows: \$ \_\_\_\_\_ with the signing of this enrollment agreement, which is applied to the first semester tuition, and \$ \_\_\_\_\_ to be paid at the beginning of each semester I am enrolled.

Three-Business-Day Cancellation: I understand that if for any reason I am unable to attend the program, all tuition paid will be refunded if requested within three business days after signing this enrollment agreement.

Cancellation after the three-business-day cancellation period but before commencement of classes by the student: I understand that if I withdraw prior to the commencement of classes, not more than \$150.00 will be retained by Cardiovascular Technology Training, Inc. Refunds will be issued within 30 days after official notification of withdrawal as outlined in CTT School Catalog.

Refund policy for withdrawal after commencement of classes: I understand the following policy:

- (1) Until the end of the first full week of classes, CTT shall refund 90% of tuition paid.
- (2) Until the end of the fourth full week of classes, CTT shall refund 75% of tuition paid.
- (3) During the first 25% of the course, CTT shall refund at least 55% of tuition paid.
- (4) Until the mid-point of the semester, at the end of the eighth full week of classes, CTT shall refund 30% of tuition paid.
- (5) Thereafter, CTT shall retain 100% of all tuition paid.

I understand that the costs of uniforms, books and other learning material, room and board, transportation, etc. are entirely my responsibility. No refund, credit, reimbursement, etc. will be given for these items. I understand, also, that no refund will be given for application fees except within the three-business-day cancellation period.

I certify that I have received a copy of the CTT School Catalog. I further certify I have received a copy of the Enrollment Agreement and understand it is subject to representation only as expressed herein. I agree to comply with all policies and procedures as outlined in the CTT School Catalog during my period of enrollment.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director \_\_\_\_\_

Date \_\_\_\_\_

## CTT Release of Information

**Purpose:** Under the Family Educational Rights and Privacy Act of 1974, permission is needed to release personal information to clinical sites.

**Explanation:** It is necessary to develop placement schedules for students in the CTT Program. Schedules are used by Faculty to place students at clinical assignments. This information is requested by the clinical sites.

I, \_\_\_\_\_, give my permission for the CTT Program to distribute the following items:

- Current CPR Certification  
\*PPD Status (annual submission required)
- Physical Form
- Hepatitis Status
- Scanning Release Form
- Other Student Forms

Failure to release this information may prevent being placed at some clinical assignments. All clinical sites require this information of students who participate in patient care at their facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CTT Patient Confidentiality Statement

1. All information learned during a patient care experience or from patient records is completely confidential.
2. No comment should be made about the patient who could be taken as negative, derogatory, or critical. Such comments if overheard could easily be mistaken by a family member of the patient. The attitude taken about the patient and the treatment should always be in the best interest of the patient.

### Confidentiality Agreement

I, \_\_\_\_\_, understand and agree that in the performance of my duties as a student in the CTT Program at CTT, I must hold patient information in confidence. Further, I understand and agree that intentional or voluntary violation of the patient's confidentiality may result in dismissal from the CTT Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CTT Program Consent/Non-Consent Form

### Hepatitis B Vaccine

I, \_\_\_\_\_, understand that vaccination with the Hepatitis B vaccine is voluntary and that I have the option of accepting or declining the vaccination. I fully release the CTT Program from any claims or damages that may arise from either the administration of the vaccine or my decision to decline the vaccine.

Check one:

- I plan to start the series of vaccinations with Recombiavax HB (synthetic Hepatitis B vaccine).
- I have previously received Hepatitis B vaccine through another source and DECLINE further vaccination. I will provide the CTT Program with my vaccination record.
- I decline any form of Hepatitis B vaccine at this time.

**I understand** that by reason of my clinical experiences at various clinical assignments, as due to the occupational exposure to blood or other infectious materials, I may be at risk of acquiring Hepatitis B Virus Infection (HBV). I decline to have the Hepatitis B vaccination at this time. I understand that by declining to have this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

*Note: Declination statement is modified for the CTT Program students based on OSHA regulations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CTT Program Documentation of Vaccination

Name (printed): \_\_\_\_\_

### 1. Initial Vaccination

Date Vaccinated	Lot No.	Site	Physician's/Nurse's Signature

### 2. Second (30 day) Vaccination

Date Vaccinated	Lot No.	Site	Physician's/Nurse's Signature

### 3. Third (6 months) Vaccination

Date Vaccinated	Lot No.	Site	Physician's/Nurse's Signature

## CTT Infectious Diseases Informed Consent

As a student performing in the clinical affiliates, I understand that I may be exposed to environmental hazards and infectious diseases including, but limited to, Tuberculosis, Hepatitis B, and HIV (AIDS).

The CTT Program recommends that all CTT students obtain the Hepatitis B vaccine prior to entering the clinical experience portion of the program.

Proof of vaccination from Hepatitis B may be required before participating at a certain clinical affiliate sites. All hospitals policies and procedures supersede the program policy regarding prevention of infectious diseases and in accordance with the Affiliation Agreement between the CTT Program and the hospital/agency the student must abide by those policies and procedures.

I, \_\_\_\_\_, understand and assume the risks involved in the clinical portion of CTT Program, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS), and other related infectious diseases while I am participating in the required clinical experiences. **I agree to abide by all hospital/agency policies regarding exposure to infectious diseases.**

---

Signature

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Date

## CTT Medical/Professional Liability Insurance Informed Consent

As a student performing in the clinical facilities, I, \_\_\_\_\_, understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

Neither CTT Program nor any of the clinical affiliates used by the CTT Program assumes liability if the student is injured while at the clinical affiliate site for clinical experience unless the injury is a direct result of negligence by the CTT Program or clinical affiliate.

**I understand** that I am responsible for the cost of any health care for any personal injury or illness I may incur during my participation in the CTT Program.

**I understand** that the CTT Program strongly recommends that I purchase private health insurance. (Those students who currently have such insurance should contact their carriers to see if there is policy exclusion for any illness and/or injury while performing as a student in the clinical affiliate.)

**I understand** that I am responsible for the competencies and requirements for each required course within the CTT curriculum. I hereby verify that I have read, understand and agree to policies, competencies, and requirements for each course as well as the inherent risk of participation within clinical environment.

**I understand** and assume responsibility for the policies, competencies, and course requirements as well as the inherent risks involved in the educational process for the CTT Program.

---

Signature

---

Date

## CTT Drug Testing

While in attendance at a clinical affiliate for purposes of clinical education, students will be required to abide by the policies and procedures of the clinical affiliate, as well as those established by the CTT Program. Please be advised that some clinical affiliates may require their students to submit to drug testing. These clinical affiliates may extend this requirement to students that rotate through their organization.

Failure to submit to the test will **not** result in dismissal from the CTT Program, unless refusal results in the student's inability to complete the Program's terminal competencies for clinical performance as stated in the School catalog and the Clinical Syllabus.

I, \_\_\_\_\_, understand that I will be required by the SLU-CTT program affiliates to submit to drug testing and that the result of my decision to accept or to decline will affect my chances of practicing at that clinical site.

---

Signature

---

Date

## CTT Scanning Release Form

**I understand** that I may be a scanning subject of a fellow student as a component of the laboratory and/or clinical practicum for the Echocardiography Programs at CTT.

I, \_\_\_\_\_, agree to release CTT Program and/or any faculty for any liability, loss, damage, suit, or judgment that may occur from the negligence of a faculty member and/or clinical instructor for providing practical experience for your Echocardiography Program. I agree and understand that the CTT Program Faculty will in any way not be held responsible for diagnosing or providing tapes where pathology is detected during scanning in the laboratory or clinical. I understand that it is my responsibility to secure a physician follow-up for any medical problem that may be discovered.

\_\_\_\_\_ I have read and understand the above statements.  
Initial

Check one:

- I elect to participate as a scanning subject during laboratory/clinical activity.
- I elect not to participate as a scanning subject during laboratory activity. I understand that my decline to participate does not in any way effect my grade for the course(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CTT Off-Campus Activity Release and Hold Harmless Form

This form must be completed and signed before a student may participate in any field trip or off-campus related activity associated with a course or the CTT program. The CTT faculty is responsible for providing the details of the field trip(s) and off-campus activities for the course.

I, \_\_\_\_\_, in full recognition of the activities for clinical observation's class held off-campus, field trips, and off-campus scanning sessions, which include travel to and from the activities, may pose certain danger or injury to myself and my property. I agree to assume all risks and responsibilities surrounding my participation in these CTT Program related activities on behalf of myself. In consideration of the permission in these CTT Program-related activities, I agree not to identify and I hold harmless the Program Faculty.

I have read and understand this release. I agree to sign both this form and the attachment prior to participating in any field trips or off-campus activities associated with any CTT course.

---

Signature

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Date

## ARDMS Grade Release Form

I, \_\_\_\_\_, have been made aware of the need to evaluate the program yearly, the importance of the results of the American Registry of Diagnostic Medical Sonographers (ARDMS) board exams as a component of this evaluation, the need to compile and tabulate these results as part of the future requirements for CTT program accreditation, and the confidential treatment these data are accorded. In view of the above, I hereby agree to allow the American Registry of Diagnostic Medical Sonographers (ARDMS) to release the results of my exam to the authorized representative of the CTT program of CTT for the purposes mentioned above. I have made this decision of my own free will and have not been required to comply in order to graduate.

\_\_\_\_\_  
Signature

\_\_\_\_\_

**Date**

# Technical Standards for a CTT Student and Cardiovascular Technologist

In the required CTT courses, as well as in the CTT profession, the student will need to have the ability to perform the following activities:

1. Lift and move patients and accessories.
2. Coordinate movements of equipment, such as portable machines, portable cartridge printers, and other accessories.
3. Utilize the skills needed to perform procedures with "universal precautions" when working with all types of patients.
4. Give clear oral instructions to patient, peers, and healthcare personnel.
5. Hear audible cues and warnings on imaging equipment and life support devices.
6. Utilize the sense of touch in order to provide patient care and position patients for sonographic procedures.
7. Evaluate images distinguishing between black, white, and shades of gray tones.
8. Utilize interpersonal skills to handle patients with physical or emotional trauma.
9. Transport in and out of the echocardiography room non-ambulatory patients who may arrive on wheelchairs or on stretchers.
10. Develop, duplicate, or process Echocardiography films within the confines of a dark room.
11. Distinguish color variations in hues, tone, or brightness.
12. Distinguish slight audible Doppler signal variations.

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Signature

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Date

# CTT Student Agreements and Waiver Form

## Student Responsibilities, Acknowledgment, and Agreements

I, \_\_\_\_\_, hereby acknowledge that I have carefully read and understand the CTT School Catalog and I willingly agree to the requirements and terms stated therein.

### Informed Consent

Every effort will be made to provide you with a safe and enjoyable experience. However, physical activities do include varying degrees of inherent risk and danger. All participants are asked to read and sign a waiver of liability and a statement that you understand and accept the potential dangers associated with your participation in Health Science classes at CTT.

### Assumption of Risk

I, the undersigned participant, acknowledge and understand the existence of inherent dangers and risks associated with my participation in physical activities. I recognize that the term activities encompasses all aspects of the course including preliminary and subsequent matters such as, but not limited to, setting up and taking down equipment, loading or unloading equipment or gear, and travel to and from the place of activity. Furthermore, I assume all such risks and agree to accept personal responsibility for any injuries, permanent disabilities, loss of or damage to my personal property, and loss of life.

### Waiver of Liability

In consideration of CTT furnishing services to enable me to participate in this activity, I hereby voluntarily release and forever discharge CTT, its officers, agents, students and instructors, from any and all liability, demands, costs and expenses of any nature for any injury, illness, death or damage to myself or my property arising out of or in any way connected with my participation in this activity. This release specifically includes, but is not limited to, liability or claims based upon negligent acts or omissions of CTT, its officers, agents, instructors, and students.

### Severability

This release shall be construed in accordance with the laws of the State of Louisiana. If any term or provision of this release shall be held illegal, unenforceable, or in conflict with any law governing this release, the validity of the remaining portions shall not be effected thereby.

### Release of Liability

I, on behalf of myself, my personal representatives and my heirs, agree, promise and covenant not to sue, assert or otherwise maintain any claim against CTT, its officers, agents, instructors and students for any injury, illness, death or damage to myself or my property arising from or in any way connected with my participation in this activity.

I have read this agreement and understand its contents. I am aware that this is a release of liability and I sign it of my own free will. I also understand that this release binds my heirs, executors, administrators and assigns, as well as myself.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# CTT Scanning Model Agreements and Waiver Form

## Scanning Model Responsibilities, Acknowledgment, and Agreements

I, \_\_\_\_\_, hereby acknowledge that I have carefully read the statement provided on the “Scope and Objective of the Scanning Model” and understand that I am being scanned by a student who is practicing to become an Cardiovascular technologist. The students scanning are not registered diagnostic medical Cardiovascular technologists and are scanning for demonstration purposes only. The scope of their scanning is to practice Echocardiography techniques, procedures, and demonstrate anatomy. They are not providing diagnostic examinations. The images taken are for learning purposes only. I willingly agree to the requirements and terms stated in the above-mentioned document.

### Informed Consent

Every effort will be made to provide you with a safe and enjoyable experience. However, physical activities do include varying degrees of inherent risk and danger. All participants are asked to read and sign a waiver of liability and a statement that you understand and accept the potential dangers associated with your participation as a model for the Echocardiography program at CTT. If you have questions or concerns with this policy, discuss them individually with the course instructor.

### Assumption of Risk

I, the undersigned participant, acknowledge and understand the existence of inherent dangers and risks associated with my participation in physical activities. I recognize the term (activities) encompasses all aspects of the scanning lab including preliminary and subsequent matters such as, but not limited to, getting up and down on stretchers, and travel to and from the place of activity. Furthermore, I assume all such risks and agree to accept personal responsibility for any injuries, permanent disabilities, loss of or damage to my personal property, and loss of life.

### Waiver of Liability

In consideration of CTT furnishing services to enable me to participate in this activity, I hereby voluntarily release and forever discharge CTT, its officers, agents, students, students and instructors, from any and all liability, demands, costs and expenses of any nature for any injury, illness, death or damage to myself or my property arising out of or in any way connected with my participation in this activity. This release specifically includes, but is not limited to, liability or claims based upon negligent acts or omissions of CTT, its officers, agents, instructors, and students, including but not limited to diagnosing or failing to diagnose any condition in connection with this activity.

### Severability

This release shall be construed in accordance with the laws of the State of Louisiana. If any term or provision of this release shall be held illegal, unenforceable, or in conflict with any law governing this release, the validity of the remaining portions shall not be effected thereby.

### Release of Liability

I, on behalf of myself, my personal representatives and my heirs, agree, promise and covenant not to sue, assert or otherwise maintain any claim against CTT, its officers, agents, instructors and students for any

injury, illness, death or damage to myself or my property arising from or in any way connected with my participation in this activity.

I have read this agreement and understand its contents. I am aware that this is a release of liability and I sign it of my own free will. I also understand that this release binds my heirs, executors, administrators and assigns, as well as myself.

Program: Non-Invasive Echocardiography and Vascular Technology

_____ Participant's Signature	_____ Printed Name	_____ Date
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_____ Parent's or Guardian's Signature (If under 18 years of age)	_____ Printed Name	_____ Date
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_____ Witness	_____ Printed Name	_____ Date
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# CTT Scanning Model Agreements and Waiver Form

Directions: Please read carefully the following, then sign the form attached.

## Scanning Model Responsibilities, Acknowledgment, and Agreements

Scope and Objective of the scanning model:

Scanning models are used in the CTT Echocardiography lab for teaching and learning purposes only.

The images taken and the anatomy discussed fall within the scope of demonstration and not diagnostic interpretation. The scanning performed in the CTT lab is not done under the supervision of a physician and hence no interpretation or diagnosis will be rendered. Images taken in the scanning lab are Program property and will not be provided to the model for any diagnostic purpose.

A patient who has a known medical condition will not be provided with an update, interpretation, or diagnosis of how their condition presents at the time of the scan.

Scanning models are being scanned by CTT students who are in varying degrees of learning and skill levels, they will not be held accountable for their lack of knowledge or skill while scanning.

The scanning that takes place in the scanning lab is not a substitute for an official Echocardiogram performed by a registered Diagnostic Medical Sonographer or interpreted by a licensed physician.

Program: Cardiovascular Technology

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Informed Refusal of Post Exposure Medical Evaluation

I, \_\_\_\_\_, am a student at \_\_\_\_\_, a medical practice facility. My employer has provided training in Bloodborne Pathogen Policy and the risk of disease transmission in the medical setting.

On \_\_\_\_\_, 20\_\_\_\_, I was involved in an exposure incident when I (describe incident):

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The CTT Program Director has offered to provide follow-up medical evaluation in order to assure that I have full knowledge of whether I have been exposed to or have contracted an infectious disease from this incident.

However, I, of my own free will and volition, and despite the offer from CTT, have elected not to have a medical evaluation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Witness/Title

Note: Maintain this record for duration of employment plus 30 years

# Student Injury and Accident Report

## Reporting Instructions

- Complete this form within 24 hours of an accident, injury or illness.
- Forward a copy to the CTT Program Director at 2631 North Causeway Mandeville LA 70471 and any additional authority mandated by hospital, university or clinic policies involved in the incident
- Please provide attachments if additional space is needed.

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## Information on Person Injured:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_

Home Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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## Information on Injury or Illness

Date of injury or illness: \_\_\_\_\_ Time of day: \_\_\_\_\_ Time student began work: \_\_\_\_\_

Where did accident or exposure occur?

Witnesses Name

Telephone

What was student doing when injured? Please be specific and identify tools, equipment or materials the student was using.

How did the accident or exposure occur? Please describe fully the events that resulted in incident. Tell what happened and how it happened. Use a separate sheet if necessary.

What was the object or substance that directly injured student? For example the machine student struck against or which struck him, the vapor or poison inhaled or swallowed, the chemical that irritated the skin, in cases of strains, the item being lifted/pulled)

Describe the injury or illness: (Such as cut, strain, fracture, skin rash,) and part of the body that is affected: (such as back, left wrist, right eye)



# Accident Investigation Report

*The purpose of this report is to help prevent similar incidents from occurring. Make this report as accurate and thorough as possible.*

Injured Employee: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Where did the incident occur? \_\_\_\_\_

Describe the injury or damage:

Near Miss \_\_\_ Minor Injury \_\_\_ Minor Illness \_\_\_ Major Injury \_\_\_ Major Illness \_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did the incident occur? (What was the employee doing when injured?)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description and location of unsafe condition and/or act(s) contributing to the incident and date discovered by management

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you recommend to be done (or have you done) to prevent this type of incident from recurring?\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Corrective action(s) taken	Projected Completion Date*	Actual Completion Date*

Investigation conducted by: \_\_\_\_\_  
Signature Date

Investigation reviewed by: \_\_\_\_\_  
Signature Date

\*Note: Hazards which pose a risk of serious or substantial Injury to employees must be corrected IMMEDIATELY. Other hazards should be corrected as soon as reasonably possible but in no case later than 15 days from the date of discovery by management. Any deviation from these time requirements must be reported to the Program Director immediately

# Sharps Injury Report Form

Please complete for each employee/student exposure incident involving a sharp.  
Do not use this form for non-sharps injury.

Medical facility: \_\_\_\_\_

Student Name: \_\_\_\_\_

Employee social security # or ID #: \_\_\_\_\_

Classification: CVT student at Cardiovascular Technology Training Inc.

Date filled out: \_\_\_\_\_ by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Date of injury	Time of injury	Optional
____/____/____/____ mm/ dd/ yyyy	_____ am _____ pm	Sex: M F Age: _____

**Department/Location :**

<input type="checkbox"/> Patient room <input type="checkbox"/> CCU/ICU <input type="checkbox"/> Emergency <input type="checkbox"/> Dept CAN/HHA	<input type="checkbox"/> Medical/outpatient clinic <input type="checkbox"/> Operating Room <input type="checkbox"/> Procedure room <input type="checkbox"/> Service/utility area (display room/laundry)	<input type="checkbox"/> Home Other: _____
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**Description of the exposure incident:**

\_\_\_\_\_

\_\_\_\_\_

**Procedure being performed**

<input type="checkbox"/> Draw venous blood <input type="checkbox"/> Draw arterial blood <input type="checkbox"/> Heparin/saline flush <input type="checkbox"/> Start IV/set up heparin lock <input type="checkbox"/> Injection, through skin	<input type="checkbox"/> Cutting <input type="checkbox"/> Suturing <input type="checkbox"/> Unknown/not applicable Other _____
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**When did the exposure incident occur:**

<input type="checkbox"/> During use of sharp <input type="checkbox"/> Disassembling sharp <input type="checkbox"/> Between steps of a multi-step procedure	<input type="checkbox"/> After use and before disposal of sharp <input type="checkbox"/> While putting sharp into disposal container <input type="checkbox"/> Sharp left, inappropriate place (table, bed, etc.)
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**Body Part:**

(Check all that apply) (if known)

<input type="checkbox"/> Finger <input type="checkbox"/> Face/head <input type="checkbox"/> Hand <input type="checkbox"/> Torso	<input type="checkbox"/> Arm <input type="checkbox"/> Leg <input type="checkbox"/> Other: _____
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Identify Sharp Involved (e.g. 18g needle/ABC Medical/"no stick" syringe)

Type: \_\_\_\_\_ Brand \_\_\_\_\_ Model \_\_\_\_\_

Did the device being used have engineered sharps injury protection?  Yes  No  Don't know

Was the protective mechanism activated?  Yes fully  Yes partially  No

Did the exposure incident occur:  Before  During  After activation

**Exposed employee/student:**

If sharp had no engineered sharps injury protection, do you have an opinion that such a mechanism could have prevented the injury?  Yes  No *Explain:*

**Exposed employee/student:**

Do you have an opinion that any other engineering, administrative or work practice control(s) could have prevented the injury?  Yes  No *Explain:*

Note: Maintain this record for duration of employment plus 30 years

## Fiscal Responsibility Policy

Your signature acknowledges that by registering for courses at Cardiovascular Technology Training, Inc. (CTT) you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. Included in the rules and regulations that comprise the terms and conditions of this contract are those contained in any CTT School catalog or other official catalogue in effect during the years of your enrollment. You are responsible to pay tuition in full even if you do not attend classes. You must officially withdraw to obtain any available refund/reduction of balance.

In addition to reading, agreeing with and accepting all of the terms and conditions set forth in the CTT General Catalogue, you must specifically acknowledge the following:

- All fees and other CTT expenses are due at the beginning of the semester unless the student has an approved and signed Tuition Payment Plan contract with CTT. (See attached Cardiovascular Technology Training Inc Tuition Payment Plan.)
- It is the student's responsibility to cancel their registration by dropping all courses before classes begin if proper financial arrangements have not been made.
- CTT reserves the right to withhold future services such as registration, transcript request, diploma to persons who have any outstanding obligations with CTT.
- In the event that financial aid is reduced or cancelled, or in the event the student does not meet the specified requirements for receiving such aid, the student becomes responsible for the full balance of outstanding charges.
- If payment is in the form of a check and the check is returned by the bank for any reason, a \$15.00 service charge will be charged to the account. If the check is not redeemed promptly, the returned check may be submitted to the District Attorney's office for collection. Upon transmittal for collection, the student will be responsible for a \$10.00 fee in addition to any other collection costs imposed by the District Attorney's office based on a percentage of the amount of the check.
- Students leaving CTT prior to the 25% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester proportionate to the student's attendance. Failure to return that portion of federal aid received upon demand may result in the amount owed being transferred to the State of Louisiana Attorney General's Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.
- Any debt owed to CTT as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the CTT School catalog or other official catalogue will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by CTT may result in such debts being transferred to the State of Louisiana Attorney General's Office, or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

If you should have any question regarding this Financial Responsibility Policy, please contact the Program Director at 985-801-0088.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Memorandum of Agreement

I have read the Cardiovascular Technology Training, Inc. (CTT) School catalog in its entirety and I am familiar with its contents. I expect any violation to result in appropriate action.

I, \_\_\_\_\_, understand that it is my responsibility to review the appropriate sections of the CTT School Catalog when confronted with a specific problem or concern and then contact the Program Director or Medical Director at the time I would like clarification of program expectations.

**I understand** that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

**I understand** that I will be a guest in the Clinical Education Settings and will conduct myself accordingly. All known rules and regulations will be followed. If my Clinical Education Setting requests of CTT to have me discontinue my attendance at my Setting, then I understand that I will not be able to be successful the clinical course in which I am enrolled.

**I understand** that the Clinical Education Settings may vary in location and all students are expected to meet the same requirements: therefore distance, parking, or metro fees and weather do not change the assignment or clinical course schedule unless classes are canceled.

**I understand** that I may not function independently as an Cardiovascular technologist and the Clinical Instructor will determine appropriate supervision.

**I understand** that I will receive a syllabus for each professional course in the curriculum and will abide by those requirements for each course as appropriate.

**I understand**, as a student in the CTT Echocardiography Program, I represent not only CTT but also the Clinical Education Setting in my contact with patients, visitors, and members of the community. The impression I leave with each person is very important to the Clinical Education Setting and all the people involved in the healthcare team as well as my fellow students. I understand the Clinical Education Setting reserves the right to refuse admission to any CTT student who is involved in any activity not considered professional or conducive to proper patient care.

**I acknowledge** that I have received a copy of the Cardiovascular Technology Training, Inc. Handbook and that information has been discussed with me. I understand that I am responsible for the knowledge of the guidelines and policies of the Echocardiography Program at the onset of my matriculation. I further understand that those policies may be subject to change, and if such changes are made, they will be made available to be as soon as possible and will be binding at such time.

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Signature

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Date