

2022

Cardiac Sonography
Vascular Sonography
Invasive Cardiovascular Specialist
Program Specific Policies

The Southeast Tech Cardiac Sonography, Vascular Sonography and Invasive Cardiovascular Program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

CAAHEP (caahep.org)

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, Florida 33763

JRC-CVT (jrccvt.org)

Joint Review Committee on Education in Cardiovascular Technology
1449 Hill Street
Whitinsville, MA 01588-1032

This document provides the typical requirements of a sonographer and/or student sonographer and Invasive Specialist to enhance understanding of the professional position, its responsibilities, working conditions, and to help make a more informed decision about pursuing this career. If you have further questions, please contact a program instructor.

PROGRAM INFORMATION

Cardiac Sonography

Echocardiography is an imaging technology that plays an important role in the diagnosis of all forms of heart disease. The cardiac sonographer obtains structural, functional, and hemodynamic information about the cardiovascular system for interpretation by a cardiologist. Our program provides hands-on scanning with an academic curriculum in echocardiographic principles, technology, ultrasound physics and instrumentation.

Vascular Sonography

Vascular Sonographers perform various diagnostic medical procedures through the use of high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body that are used by physicians to make a medical diagnosis. Evaluation and analysis of the hemodynamics (blood flow) of peripheral and abdominal blood vessels will be evaluated through the use of high-tech, non-imaging and imaging instrumentation. The Vascular Sonographer must be able to obtain accurate patient history, perform high-tech diagnostic procedures, analyze technical information and summarize technical findings to the physician, provide quality patient care and collaborating with physicians and other members of the health team.

Invasive Cardiovascular

This program prepares graduates to assist with invasive diagnostic, interventional and electrophysiology procedures in a surgical setting such as a heart catheterization lab. Students will study x-ray technology, medication administration, patient care, and surgical technologies associated with these procedures. There is a strong emphasis on cardiac anatomy and physiology, cardiac pressures, radiation physics, left and right cardiac catheterizations, coronary angiogram, and commonly utilized equipment. Clinical hands-on experience is a major component of the program.

Cardiac & Vascular Sonographer Duties include:

- Review and assess the patient's medical records as they relate to required examination.
- Prepare and inform patient about sonographic procedures and expectations.
- Assume responsibility for the safety of the patient during the sonographic examination
- Maintain patient privacy and confidentiality in compliance with legal (HIPAA) regulations.
- Prepare and maintain diagnostic imaging equipment.
- Operate equipment to obtain optimal diagnostic images and data.
- Apply independent judgment during the sonography examination to ensure appropriate anatomical, pathological, and clinical assessment are accurately recorded.
- Analyze images and data for quality and comprehensive assessment.
- Summarize diagnostic information for physician interpretation and use computer/software for documentation and report generation.

Invasive Cardiovascular duties include:

- Performs/Reviews baseline patient assessments, procedural education, post procedural care and discharge education
- Evaluates patient response to diagnostic or interventional maneuvers and medications during procedures
- Provides patient care pre, intra, and post procedure
- Administers medication drug under the direction of a qualified physician
- Acts as the first assistant during diagnostic and therapeutic catheterization procedures.
- Operates and maintains all diagnostic and therapeutic equipment.
- Activates fluoroscopic x-ray and intravascular ultrasound imaging equipment, and manipulates imaging equipment to optimally define anatomy
- Performs patient monitoring and procedure documentation

Important Qualities of Sonographers & Invasive Specialist:

- Integrity – Must be honest and ethical, reliable and responsible.
- Good interpersonal skills – Communicate clearly and effectively with patients and medical professionals. Interact appropriately with patients regardless of their duress or ability to cooperate.
- Detail oriented – Must be able to follow protocols, execute exact measurements, and provide proper documentation. Must be able to accurately interpret instructions from physicians or other medical professionals.
- Critical thinker- Must have the ability to make clear, reasoned judgments, even under stress.
- Technical skills – Must understand how to operate complex sonographic equipment to provide useful diagnostic information to physicians and other medical professionals. The Sonographer must be able to conceptualize and comprehend multi-dimensional relationships of anatomic structures and their appearance on a two-dimensional screen.
- Independence – Must be able to accomplish tasks with little direct supervision in a timely manner.
- Professional Growth - Must be committed to life-long learning and professional growth. Must understand sonography and medicine are constantly changing and require participation in continuing medical education opportunities.

Cardiac & Vascular Sonographers are required to:

- Communicate effectively with patients and other medical professionals via speech, reading, and writing.
- Consistently visualize images from monitors; distinguish multiple shades of gray and multiple colors.
- Routinely discern small numbers and controls on medical equipment in dimly lit conditions while being attentive to detail.
- Regularly distinguish audible sounds.
- Regularly use a high degree of hand-eye coordination to optimize images and manipulate equipment, while simultaneously inputting data into a machine or working with a patient.
- Have full use of both hands, wrists and shoulders; regularly reach with arms and hands.
- Regularly use hands and fine finger dexterity to handle and feel ultrasound transducer.
- Regularly stand up to 80% of the time.
- Frequently walk, sit, bend, stoop, kneel and squat.
- Routinely lift and/or move or use pushing/pulling force up to 60 pounds.
- Assist patients on and off examining tables.
- Interact compassionately and effectively with the sick and injured.

*Source: www.bls.gov, www.sdms.org, local job descriptions

Technical Standards for Invasive Cardiovascular Specialists:

- Regularly talk and hear muffled sounds over medical equipment and through surgical masks
- Regularly stand, sit, reach with hands and arms, use hands and fingers to handle and feel
- Regularly communicate effectively via speech, reading, and writing
- Regularly use high degree of hand-eye coordination to manipulate equipment, while simultaneously inputting data into a machine or working with a patient
- Regularly possess fine finger dexterity and good “hand-eye” coordination
- Regularly read small print/numbers, sometimes in dim lighting
- Frequently be able to wear 20# lead apron for long periods of time
- Occasionally walk, climb or balance, bend/stoop, squat, crouch or crawl, reach above shoulder level
- Occasionally lift patients requiring 50 pounds of force
- Occasionally push equipment and patient transport carts
- Occasionally be able to remain in one position for up to 6 hours at time
- Interact compassionately and effectively with the sick and injured

*Source: www.bls.gov, www.acp-online, and local job descriptions

Sonography Environment

Sonographers may work within a hospital, out-patient clinic facility or on a mobile unit. Hours are generally daytime hours, but evening, night, weekend, and holidays coverage may be required. “On-call” hours may be expected for emergency procedures.

Sonographers complete most of their work at diagnostic imaging machines in dimly lit rooms for image optimization. They also perform procedures at patient bedside. Sonographers often work alone but coordinate workload as part of a team. Sonographers report to interpreting physicians, emergency physicians, and/or surgeons, and may often perform sonography exams under their direct observation. Most employers will require the appropriately related registry credential either upon hire or shortly thereafter. (ARDMS, CCI or ARRT)

Risks and work conditions for sonographers:

- Work-related musculoskeletal disorders affect many sonographers, particularly those with heavy workloads and those who have been in the profession for a long time.
- Sonographers and student Sonographers will have extensive, direct patient contact that will likely include invasive procedures, use of needles and exposure to blood and body fluids.
- Sonographers may be required to work various shifts to provide 24-hour coverage. Shifts may be 8, 10, or 12 hours in length. Some facilities will also require sonographers to be on call.
- Sonographers and student sonographers must be able to tolerate physical and emotional stress and continue to function effectively and compassionately with the sick and injured.

Environment of Profession for Invasive Cardiovascular Specialists:

Hours are generally daytime hours with some weekends, holidays and call time is expected for emergency procedures. Invasive Cardiovascular Specialists work within a hospital/clinic setting. The Invasive Cardiovascular Specialist works on a procedural team that includes physicians, nurses, and often other allied health professionals. The Invasive Cardiovascular Specialist must be able to communicate and interact with the procedural team during the preoperative, procedural, and post procedural periods. They must be able to explain procedures to the patient prior to and following testing, and able to communicate the findings with the procedural staff. The Invasive Cardiovascular Specialist will act as a surgical assistant, procedural circulator (responsible for patient care and medication administration), limited x-ray operator, and procedural monitor. Most hospitals/clinics will require a registry from credentialing agencies such as Cardiovascular Credentialing International (CCI).

Risks and work conditions of for invasive cardiovascular specialists:

In this setting hazards can be classified as:

- physical
 - Exposure to ionizing radiation
 - Working with electricity producing and discharging equipment
 - Changing light intensities
 - Eye strain due to fluoroscopic imaging
 - Physical injury, typically lower back and spinal strains, due to lead aprons
- biological
 - Exposure to blood and body fluids
 - Exposure to bacteria, viruses, and other microorganisms
- chemical
 - Exposure and administration of medications
 - Use of solvents, acidic and alkaline material with specimen preparations
 - Exposure anesthetic gases
 - Exposure to harsh cleansing agents
- ergonomic
 - Lifting in awkward positions
 - Working in tight spaces
 - Lifting over 50 pounds
 - Prolonged time standing during procedures
- psychological
 - Dealing with crises
 - Dealing with patient death
 - Emotional stress
 - Changing shift work (due to call and weekend requirements)

General expectations:

Sonography & Invasive Cardiovascular is a profession that requires a mastery of a significant amount of knowledge and technical skills. In addition to fulfilling all academic requirements, students are required to display behaviors consistent with accepted standards of professionalism. As an extension to the policies of Southeast Tech and the Health Handbook, the following items identify the expectations of sonography & Invasive Cardiovascular student behavior:

- Attendance is considered mandatory for each course lecture session and lab session. Students are expected to notify instructors prior to absence and promptly complete any missed work. Excessive absences may result in a student's inability to achieve academic success.
- Students are expected to check Southeast Tech email daily, Monday- Friday as a primary means of communication outside of class.
- Professional language and tactfulness are expected. Voice levels should be moderated, and appropriate judgment should be used in the choice of words. No profane language will be tolerated.
- Students are expected to always maintain confidentiality in the classroom, in the skills lab, and in a clinical setting. This includes, but is not limited to, information learned verbally, in written format, or while scanning. Students are only permitted access to patient records that are relevant (patients involved in a procedure). Students must sign an agreement to maintain confidentiality which will be kept on file. Any breach of confidentiality will be considered grounds for immediate disciplinary action, which may include dismissal from the program.
- Dismissal from the program may result if a student is dishonest, steals, cheats, comes to class/lab/clinical intoxicated. Dismissal may also result from inappropriate use of social media (including remarks about patients or sharing any patient information) or making disparaging remarks about your school, program, classmates, faculty members and/or staff.
- Academic dishonesty includes, but is not limited to cheating, plagiarism, misrepresentation of student status. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement. This behavior will result in a zero for that work or an "F" for the course.
- Students are expected to access and review their transcript/course audit through Southeast myTech and monitor their requirements for graduation, including transfer courses. It is the student's responsibility to register and pass all required courses. Students should reference the current program curriculum sheet.
- Students are expected to spend twice the time outside of the scheduled class and lab time in preparation, study, review and practice for comprehensive learning and skill competency.
- Students are encouraged to seek part time employment in a health care setting if it is necessary for a student to be employed while attending Southeast Technical College.

Professional Behavior expectations

Socializing with faculty, lab assistants, preceptors, clinical instructors, clinical site staff and while enrolled as a sonography program student is prohibited outside the normal educational environment.

It is important for health care students to behave in a professional manner. Unprofessional behavior may include but is not limited to communications. Verbal, voice inflections, non-verbal actions or stances, postings, etc. may potentially compromise the health care relationship with patients, family members, staff, or physicians. Behavioral transgressions may violate legal or ethical standards or compromise clinical affiliation relationships.

Students may not be in possession of their cell phones while in a clinical setting. Cell phone use is also prohibited during class and lab times. Apple watches may be prohibited during exams or at clinical internship.

Social Media expectations

- As students enter the health care professions, it is necessary to understand the effect social media may play on them personally and professionally. Communications/postings that may have taken place in students' juvenile years may not be appropriate for their professional educational term or employment prospects.
- Student "friending" or "following" of faculty, preceptors, clinical instructors, clinical site staff, and ultrasound lab assistants is prohibited.
- Students are prohibited from posting comments regarding clinical experiences which can easily be interpreted as violation of HIPAA criteria and may result in termination from the program.

Cardiovascular Student Dress Code Policy

Whether we like it or not we are judged by our appearance. Health care institutions spend many dollars to promote an image of professionalism. Patients (customers) expect a level of professionalism from the staff providing their care. The clinical affiliates of Southeast Tech expect a professional, appropriate appearance and demeanor that will maintain the organization's public image, promote a productive work environment, and comply with health and safety standards. Students will be entering the professional clinical environment within the program. Preparation for this transition includes observing the following items of the dress code policy. These items are in addition to the dress code policy as outlined in the Health Handbook.

Dress code while attending any CVN CVP, or HC course:

- Southeast Tech program specific scrubs are required. Scrubs are to be sufficiently sized to allow patient care to be given without exposure. Necklines and backsides are to be properly covered. Scrubs should be clean, non-wrinkled, and in good repair.
 - No caps of any kind are allowed.
 - Limited and conservative jewelry and cosmetics may be worn. Dangling earrings or necklaces are prohibited.
 - Artificial nails are prohibited.
 - Visible tattoos should be covered.
 - Personal hygiene should limit body odor, including perfumes and colognes.
 - Smoke odor should not be detectable.

Clinical Internship Information

- Clinical placement is determined only after the student has been observed safely and consistently performing all required procedures in specified time frames.
- Clinical Placement requires successful completion of all courses listed on the curriculum schedule prior to the start of the clinical internship courses. The Cardiac Clinical Internship courses are: CVN 233, CVN 255, and CVN 243. The Vascular Clinical Internship courses are: CVP 233, CVP 255, and CVP 243. The Invasive Cardiovascular Clinical Internship courses are: CVI 233, CVI 255, and CVI 243.
- The number of clinical sites in the Sioux Falls area and the state of South Dakota is limited. There is a strong likelihood that the student will be required to move for the clinical internship portion of this program. Some clinical sites may be a considerable distance from STC. For example, Virginia, Arkansas, Colorado, Texas, and Idaho are often included in the available clinical site location list. Moving and living expenses incurred are the responsibility of the student.
- No preference is given to students for any reason in the clinical site selection process, for example: family situations, owning houses, etc. Students must be prepared to move to distant locations to complete the clinical internship.
- Not accepting an available clinical site is considered as a withdrawal from the program by the student.
- Students are expected to complete the clinical internship portion of the program with their original cohort, unless the student is dismissed from the program for academic, behavioral, or other administratively determined causes.
- Students may have to compete with other students for desired clinical site positions. Selection of students for site placement is determined by the personnel at the clinical site through an interview process. Interview expenses are the responsibility of the student.

Clinical Internship Information (cont.)

- Students are not to have any contact with any potential clinical sites until given permission by the program director. Any contact or solicitation of clinical sites by family or friends is also prohibited. Contact with clinical site personnel for purposes of securing a clinical internship position may result in the student forfeiting the opportunity to apply at that site and may also result in dismissal from the program if this infraction results in a particular clinical site declining or withdrawing from the site list.
- Criminal Background Checks and Drug Screening are required before admission to the program and then annually.
- Physicals will be required before clinical placement.
- CPR “Health Care Provider CPR” Certification is required and needs to be valid throughout clinical internship.
- Health Insurance coverage will be required during the clinical internship. Proof of insurance must be submitted.

IMMUNIZATION REQUIREMENTS

Students enrolled in a Healthcare program at Southeast Technical College are required to provide proof of immunization for the following diseases:

- Tuberculosis (TB) by Nov 1, 2022
- Measles, Mumps and Rubella (MMR)
- Varicella (Chicken Pox)
- Tetanus, Diphtheria and Pertussis (Tdap)
- Hepatitis B (Hep B)
- Flu shot due by Nov 1, 2022
- Up to date COVID-19 vaccination

Website to help find a location near you to receive the vaccination:

- <https://www.vaccines.gov/search/>
- All fees associated with obtaining appropriate records or bloodwork necessary to prove immunity are at the student’s expense.

Submit documentation to health.records@southeasttech.edu, fax to 605-367-6108 or drop off a copy to the Health Building’s front office or drop box. Records are maintained by the Health Records Secretary, Jennifer Overby.

Clinical Site Selection Process and Policy

1. The number of clinical site options will not be fewer than the number of students in program specialty.
2. At the very least, a *tentative* list shall be released no later than September 30 of the year prior to the clinical period.
3. Site selection is based on:
 - Procedure volume and variety.
 - Sufficient staffing and equipment.
 - Site interest in hosting a student.
 - Sites within the same location as existing sites (from any of the programs).
 - Sites willing to take more than one student. This may be in more than one specialty area, or in the same area. This will be subject to instructor approval of each specialty involved.
4. Once the list is “official” and distributed to students, there will be no more additional sites added. In the event of a site withdrawal, replacement will be based on criteria set forth in this policy. The interview/placement process will begin at a time designated by the Program Director (all specialties may not be on the same schedule).
5. Students are free to select any single clinical site where they wish to interview. If more than one student selects a particular site, both students will compete via interview.
6. Students are **NOT** allowed to contact hospital/clinic personnel at any clinical site until approved by the Program Director. Solicitation of clinical sites by family and friends is prohibited. Failure to comply with the policy may sacrifice the student’s opportunity to apply for internship.
7. Students eligible for 1st round interviews will be given site contact information from their program director. Students are instructed to set up their interviews at the clinical site’s earliest convenience. Onsite interviews are recommended but Zoom interviews may be an option for long distance locations if acceptable by the hospital/clinic.
8. Acceptance and placement for internship is determined by the clinical site based on interview process. Program Directors will follow up with clinical site staff post interview to hear their decision.
9. The student has the right to decline acceptance to a clinical site after interview. If so, they will move into the second-round interview/placement process.
10. If more than one student competes for a specific clinical site, the unchosen student(s) will move to the next interview round.
11. 2nd round interviews do not begin until all first-round interviews are complete. 2nd (or 3rd) round site list will consist of sites that do not have a student in place.
12. Once a student has confirmed placement, they may not reapply for a site that may have become available.

Clinical Site Selection Process and Policy(cont.)

2. Eligibility for clinical placement:

1. Passing grades in completed and required courses at the time of site list delivery.
 - (1) Students taking Special Studies courses related to Program Prerequisite courses may not apply for clinical internship until courses are completed.
2. Student must have a “C” or better in all current program courses at the time the Advisor hands out the clinical site list to be eligible for first round selection.
3. Sonography students must have successfully taken the ARDMS Sonography Principles & Instrumentation (SPI) Examination to be eligible for first round application.
4. Students must be free from serious academic or documented behavioral concerns and will be ineligible until concerns have been resolved.
5. Applications for placement must be turned in directly to the Advisor, honoring the due date set by the Advisor. Students failing to return their applications on time will not be allowed to apply at a site if chosen by another student. Failure to contact the clinical site to set up interview may result in moving to round 2. Interviews should be completed within a 2-week time frame. (May be adjusted by Program Advisor based on the unforeseen circumstances that may arise during the application process)

Recommendations for the interview:

- A current resume and cover letter.
- 2 -3 letters of reference (Program Director cannot provide letter)
- A copy of their current transcript (optional)

Policies and Expectations- Ultrasound Lab

Dress Code STC LAB:

- Southeast Tech Scrubs are required in the lab. (No sweatshirts/sweaters, etc. may be worn over scrub top. Students may wear long or short sleeve **white** T-shirt under scrubs, and or add a lab coat if cold.
 - Sturdy, closed-toe shoes with socks must be worn. (No “uggs” or slippers, etc.)
 - Long hair should be drawn back in a neat ponytail during lab.
 - Southeast Tech Student ID badge is to be worn during lab.
 - Students in violation of dress code will be asked to correct their transgression to join the classroom, lab, or clinical session.
-
- Students will be assigned rotating classmate partners in scheduled lab class
 - In the event of an odd number of students in a lab class, students may be assigned to bring in a patient/volunteer for a particular lab or week. This duty will be equally divided among class members.

• **Policies and Expectations- Ultrasound Lab (cont.)**

- Practice lab time is available so students can practice and complete assignments outside of scheduled lab class. All volunteers/patients must be 18 years or older and must sign the STC waiver and COVID symptom before scan begins. All current STC sonography students are a good resource for practice patients and do not require waiver signage.
- Patients/volunteers are required to wear masks in lab.
- Children, under the age of 18 are not allowed in the lab at any time.
- Scanning may not be performed in the lab without Southeast Tech staff personnel present.
- Students will abide by the guidelines for signing up for specific lab times. (Posted in lab)
- Failure to show up for a scheduled lab practice time may result in disciplinary action.
- While in lab, student scanning should finish at 10 minutes to the hour to allow for proper room turnaround. Reserved scanning rooms will be released for other students if the reserving student fails to arrive by 10 minutes after the hour.
- Used linens shall be replaced with clean linen after each use.
- **Equipment:**
- Transducers and cords should be inspected for damage prior to each scan.
- Care must be taken with all cords on the machines that they are not pulled on or run over.
- Machine, transducers, cords, EKG wires and bedside table must be cleaned after each scan.
- Any equipment malfunctions must be immediately reported to Southeast Tech staff supervising the lab.
- All cords and cables must be placed to be above the wheels of the machine.
- Gel bottles must be refilled and returned to the proper cupboard.
- Gel bottles removed from warmer should be replaced with a new full bottle from cupboard.
- Machines and probes may only be used after appropriate instruction and authorization from instructor.
- No unauthorized scans may be performed.
- Hands must be washed upon:
 - Entering lab as sonographer or patient
 - Before and after scanning each patient.
- Students will wear exam gloves when performing scans.
- Instructor must be informed of any latex allergies.
- Students will use proper body mechanics in all aspects of performing ultrasound exams.
- Student conduct in the role of sonographer or patient will be professional:
 - a. Ultrasound exam room doors are to be fully open during patient/volunteer scanning
 - b. Student or volunteers in the role of patient are to be appropriately covered/clothed to maintain privacy
 - c. Any student displaying unprofessional behavior may be immediately dismissed from the lab/class and further disciplinary action may occur.
 - d. If you have witnessed or been subject of inappropriate behavior, report to the lab assistant, student success advisor, Health Dean, or program director.
 - e. Students who report to class/lab after the consumption of alcohol or other drugs are subject to suspension/expulsion; administration will be notified.

Policies and Expectations- Ultrasound Lab (cont.)

- Food or beverages are not allowed in the scanning rooms.
- All accidents or injuries, no matter how minor, must be reported to staff supervising the lab immediately.
- Unobstructed access to all exits must be maintained. Keep laundry off the floor.
- Coats should be hung in HC 111 entryway coat rack.
- Student laptop computer use in the ultrasound lab shall be limited to reviewing scans exported on ULTRALINQ or as otherwise designated by the instructor.

Laundry duty:

- Assignments are posted on the laundry calendar in the lab. The daily designee is responsible for managing laundry. Students may trade assignment days but must update the calendar with the designee. It is good practice to begin early in the day to stay on top of clean laundry demand. If assigned laundry duties are not completed, an additional day will be assigned to that day's designee.
- Typical Ultrasound lab hours may be 7am- 4pm.
- Laundry should be checked and kept up with on an hourly basis. Deliver clean laundry to the lab area. All students should pitch in to help fold and re-stock cart.
- The washer and dryer must not be overloaded. Laundry procedures posted in laundry room shall be followed.
- Malfunction of the washers or dryers shall be reported to the instructor or lab specialist in HC 111.

Professionalism and Rules in the Invasive Lab: Academic dishonesty includes, but is not limited to cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement. Unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers or other academic materials. This behavior will result in a zero for that work or an “F” for the course if unethical behavior has occurred before in the course or program.

1. Attendance at all lab sessions is mandatory. Students are expected to notify the instructor for all absences by email prior to lab/ class.
2. Any requests for absences or schedule changes are to be made prior to the beginning of the class/ lab whenever possible. Granting requests will be at the discretion of the course instructor.
3. Any lab session not made up within one week of the missed session will be recorded as a zero on their student assessment assignment unless other accommodations have been made with the instructor.
4. This course requires the student to sign up for an “open lab” time equaling 1 – 2 hours per week. This lab time is considered an assignment and needs to be completed each week. Open lab assignments are included in the assignment portion of the grade. Open lab times will be posted each week, which will be in the Lab. Student are not to sign up during class/lab time.
5. Assignments in the syllabus are to be completed before lab session unless stated otherwise.
6. The skill practice and test-out performance sheet must be signed and dated by both the instructor and student. A grade of 80% must be obtained in the test-out examinations in order to pass the course.
7. If a student fails to achieve an 80% in a skills test, they are required to re-test at the earliest time possible (but not the same day of the original test). The original test-out score will not be averaged to the subsequent re-tests to determine the student’s official score for their grade; however, a note will be made indicating successful skill evaluation.
8. Students may not test-out of a skill until all previous skills have been successfully tested out.
9. Failure to perform a successful skill evaluation prior to a subsequent evaluation will result in a temporary zero being placed in the grade book for the new skill evaluation. This zero will be replaced with a grade once the previous skill is successfully passed, and the new skill is evaluated.

Professionalism and Rules in the Invasive Lab (Cont.)

10. Lab final, accumulative test-outs will be conducted on an individual basis during finals week. It is the student's responsibility to sign up for a time with the instructor in order to complete the test-out requirements.
11. All handling of needles, scalpels, and other sharp instrumentations will be handled under direct instructor supervision following the current AORN standards. Failure to follow these rules will be subject to strict discipline as allowed by school policies.
12. During lab sessions, all students will be required to wear surgical scrubs that are to be supplied by the student. A clean pair of scrubs is required for each session, and the student should be dressed and prepared for the lab session prior to the lab start time. Refer to Healthcare Handbook, Dress Code.
13. Students will be issued one catheterization package that will contain all equipment that will be needed for the lab. It is the responsibility of the student to maintain the equipment in this package and inform the instructor of any equipment that needs to be replaced. Any equipment missing from the package that is not replaced prior to the following lab session will result in point deduction in that lab's assignment.
14. Students are responsible for cleaning the lab areas after all skill lab experiences (scheduled or open lab). All trash must be discarded, all items and equipment replaced in their respective places, and all back tables returned to their pre-set status. All used towels need to be placed in the proper container. Failure to return the lab to this condition will result in a lab grade deduction determined by the instructor.
15. All school policies and conduct are to be followed as stated in the student handbook.
16. All course requirements must be met in order to successfully complete the course.
17. There will be no makeup of quizzes due to tardiness.
18. Students are not allowed to use cell phones, Smart Watches, or other communication devices while in class. Cell phones need to be off and kept with personal belongings. **Five points** will be taken off the next quiz for the entire class.
19. Violations of safety to self and others, or violation to safe operating practices of equipment may result in reduction or loss of your daily grade, removal from class, and/or other disciplinary action.

Professionalism and Rules in the Invasive Lab (Cont.)

20. Dismissal from the program may result if a student is dishonest, steals, cheats, and come to class/clinical intoxicated or under the influence of alcohol or controlled substances.

Professionalism and Rules in the Invasive Lab (Cont.)

21. Students are expected to maintain confidentiality at all times in the classroom and clinical setting. This includes, but is not limited to, information learned verbally or in written format. Students are only permitted access to patient records that are relevant to a patient currently under their care. Any breaches of confidentiality will be considered grounds for immediate disciplinary action. Students must sign an agreement to maintain confidentiality, which will be kept on file for each student. Student must follow HIPPA guidelines.
22. Beverages/snacks are a privilege to have in the lab. Please clean up before you leave the lab. If garbage is lying around this privilege may be revoked.
23. Students are to respect all Southeast Tech property and maintain a professional manner. Failure to abide by these rules may result in discipline allowed by the student handbook and the human services handbook. Violation of any of these rules may result in you not being able to attend the lab session and could result in loss of any assignment points associated with the course.

Sonography ARDMS Board Exams

Sonography students are eligible to sit for ARDMS Registry board exams prior to graduation. The SPI (Sonography Principles and Instrumentation) exam may be taken after students successfully complete CV 123 Ultrasound Physics course which is offered in Spring Semester. It is recommended that students apply and complete this exam before their summer classes begin.

AE (Adult Echocardiography) and VT (Vascular Technology) exam eligibility begins 60 days prior to graduation and occurs during clinical internship. It is an expectation that students complete their specialty exams prior to graduation. Credentials are granted by the ARDMS upon successful completion of SPI, Specialty exam, and graduation. RDCS (Registered Diagnostic Cardiac Sonographer) is awarded to Cardiac Sonographers, RVT (Registered Vascular Technologist) is awarded to Vascular Sonographers.

Most employers require credentials as a condition for employment.

Invasive Technology Board Exams

Upon completion of 600 diagnostic/ interventional procedures and CVI 233, invasive students are eligible to apply for the RCIS4 Test granted by the Cardiovascular Credentialing International. Successful completion of RCIS4 exam and program completion will award the student the credentials of RCIS (Registered Invasive Cardiac Specialist).

RELEASE FORM FOR VOLUNTEERS FOR HEALTH CARE LABORATORY
PROCEDURES - Sonography

I, _____, volunteer to be a “patient” for

(Any Student) that is in the **DMS / Cardiac / Vascular** Sonography Programs.

I understand that acting as a patient in this laboratory may require disrobing, and procedures involved in this laboratory may be performed by a male or female student in this program.

I understand and expressly agree that my participation as a “patient” for procedures in this laboratory is voluntary, and I will not receive reimbursement. If I am a student, I understand and expressly agree and consent that my participation or lack thereof will not affect my grade. I further understand that this procedure will not result in a diagnosis or record, and I expressly agree that I will not rely or seek to rely upon the procedures in this laboratory as any indicator of my health. Rather, if I have any health concerns, I will consult with my own medical care provider.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or any of their officers, agents, servants, employees, assigns, or successors, or any students of the Southeast Technical Institute, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while participating in the activities contemplated by this RELEASE, whether such loss, damage, or injury is caused by the negligence of the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or any of their officers, agents, servants, employees, assigns, or successors, or any students of the Southeast Technical Institute, or from some other cause.

I HEREBY EXPRESSLY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I may sustain while participating in the activities contemplated by this RELEASE, caused by the negligence of the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or their officers, agents, servants, employees, assigns, or successors, or students of the Southeast Technical Institute.

I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY and I further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

This release form is good as long as I am a STI student in one of the ultrasound programs.

_____	_____	_____
Date	Print Name Volunteer	Volunteer Signature
_____	_____	_____
Date	Printed name Witness	Witness Signature

AUTHORIZATION TO RELEASE INFORMATION

I authorize the instructors of the program at Southeast Tech in which I am enrolled to provide the following information to prospective clinical sites/employers:

1. School/program activities
2. Degrees, awards, Certificate of Completion
3. Most current GPA/most current program GPA
4. Synopsis of clinical/internship experience
5. Information regarding attendance and behaviors in clinical/internship experience
6. Recommendation for employment

TO THE STUDENT: Please sign and return this authorization to your program instructor. This authorization will be filed in your program student file.

Program

Print Student Name

Date

Student Signature

Instructor Signature

STI Cardiovascular Policy Handbook

The purpose of this signature is to:

- Acknowledge that I have received and read the Southeast Tech Cardiovascular Policy Handbook

This page is to be signed and turned into your program director where it will be filed in your program student file.

Program

Print Student Name

Date

Student Signature

Instructor Signature