



**LAUREL**  
SINCE 1985

# CARDIOVASCULAR TECHNOLOGY

# Student Handbook



MORGANTOWN, WV  
FORT MILL, SC



HERMITAGE, PA

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**\*\*This handbook is subject to updates and changes at any time.**

## Cardiovascular Technology Program Goals

The philosophy of the Cardiovascular Technology Program at Laurel Institute is unified by common goals designed to accomplish the program objectives. The primary program objective is to prepare students for a career as an entry-level adult cardiac sonographer. This objective is accomplished by offering balanced courses and clinical experiences that provide the knowledge, technical skills, emotional intelligence, and professionalism necessary to meet the program outcomes. In addition to didactic coursework and hands-on laboratory practice, students will complete 800 clinical hours at one or more healthcare facilities. This will allow them to sit for the Registered Cardiac Sonographer (RCS) exam through Cardiovascular Credentialing International (CCI). This overall educational process prepares entry-level sonographers in the cognitive (knowledge), psychomotor (technical skills), and affective (behavior) learning domains:

Program Goal 1: The graduate will exhibit a professional attitude and demonstrate appropriate communication skills within the healthcare setting (affective).

Program Goal 2: The graduate will apply critical thinking and problem solving skills to exercise discretion and judgment in the performance of diagnostic sonography (cognitive).

Program Goal 3: The graduate will have the ability to operate cardiovascular ultrasound equipment and determine proper scanning techniques to produce quality sonographic images (psychomotor).

## Code of Ethics

A professional *code of ethics* is a set of principles and guidelines that define the expected ethical behavior for individuals within a specific profession, outlining how they should conduct themselves in their professional dealings, including interactions with patients, colleagues, and the public. As health care professionals engaged in the performance of cardiac sonography you must strive to maintain the highest personal and professional standards. As students of the Cardiovascular Technology program at Laurel Institutes, we promote the code of ethics set forth by SDMS to promote excellence in patient care by fostering responsibility and accountability within the profession. In doing so, the integrity of the profession will be maintained. In order to carry out this mission we expect students to adhere to the following principles during the course of their educational program and as they embark on their careers:

1. In order to promote patient well-being, the sonographers shall:
  - Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
  - Respect the patient's autonomy and the right to refuse the procedure.
  - Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
  - Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
  - Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
  - Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.
2. To promote the highest level of competent practice, sonographers shall:
  - Obtain appropriate sonography education and clinical skills to ensure competence.
  - Achieve and maintain specialty specific sonography credentials.  
Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying

Agencies (NCCA) or the International Organization for Standardization (ISO).

- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for actions.
- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

3. To promote professional integrity and public trust, the sonographer shall:

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent experience, education and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice.
- Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.

## Role of the Echocardiographer

The Cardiac Sonographer independently performs professional level assessments and a variety of non-invasive studies using ultrasound and related diagnostic technology as appropriate and records the results and clinical preliminary impressions as indicated. The results of these exams are used to direct the course of patient care. The sonographer uses cognitive sonographic skills to identify, record, and adapt procedures as appropriate to evaluate anatomical, pathological, diagnostic disease processes. The sonographer assists with transthoracic echo, transesophageal and stress testing; dobutamine, treadmill exercise stress echo, and bicycle ergometry. The sonographer communicates preliminary impressions of examination results to reading and supervising physicians. All examinations are performed within standard protocols on adults and geriatric patients, and occasionally on adolescents and pediatric age groups. The sonographer performs examinations using both stationary and portable equipment.

### Echocardiography

- Place EKG leads in appropriate positions for cardiac monitoring during examinations.
- Use both color flow and spectral Doppler to accurately evaluate cardiac stenotic and regurgitant lesions, and intracardiac shunts and other hemodynamically significant lesions.
- Respond to emergency examinations in the department and in the hospital setting to intensive care units, other nursing wards, emergency room, cardiac cath lab, and operating room.
- Evaluate the hemodynamic significance of various cardiac disease states using all imaging modalities available in accordance with the department's protocols.
- Calculate measurements of echocardiographic structures and Doppler signals, deriving the appropriate indices pertinent to each patient.
- Operate ultrasound system and assist exercise physiologist and RN during dobutamine and stress echocardiography.
- Perform contrast administration and agitated saline bubble studies. When needed, initiate IV placement.
- Inform interpreting physician if an abnormal finding and/or a hemodynamically significant change is present from previous examination.
- Process patient and submit final data.



## **General Clinical Activities**

- Review patient's medical record to obtain necessary clinical information including patient history, lab results, and physician orders. Obtain necessary clinical information from patients and compare requisitions to physicians' orders to ensure exam accuracy.
- Communicate to patient and family members in a timely and thorough manner that enhances the patient experience and promotes learning to understand procedures, symptoms, and to support health care outcomes.
- Communicate pertinent patient information to physicians and appropriate team members including abnormal findings and changes in test results from previous examinations.
- Prepare written preliminary impressions of tests performed.
- Provide emergency care for patients using the basic support protocols until a CODE team or EMR professional response team arrives.
- Request work orders for maintenance of equipment to provide optimal working conditions. Order and replace supplies used. Keep exam area and procedure room stocked and clean.
- Accurately process data needed to complete the report template in the electronic reporting tool.
- Accurately complete billing for the procedures being completed.

## **Required Skills, Knowledge, and Abilities**

- Demonstrate advanced knowledge of cardiac anatomy, physiology, and disease.
- Ability to operate ultrasound equipment utilizing a variety of possible techniques.
- Ability to adjust equipment/machine settings to obtain optimal diagnostic results.
- Ability to perform examinations, recognizing the significance of all structures that are visualized, differentiating artifacts from appropriate images, while recognizing the limitations of equipment and utilizing knowledge of anatomy and physiology.
- Ability to communicate critical findings to the interpreting cardiologist.
- Demonstrate flexibility performing tests/scans in a variety of clinical environments.
- Ability to educate patients and families of safe and appropriate testing; thoroughly explaining procedures, answering questions and calming concerns.
- Ability to make knowledgeable clinical assessments and judgments.
- Ability to use and apply clinical research findings to identify various intervention techniques or procedures that may need modification.
- Ability to maintain composure under stress, using tact and good judgment.
- Demonstrate analytical decision-making skills; ability to quickly assess and resolve technical and patient care problems.
- Ability to select the proper transducer frequency.

- Ability to work both independently and as a care team member.
- Ability to interact professionally and develop effective relationships.
- Ability to comply with all HIPAA requirements.
- Basic computer skills (ability to navigate the computer, internet and keyboarding skills). Excellent verbal and written communication skills

### **Physical Demands of Echocardiography**

- Stand for prolonged periods of time 8-12 hours
- Transfer/position/lift up to 150 lbs with assistance
- Lift and carry objects up to 50lbs without assistance
- Push/pull equipment including; ultrasound machines, stretchers, and/or wheelchairs requiring force on linoleum and carpeted floor
- Manipulate equipment including; ultrasound machines, stretchers, and wheelchairs through doorways and close fitting areas
- Have the manual dexterity, sufficient gross and fine motor coordination to; pick up, grasp, and manipulate small objects with control



## Drug and Alcohol Policy

In compliance with the drug-free environment, Laurel Institute and its affiliates have a longstanding commitment to provide a safe, quality-oriented and productive learning environment. Alcohol and drug abuse poses a threat to the health and safety of Laurel Institute and its affiliates. For these reasons, Laurel Institute and its affiliates are committed to the elimination of drug and alcohol use and abuse. At any point in time Laurel Institute and its affiliates have the right to request a random drug and/or alcohol screen at the cost of Laurel Institute. Failure to comply with this policy will result in termination from the Cardiovascular Technology program.

## Cell Phone Policy

Cell phones are to be kept with student belongings in a secure place. Cell phones are to be turned off or set to silent in class and at clinicals. Students can check their cell phone for messages during designated breaks and lunchtime. If there are extenuating circumstances, on a case-by-case basis, the clinical director, site manager or instructor should be notified.

Students that do not follow the cell phone policy are in jeopardy of clinical dismissal and/or dismissal from the program.

## Dress Code

Students are required to wear the school-approved color and style scrubs in class and while on clinical rotations. Both professional appearance and safety are important considerations in the selection of clinical attire. Inappropriately dressed students may be sent home at the discretion of the clinical site/clinical instructor/clinical director. **If a student is sent home due to failure to comply with this policy, it will count as an absence or tardy for that day.**

- Students will be expected to follow the dress code policy of the healthcare facility they are assigned to for their clinical rotation.
- Students with long hair must be tied back.
- Jewelry will be kept to a minimum. Earrings are to be small or studs. Necklaces, if worn, are not to be visible. Facial piercing should be taken out during clinical hours. Follow clinical site policies.
- No visible piercings other than pierced ears. Tattoos do not need to be covered on campus, but may or may not need to be covered at clinical facilities.
- Men with facial hair must keep it close shaven or trimmed close to the face.
- Nails must be cut short. Acrylic nails or nail tips are not to be shaped pointed and cannot exceed a length longer than 0.5 cm. If nails are painted, they must not be chipped.
- Scrubs must be wrinkle free.
- Scrubs must be worn with a Laurel Institute badge visible. Some sites may require their own badges for students to wear. Follow clinical site policies.
- Students are not permitted to wear sweatshirts of any kind at the clinical site. Lab coats or scrub jackets are the appropriate attire.
- Tennis shoes are to be kept neat and clean and clean socks are to be worn. No open toed or heeled shoes are permitted.
- No perfume, heavy hairspray fragrances, aftershave or cologne will be worn to clinical sites and/or school.
- No smoking or vaping in Laurel Institute buildings and adjacent grounds, or clinical site buildings. Follow clinical site policies concerning tobacco use.  
**Please note:** strong odors associated with smoking and or/vaping nicotine or marijuana products can result in being sent home from school and/or clinical sites.
- ONLY on campus, the student may choose to wear the approved scrub bottoms with a Laurel shirt or sweatshirt.
- Good daily hygiene is required. This includes, but is not limited to showering daily, wearing deodorant, and wearing clean undergarments and scrubs.

## Laboratory Policy

Providing students with hands-on clinical educational experience is instrumental to overall success in the cardiovascular technology program. Students will have access to the scanning lab during various classes, and are encouraged to utilize the lab for extra practice during open lab times. The following guidelines should be followed when using the scanning lab:

- Scanning sessions are not intended to be used for any medical purpose (i.e., diagnosis, referral for treatment or counseling).
- If an incidental finding is discovered by the student and/or instructor during the laboratory scanning sessions the student/volunteer should be referred to their healthcare provider for diagnosis and follow up.
- Instructors will not engage in discussion pertaining to personal medical matters.
- Under no circumstances are children permitted in the lab (all volunteers must be at least 18 years old).
- All volunteers must sign a consent form acknowledging understanding that they are being scanned for educational purposes only.
- Lab participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled lab experience.
- If, for any reason, a student will be late or absent for a lab class, the student must notify the instructor immediately upon becoming aware of the situation.
- Any graded lab assignment that is missed will result in receiving a zero for the assignment. Students may or may not be allowed to make up a missed lab assignment. Instructor discretion will be used on a case-by-case basis.

## Academic Progression

Students must maintain a QPA of 3.0 while in the Cardiovascular Technology program. If a student's QPA falls below a 3.0, the student will be placed on academic probation. If a student is on academic probation and their GPA falls below a 3.0 for 2 consecutive terms, the student will be terminated from the Cardiovascular Technology program. If the student's GPA for example, is a 3.0 but their overall QPA is below a 3.0, a student may continue through the program and be placed on extended probation, as long as each term they are making progress and there are enough credits remaining for the student to earn a 3.0 by the end of the program. Students cannot graduate without a cumulative QPA of 3.0.

**NOTE:** The academic progression clause will be effective beginning with the January 2026 cohort.

**Core course failure and course repeats:** In the event of a failure in a core course or courses, the student will only be registered in the course/s that they fail. This includes all core, prerequisite CVT courses for which a grade less than C is earned. Additional core courses may not be added. The College President, with the assistance of the Director of Education, will determine the appropriate sequencing of course work upon reentry. A student is permitted to repeat a CVT course one time only unless otherwise approved by the Campus President. The Cardiovascular Technology Program teaches skills that may erode if not used. Depending on the point at which a student leaves the program and the length of time a student is away from the program, a student may need to repeat some or all core courses upon reinstatement. Assessments will be made on a case by case basis. In addition, all Laurel school policies for academic progress, probation, and 3.0 GPA requirements, etc. are applicable.

## Clinical Requirements

Prior to clinical site assignment, students must have completed the following requirements:

- A health checkup by a physician
- 2-step TB, Quantiferon TB, and/or chest x-ray for positive TB
- Immunization record (Hep B, MMR, Rubella, Varicella, Meningococcal, Tetanus)
- Seasonal flu vaccine (or must wear a mask during flu season)
- Covid-19 vaccine (policies vary per site)
- CPR/BLS certification
- A ten panel drug screening
- Site-specific orientation requirements (i.e. OSHA-10 certification, facility training modules, etc.)
- Criminal background check
  - ➔ This is in addition to the initial background check that was completed during the enrollment process
  - ➔ If a student receives any criminal charge (misdemeanor or felony) during the course of their educational program, they are required to notify the campus president or clinical coordinator within 7 days. Possible consequences include an advising appointment and/or dismissal from the program.

The health checkup must not be any older than one year from the clinical assignment date.

TB must be within three months (either 2-step or Quantiferon is required).

The Cardiovascular Technology program will schedule the CPR/BLS and OSHA-10 (if required). Drug screen requisition form must be obtained from the clinical coordinator. All associated fees will be the responsibility of the student.

### **HIPAA Policy:**

Violations of clinical handbook policies; such HIPPA, the unauthorized use of cell phones, social media, etc. while at clinical sites, will result in program dismissal. See below for details of the HIPAA, Patient Privacy and Safety policy resulting in program dismissal:

This policy outlines the expectations and disciplinary actions for medical students participating in clinical rotations who violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The goal is to protect patient privacy, ensure legal compliance, and uphold the ethical standards of Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology.

This policy applies to all medical students enrolled at Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology who are participating in clinical rotations at affiliated hospitals, clinics, or other healthcare facilities.

- HIPAA: A federal law that protects sensitive patient health information from being disclosed without the patient's consent or knowledge.
- PHI (Protected Health Information): Any information about health status, provision of healthcare, or payment for healthcare that can be linked to a specific individual.
- Violation: Any unauthorized access, use, or disclosure of PHI, whether intentional or unintentional.

Violations may include, but are not limited to:

- Discussing patient information in public areas.
- Sharing PHI via unsecured email, text, or social media.
- Accessing patient records without a clinical need.
- Taking photos or videos of patients without authorization.
- Leaving patient charts or electronic devices containing PHI unattended.

- Intentional or unintentional posting of patient information on social media.

Students must report any suspected HIPAA violation immediately to:

- The Clinical Site Supervisor
- The Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology Clinical Coordinator or HIPAA Compliance Officer

Reports may be made confidentially and without fear of retaliation.

Upon receiving a report of a potential HIPAA violation:

1. The Clinical Education Office, in coordination with the Compliance Office, will conduct a timely investigation.
2. The student will be notified and given an opportunity to respond to the allegations.
3. Documentation of the findings and any resulting actions will be maintained in the student's academic record.

Disciplinary actions will be based on the severity and frequency of the violation. Actions may include:

Violation Level	Examples	Disciplinary Action
Level 1: Minor	Unintentional, first-time offense (e.g., discussing a case in a semi-private area)	Verbal warning, HIPAA re-training
Level 2: Moderate	Inappropriate access to records without intent to harm	Written warning, required remediation, temporary suspension from rotation
Level 3: Severe	Intentional or Unintentional misuse or disclosure of PHI, posting PHI online/social media, and/or repeated violations.	Immediate removal from clinical rotation, referral to Student Conduct Committee, and program dismissal

## Appeal Process

Students may appeal disciplinary decisions within 10 business days of notification. Appeals must be submitted in writing according to the procedures outlined in the 'Grade Appeal' section of the School Catalog.

## Confidentiality

All investigations and proceedings related to HIPAA violations will be handled in a manner that maintains confidentiality to the extent possible.

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## Acknowledgement and Training

All students are required to complete all institutional HIPAA trainings, and then review and sign a policy acknowledgement prior to beginning clinical rotations, indicating completion of training coursework, understanding and agreement to comply.

## Clinical Rotation Expectations

### **Clinical Rotations**

Clinical rotations are an integral part of the educational experience. They provide students with real-world experiences that allow for the improvement of technical skills and implementation of didactic knowledge. They also promote professionalism and provide an opportunity to demonstrate the ability to excel in the field of healthcare. The students' professional behaviors will be consistently evaluated by preceptors, doctors, other cardiovascular technologists, and patients. The clinical experience is similar to a job interview and students will be evaluated for their ability to be an asset to the healthcare team. It is incredibly important that students are aware of the professional behaviors they demonstrate. Unprofessional behavior is grounds for dismissal. Students should ask questions, remain open-minded, enthusiastic, flexible, positive and learn from constructive feedback.

Please keep in mind that hospitals and allied health professionals may perform exams differently than how students learn them in the lab. This provides an opportunity to learn new information and gain additional skills. Students will ultimately benefit from this diversification. Questions are appropriate when asked in a positive light. Negativity and arguing with clinical personnel will not be tolerated.

If a clinical site requests a student's removal from the site for any reason, the grade for the clinical rotation is an 'F'. If a student is removed from a clinical rotation twice, the



student is dismissed from the program. If a student does not receive a passing grade of "C" or higher on two clinical rotations, they are dismissed from the program.

All students are required to complete all institutional HIPAA trainings, and then review and sign a policy acknowledgement prior to beginning clinical rotations, indicating completion of training coursework, understanding and agreement to comply.

### **Clinical Hours**

Students in the Cardiovascular Technology program complete clinical rotations instead of an internship. Clinical site rotations and shifts may vary per semester. Each clinical site and rotation has a designated start and end time, which are typically 8-hour daytime shifts. However, shifts may be anywhere between 6-12 hours, depending on the affiliation agreement between the facility and Laurel Institute. Clinical hours to be completed are as follows: Clinical I - 150 hours; Clinical II – 150 hours, Clinical III - 500 hours. Students must have reliable transportation to and from each clinical site and specialty rotation. Attendance is vital! It is mandatory that you get all necessary clinical hours in that semester in order to move on to the next semester. Successful completion of the current clinical hours must be completed before moving forward to the next set of clinical hours.

**\*\*Any hours in excess will NOT be carried over to the next semester.**

### **Clinical Attendance**

Students must report to their clinical site for all scheduled days. Students are required to strictly adhere to their assigned clinical schedule. Students are not permitted to change and/or adjust their schedule without approval from the clinical coordinator. Any unapproved change to the student's clinical schedule may result in immediate dismissal from the clinical site and failure of the course.

If a student must miss an assigned clinical day, they must contact their site preceptor and clinical coordinator prior to the start of their shift. Arrangements must be made with the clinical site to make up those hours and must be approved by the clinical coordinator. Any absence that is not pre-approved or justified in writing (i.e., doctor's note) will be considered unexcused. If a student incurs one unexcused absence from their clinical site, they will be placed on probation for the remainder of their clinical rotation. If a student incurs two or more unexcused absences from the clinical site, the student will fail the course. All attendance must be logged on provided forms or recorded in Trajecsyst. Missed entries in Trajecsyst may result in a time deduction and

loss of hours. Falsification of time logs is grounds for dismissal from the clinical site and/or program.

### **Trajecsys**

The Cardiovascular Technology program uses Trajecsys for tracking clinical hours, entering daily exam observations, and completing various evaluations. Please refer to the following guidelines when using Trajecsys:

- Students must clock in and out from their assigned location (which is inside the hospital or lab). Students are not allowed to clock in or out from the parking lot. This is considered falsification of documents and is a violation of the Laurel Honor Code.
- Clinical attendance is vital to student success and must not fall below 80%. Please refer to the Laurel Attendance Policy and specific program policies regarding absences and tardies for more information. In addition to the use of Trajecsys, clinical attendance will be tracked using a point system:
  - Students start with 100 points for attendance
  - Each absence will result in a 5 point loss (5 additional points will be deducted if the student fails to properly notify both the site and the clinical coordinator)
  - Clocking in or out from the wrong location will result in the following: 1st offense = written warning, 2nd offense = refer to the Laurel Honor Code
  - Missing a punch in or out will result in the following: 1st offense = verbal warning, 2nd (and subsequent) offense = 1 point deduction, 5 missed punches will result in a formal advising and action plan
  - Clocking in after your scheduled start time is considered tardy (see “Clinical Tardiness” policy).
  - Clocking out prior to end time is also considered tardy (see “Clinical Tardiness” policy).
  - Tardies will result in the following: 1st offense = written warning, 2nd (and subsequent) offense = 1 point deduction
  - Any “no call, no show” will result in a 15 point deduction (if the student fails to notify the site and the clinical coordinator, this is considered a “no call, show”)
- Students are responsible for completing various clinical forms, evaluations, and journal entries. These entries and other clinical forms are considered assignments, and will be graded as such.
- Any falsification of information is a violation of the Laurel Honor Code and is grounds for dismissal.

**\*\*Please note\*\* There are no “inclement weather” days for clinical sites.** If Laurel Institute classes are canceled due to weather, you will not be marked absent. However, you are still responsible for making up any missed hours that result from inclement weather. Please use your best judgment and be safe.

### **Clinical Tardiness**

Students are required to be ready to start their shift on time and stay the entire shift. Tardiness is a trait considered undesirable by clinical staff as well as future employers. The tardy time will be determined by the clinical coordinator and/or clinical site. The first offense will only result in a verbal warning, with no point reduction. Each additional tardy will result in a **1 point deduction**. If the student is more than 15 minutes late, or at the discretion of the Clinical Coordinator, the tardy is counted as an absence and will result in a **5 point deduction**. Habitual tardiness will result in a disciplinary action up to and including failure of the clinical course and/or termination of the program. The student will be responsible for making up any missed time.

### **No Call/No Show Policy**

A No Call/No Show is defined as a failure to report for a scheduled clinical assignment without prior notification to the appropriate faculty member or clinical site before the start of the shift. This includes any absence in which the student does not call, email, or otherwise communicate their inability to attend.

A No Call/No Show is considered a serious violation of professional and program expectations. Following an investigation, a No Call/No Show may result in disciplinary action up to and including failure of the clinical course and/or termination from the program.

Students are expected to communicate promptly and professionally regarding all absences to ensure patient safety, maintain clinical site relationships, and uphold program standards.

### **Leaving a Clinical Site Early**

Students are required to stay their entire assigned shift. Leaving a site early is not permitted. If a circumstance arises that requires the student to leave early the student must **notify the clinical coordinator and their preceptor** before leaving. Leaving a site before your scheduled end time is considered a “leaving early tardy”. The tardy time will be determined by the clinical coordinator and/or clinical site. The first offense will only result in a verbal warning, with no point deduction. Each additional “leaving early tardy” will result in a **5 point deduction**. If not communicated with clinical coordinator and preceptor, student will receive the 5 point deduction. Habitually leaving early may

result in a student advisory/conduct report being filed and/or dismissal from the clinical site or program. The student will be responsible for making up any missed time.

## **Clinical Travel Requirements Policy:**

***Clinical sites are assigned to students and are a requirement for successful completion of the program.***

### **1. Purpose**

The purpose of this policy is to clearly outline the travel expectations, responsibilities, and requirements for students enrolled in the Cardiac Sonography (Echocardiography) Degree Program as they attend assigned clinical education experiences. Clinical placements are essential components of the curriculum and may occur at various affiliated healthcare facilities located throughout the region.

### **2. Scope**

This policy applies to all students enrolled in the Cardiovascular Technology Degree Program who participate in clinical rotations as part of program requirements.

### **3. Clinical Site Assignments**

#### **1. Geographic Range**

Clinical rotations may be assigned within a broad geographic area, which may include sites outside the immediate local community. Travel distances may vary per semester based on clinical availability and accreditation requirements for diverse patient experience.

#### **2. Assignment Process**

- Clinical placements are determined by program faculty and the Clinical Coordinator.
- Assignments are based on site availability, student learning needs, accreditation standards, and professional development objectives.
- Students **may not** request placement at a specific site and may not refuse an assigned site except under documented, exceptional circumstances reviewed by program leadership.

#### **3. Notification**

Students will typically receive clinical assignments **4 weeks** prior to the start of each clinical rotation whenever possible. Earlier or later notice may occur based on site confirmation.

### **4. Travel Expectations**

**1. Student Responsibility for Transportation**

Students are responsible for securing reliable, consistent transportation to and from all assigned clinical sites for the full duration of each rotation.

**2. Travel Time and Distance**

- Clinical sites may require travel ranging from **15 minutes to 2.5 hours (one-way)** depending on placement needs.
- Students are expected to plan for variable traffic conditions, parking requirements, weather, and public transportation limitations.

**3. Costs Associated with Travel**

Students are responsible for all expenses associated with travel to clinical sites, including but not limited to:

- Fuel
- Parking fees
- Tolls
- Vehicle maintenance
- Lodging (if applicable)
- Public transportation costs

The program and institution do not reimburse travel expenses.

**4. Carpooling**

Students may coordinate carpooling arrangements with peers at their own discretion. The program does not manage or endorse carpooling agreements.

**5. Attendance, Delays, and Inclement Weather**

**1. Punctuality**

Students must arrive at their clinical site on time for all scheduled shifts. Travel difficulties are not considered an excused reason for tardiness or absence.

**2. Inclement Weather**

- Students are expected to use sound judgment and consider safety in severe weather but must attempt to attend clinical if conditions allow.
- If the institution closes due to weather, students must follow the school's directions regarding clinical attendance.

**3. Vehicle or Transportation Issues**

Mechanical failures or transportation challenges do not constitute excused absences. Students are responsible for maintaining reliable transportation throughout the program.

**6. Relocation and Extended Travel**

Some clinical placements may require extended travel or temporary relocation to ensure adequate clinical experience.

- Students are responsible for arranging and financing all housing or lodging needs related to extended travel.

- The program will notify students as early as possible when long-distance placements are anticipated.

## **7. Accommodation Requests**

Students who require travel-related accommodations due to a documented disability may contact the college's Disability Services Office. Accommodations cannot compromise clinical competencies, accreditation standards, or site availability.

## **8. Acknowledgment**

All students must review and sign the **Clinical Travel Requirements**

**Acknowledgment Form** prior to beginning their first clinical rotation, confirming that they understand and agree to the expectations outlined in this policy.

## **Clinical Coordinator's Role and Responsibilities:**

The clinical coordinator is responsible for coordinating clinical education with didactic education as assigned by the Director of Education. The clinical coordinator will evaluate and ensure the effectiveness of the clinical affiliate/clinical education centers. These responsibilities must not be adversely affected by educationally unrelated functions.

The following responsibilities will be performed by the clinical coordinator:

- Receive all pre-clinical documents from students, including; vaccination requirements, health screenings, background checks, drug screen results, etc.
- Communicate with clinical sites to determine placement needs and available schedules
- Inform students and sites about placement decisions
- Ensure students complete any pre-clinical site-specific orientation requirements
- Conduct routine site visits once a term (or more often if needed) using multiple modes of engagement
- Collect all necessary clinical documentation (and/or monitor Trajecsyst entries) throughout each term, including: time logs, daily logs, evaluations, etc.
- Ensure students are meeting clinical objectives and necessary progression requirements
- Adhere to and enforce several educational and site-specific policies regarding issues such as, attendance, professionalism, dress code, etc.

## **Handbook Acknowledgement**

I acknowledge that I have received, read, and reviewed the Cardiovascular Technology (CVT) Program Handbook. I understand that the information contained within the handbook outlines important academic, professional, and behavioral expectations required for successful participation in the program.

I acknowledge that I am responsible for adhering to all policies, procedures, and guidelines contained in the CVT Handbook. I understand that it is my responsibility to seek clarification from faculty or program administration if I do not understand any portion of the handbook.

## **Clinical Travel Requirements**

By signing below, I acknowledge that I have read and understand all clinical travel requirements outlined in the CVT Handbook. This includes, but is not limited to:

- Expectations for travel to assigned clinical sites
- Responsibility for personal transportation
- Compliance with attendance and punctuality guidelines
- Adherence to clinical dress code, conduct, and performance standards

I understand that these requirements are mandatory components of the CVT Program.

## **Consequences of Non-Compliance**

By signing this form, I understand that failure to comply with any policies, procedures, behavioral expectations, or clinical travel requirements outlined in the CVT Handbook may result in disciplinary action. This may include, but is not limited to:

- Written warnings
- Probation
- Removal from clinical rotation
- Dismissal from the CVT Program

I understand that my continued participation in the program is contingent upon adherence to these standards.





**Student Print:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

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

**Faculty/Program Representative:** \_\_\_\_\_

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