



Saint Francis Hospital and Medical Center d/b/a  
Hoffman Heart and Vascular Institute  
**School of Cardiovascular Technology**

*Student Catalog and Handbook*  
*2024-2025*

Saint Francis Hospital and Medical Center d/b/a  
Hoffman Heart and Vascular Institute  
School of Cardiovascular Technology  
114 Woodland Street  
Hartford, CT 06105  
1-860-714-5698  
Fax: 1-860-714-8001

**This combined catalog and handbook is current as of the time of publication. It may be necessary to make changes to this Catalog and Handbook due to the requirements and standards of the school's accrediting body, state licensing agency, or U.S. Department of Education.**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology reserves the right to make changes at any time to any provision of this Catalog and Handbook, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.

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# About the Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology

## **Mission Statement**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology is a provider of quality, competency-based educational programs. The school is committed to the education of the total professional, using hands-on curriculum in a student-centered environment to prepare students to become successful in a competitive world. The school upholds and maintains the vision and goals of Saint Francis Hospital and Medical Center.

## **Program Goals and Objectives**

It is a pleasure to welcome you as a prospective student to the Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology. We are pleased you have chosen our school to further your education and career and look forward to providing you with an outstanding educational experience.

We have prepared this Catalog and Handbook so that you may know your rights, privileges and duties as a student at the Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology. It is important that you clearly understand the program's policies and general hospital regulations. The student will be expected to abide by all policies and procedures stated in this Catalog and Handbook. We urge you to read through the information carefully and refer to it continuously throughout your tenure as a student in the program.

The goals and objectives of program are "To prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography, pediatric echocardiography, vascular sonography, invasive cardiovascular technology, and electrophysiology technology." The student should have developed the minimum competencies to sit for national registry exams in their respective fields of study. In addition, the student will have the opportunity to learn to work effectively with other allied health care professionals, patients, and families to promote patient safety, diagnosis and recovery.

## **Professionalism**

An important goal of The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology is to assist each student in preparing themselves to be successful in the work environment on a personal and professional level. The school expects all students,

staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

## **Service Learning**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology believes that as part of the academic experience, all members of the student body should learn and develop through active participation in community service activities. As part of the student experience, Service Learning is integrated into each program.

## **Administration and Faculty**

Pamela Delfino, MSN, RN, NE-BC  
*Executive Director, Cardiovascular Service Line*  
The Hoffman Heart and Vascular Institute of CT

Murthappa Prakash, MD  
*Cardiology, Chief*  
*Medical Director, Invasive Cardiovascular Technology Programs*  
The Hoffman Heart and Vascular Institute of CT

Asiya Mahmut, MD  
*Medical Director, Cardiac Ultrasound Programs*  
The Hoffman Heart and Vascular Institute of CT

Kristofer Bagdasarian, MD  
*Medical Director, School of Vascular Ultrasound*  
The Hoffman Heart and Vascular Institute of CT

Steven Walling, BS, ACS, RCS, RDCS, FASE  
*Director, School of Cardiovascular Technology*  
*Program Director, Clinical Coordinator, Cardiac Sonography Programs*  
The Hoffman Heart and Vascular Institute of CT

Kevin Early, BS, RT, RCIS  
*Program Director, Clinical Coordinator, School of Invasive Cardiovascular Technology*  
The Hoffman Heart and Vascular Institute of CT

Laura Philips, BS, RDCS, RVT  
Academic and Clinical Instructor, School of Vascular Ultrasound  
The Hoffman Heart and Vascular Institute of CT

Allyson Ahmetovic, BS, RDCS, RVT  
Clinical Coordinator, School of Vascular Ultrasound  
The Hoffman Heart and Vascular Institute of CT

## Accreditation and Affiliations

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with standards designed to indicate a level of education competency.

### Institutional Accreditation

The Hoffman Heart and Vascular Institute School of Adult and Pediatric Cardiac Ultrasound, and the School of Invasive Cardiovascular Technology are accredited by the State of Connecticut, Office of Higher Education.

### State of Connecticut, Office of Higher Education

450 Columbus Boulevard, Suite 707  
Hartford, CT 06103-1841  
(860) 947-1800  
[www.ctohe.org](http://www.ctohe.org)

### Programmatic Accreditation

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology , Cardiac Ultrasound and Invasive Cardiovascular Technology (Cardiac Catheterization Specialty) program are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) (CAAHEP), a national accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). Upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

### Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street  
Clearwater, FL 33756  
(772) 210-2350  
[www.caahep.org](http://www.caahep.org)

### Affiliations

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology is Affiliated with Saint Francis Hospital and Medical Center.

## Admissions Information

### Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

### Admissions Policy

Admission to The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology is open to all applicants who will be 18 years of age at the time of program commencement. The Adult Cardiac Ultrasound and Invasive Cardiovascular Technology

programs have limited student body with only eight students selected for each program yearly. All selected candidates are to complete a personal interview with the program faculty and student body respectively. All applicants are encouraged to attempt to shadow the respective field(s) of interest. Applicants for the School of Invasive Cardiovascular Technology are required to shadow the catheterization laboratory prior to acceptance into the program. The shadowing is conducted at:

**Saint Francis Hospital and Medical Center**

114 Woodland Street  
Hartford, CT 06105  
(860)-714-3544

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe. Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the requirements for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

**Admissions Requirements**

The following items must be successfully completed at the time of application:

- \$50 application fee (non-refundable)
- Resume/CV
- Two letters of reference (1 work/professional, 1 personal)
- Educational transcripts (must be official)
- Essay (see essay guidelines below)

**Application Essay Guidelines**

Your completed application includes an essay about your history and future goals in the field of cardiovascular technology (i.e., cardiac ultrasound, invasive cardiovascular technology). The following questions are provided to help you formulate your ideas and answers.

1. How did your interest in cardiovascular technology develop?
2. What is the role of the cardiovascular technologist?
3. How has your prior training prepared you for a career in cardiovascular technology?
4. What specific experiences have you had in the medical field that has influenced your career choice?
5. What personal characteristics do you feel would be the most helpful to a person who chooses a career in cardiovascular technology?
6. What outside interests or hobbies do you have?



## **Background Check and Drug Screening**

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. Additionally, institutions that accept students for externship placements and/or potential employment often require a criminal and/or personal background check. As a result, students applying to any program must successfully pass a criminal background check to be eligible to begin classes. The criminal background check will be provided by the program free of charge prior to starting the program. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be cancelled.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future program if the appeal is accepted. Agencies and institutions that accept our students for clinical rotation and/or externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Students with criminal records that include felonies or misdemeanors (including those that are drug-related) might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution. Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

If you have a criminal background it can be a barrier to taking the national registry and working in the field of cardiovascular technology. Please note credentialing bodies such as Cardiovascular Credentialing International (CCI) or the American Registry of Diagnostic Medical Sonographer (ARDMS) rules indicate that they may take action against an applicant, candidate, or registrant in the case of conviction, plea of guilty or plea of nolo contendere to any crime. If you are presently charged with, or been convicted or found guilty of or plead nolo contendere to any crime (felony and/or misdemeanor), other than a speeding or parking violation, you may have questions concerning this rule and may wish to obtain clarification as to how it pertains to your circumstances and your eligibility to sit for a national credentialing exam.

### **Cardiovascular Credentialing International (CCI)**

<http://www.cci-online.org/>

### **American Registry of Diagnostic Medical Sonographers® (ARDMS®)**

<http://www.ardms.org/>

In addition, a Urine Drug Screening will be required prior to the start of the program. The screening is offered through Saint Francis Hospital Occupational Health. Students who are out of state can decide to have the drug screening performed at an approved testing center.

## Selective Admissions Criteria

In the event the number of applicants exceeds the number of available seats, a rubric will be used to objectively assess applicants to the program. The rubric is based on up to three areas: previous experience, academics, and graduate of an allied health education program.

The application period will be closed so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 10-15% of the applicant pool will be notified that they are alternates for admission and will be notified no later than two weeks after acceptance/rejection letters are announced.

## Additional Admissions Requirements

Acceptance into the program is contingent upon passing a health physical exam and a criminal background check. In order to meet state and federal regulations, Joint Commission standards, and Infection Control Policy, official documentation of the following immunizations must be provided prior to your start date. The required immunizations and other documentation are the following:

- Proof of Health Insurance
- Tetanus-Diphtheria Booster
- Hepatitis B Vaccine, or Signed Waiver
- Physical Exam Within the Past 12 Months
- Flu Vaccine (only applicable during flu season)
- Tuberculosis/ Purified Protein Derivative (PPD) Test
- Immunization Records, Measles Mumps Rubella (MMR)
- Proof of Positive Varicella (chicken pox) Titer or Two Varicella Vaccinations

## Admissions Procedure

- Applications that are complete and received by the application deadline are reviewed by a faculty committee, scored, and the applicant is notified of his/her eligibility. Incomplete applications will not be processed.
- Prerequisite coursework must be completed by the start of the program.
- The Hoffman Heart and Vascular Institute of CT will notify applicants that they have received their application.
- Interviews will be selected for all applicants that meet criteria. The interview will take place at the Hoffman Heart and Vascular Institute of CT. Interviews by the Admission Committee run approximately one hour in length.
- Eight students will be selected for each program. *(Subject to change)*

- All applicants will be notified in writing whether they have been accepted into the program.
- If accepted, the applicant is required to confirm or decline acceptance by the date stated in their acceptance letter. Accepted applicants not wishing to attend should notify the school immediately.
- Students accepted into the program will receive additional information including payment schedule, orientation, clinical rotations, and academic course schedules.

## Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology accepts the evaluations of foreign coursework from certain agencies. A listing of approved agencies can be found at: [www.naces.org](http://www.naces.org), [www.aice-eval.org](http://www.aice-eval.org).

## English Proficiency

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. A student whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173;
- Advanced Placement International English Language (APIEL) with a score of 173 or higher;
- International English Language Testing System (IELTS) with a level of 6 or higher;
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English; or,
- Completion of an interview with the Program Director or his/her designee.

## Re-Entering/Withdrawal

Students who have previously attended The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology, but did not graduate, or voluntarily withdraw from the program, will not be allowed to re-enter the program during the academic school year. The academic school year is defined as the first day of class through the last day of class. The student may re-apply to the program as a new applicant the follow year. There is no guarantee the student will be accepted into the program.

## Termination Policy

A student will be terminated for noncompliance with school policies published in the Student Catalog and Handbook. This includes, but is not limited to conduct, nonpayment, insufficient academic progress, attendance, and failure to comply with school rules and regulations. The policies outlined in the Catalog and Handbook explains the school's expectation of the student and disciplinary action for noncompliance. Students that are terminated will not receive refund.

## Pregnancy Policy

Any student who becomes pregnant during the academic school year should notify the program director immediately. The student will be able to complete the program, but will be held to the same number or benefit days, as listed under the *benefit day/attendance policy*. If the student elects to withdraw from the program due to the pregnancy, arrangements will be made to hold a position for her in a future class.

# Financial Aid Information

## Financial Assistance

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology does not offer conventional Federal Financial Aid or any form of tuition assistance. However, the School has partnered with Meritize, a unique lender that offers students financial credit for their academic success. Please visit, [meritize.com](http://meritize.com) for more information.

## VA Benefits

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology accepts VA Benefits for tuition payment. See more contact information and details below:

<https://www.va.gov/education/>

## Certified Official

Steven Walling, BS, ACS, RCS, RDCS, FASE  
*Director, School of Cardiovascular Technology*  
*Program Director, Clinical Coordinator, Cardiac Sonography Programs*  
The Hoffman Heart and Vascular Institute of CT

## Connecticut Office of Higher Education Contact:

Ryan Tiscia  
Consultant for Academic Affairs  
Connecticut Office of Higher Education  
450 Columbus Boulevard, Suite 707  
Hartford, CT 06103  
(860) 947-1814 (Phone)  
(860) 326-0567 (FAX)

## Program Tuition

### Adult Echocardiography

The total non-refundable cost of the Adult Echocardiography Program is \$17,000.00, which includes the cost of administrative duties, books and CCI/ARDMS credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$15,500.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center. *(This may vary with Sponsored Student Affiliations)*

### Pediatric Echocardiography

The total non-refundable cost of the Pediatric Echocardiography Program is \$7,000.00 which includes the cost of administrative duties, books and CCI/ARDMS credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$5,500.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center.

### Vascular Sonography

#### 26 Week Option

The total non-refundable cost of the 26-week Vascular Sonography Program is \$8,500.00 which includes the cost of administrative duties, books and CCI/ARDMS credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$7,000.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center.

#### 52 Week Option

The total non-refundable cost of the 52-week Vascular Sonography Program is \$17,000.00 which includes the cost of administrative duties, books and CCI/ARDMS credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$15,500.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center.

### **Invasive Cardiovascular Technology (Cardiac Catheterization Specialty)**

The total non-refundable cost of the Invasive (Catheterization Laboratory) Cardiovascular Technology Program is \$17,000.00, which includes the cost of administrative duties, books and CCI credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$15,500.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center.

The school does not accept online payments. The school does not provide payment plans beyond the deposit payment and tuition balance payment. The school does not offer any room and board accommodations.

### **Invasive Cardiovascular Technology (Cardiac Electrophysiology Specialty) NOT CURRENTLY AVAILABLE**

The total non-refundable cost of the (Electrophysiology Laboratory) Cardiovascular Technology Program is \$8,500.00 which includes the cost of administrative duties, books and CCI/ARDMS credentialing exam. A non-refundable application fee (\$50.00) is to be paid separately.

Note: A non-refundable deposit of \$1,500.00 is due 14 days after acceptance into the program and the remaining non-refundable \$7,000.00 is due within 14 days after the deposit has been made. Tuition is to be received in the form of a certified check made payable to: Saint Francis Hospital and Medical Center.

### **Refund Policy**

If a student withdraws from a program, there is no grace period for refunding tuition. All tuition is non-refundable.

## **Academic Information**

### **Transfer of Credit to/from Other Schools**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology will review prior transcripts, but as a certificate program has the right to accept or deny credits based on the program's specific curriculum.

### **Advanced Placement Credit**

There is no advanced placement credit given for significant academic or clinical experience.

## **Attendance Policy**

Attendance generally affects the quality of a student's academic performance. Therefore, prompt and regular attendance in lectures and lab sessions is expected for all students. The students participate in actual patient scanning at clinical affiliation sites. In order to be able to safely perform such procedures, the students must first receive appropriate academic instruction and lab practice at The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology. Student's absence from class or labs could affect clinical competence and possibly compromise patient safety at these hospital sites. For these reasons, full attendance is required for all classes and clinical education. Five or more absences from class will result in the student's final average to be dropped by one letter grade. Ten or more absences from class, or ten or more absences from clinical will result in student termination from the program. The student may be asked to verify any absence from these courses with an excuse from a medical doctor.

## **Academic Honesty Policy**

Any students found falsifying any documents of their attendance will result in dismissal from the program.

## **Student Code of Conduct Policy**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the school.

Students should exhibit a strong intellectual curiosity in order to apply the theories of cardiovascular technology to helping people. They must be willing to spend dedicated untold hours to studying the profession of cardiovascular technology. They must be capable of making accurate independent judgments regarding patient organization of time as well as to function eventually autonomously. They should be interested in developing good psychomotor skills, in working with their hands, equipment coordination, and constantly learning new skills. Physical as well as mental health should be maintained. Handling stressful situations regarding patients as well as fellow health care professionals in a working environment should be developed positively.

Effective communication as well as listening, working effectively with medical personnel, working as part of a team, are skills that must be developed and maintained. Good phone etiquette should always be observed. Students finding satisfaction in their studies and in helping patients will develop a sensitive and giving tenacious attitude and will seek the best results for their patients. The student should have a positive attitude about their training and should NOT speak negatively about any aspect of their training publicly. Counseling sessions between the students and The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology faculty advisor can be arranged for this reason.

## **Student Benefit Days**

A maximum of 5 benefit days will be allotted to each student for the one-year period. A benefit day excuses the student from the program and/or clinical setting for sickness or personal leave. Note these days are not to be used as vacation days. Benefit days cannot be used in conjunction with the Spring Break or Christmas break and must be taken as a whole or half day. If time is taken for anything other than illness during the clinical rotation, this time must be prearranged and approved by the Clinical Supervisor.

Benefit days cannot be used consecutively (i.e., every Friday or Monday for five weeks in a row) and will be in agreement with the clinical site that the time off does not interfere with the site's work schedule. All students will fill out a form requesting and explaining the use of time off and will be given to the Program Director for initial approval. The student is required to provide two weeks' notice for all time off. The student will sacrifice a full benefit day if they are dismissed from the clinical setting for any reason, (i.e., being out of uniform at clinical, reporting late to clinical/class, records not completed, inappropriate behavior, etc...).

## **Make-Up Time**

If any days from the hospital clinical education are missed over and above the allotted number of benefit days, the student must make up the hours within 30 days.

Time worked, as make-up time must be agreeable from the clinical site supervisor and/or the program director/clinical coordinator. The program director/clinical coordinator has the authority to determine what days are acceptable as make-up days. If the student cannot work the days requested by the program director/clinical coordinator as make-up days, the student will be required to make up the days at the end of his or her clinical education at the hospital.

No make-up time is allowed unless adequate supervision is provided. Students are not allowed to be "on call" to make-up time. Students will not be allowed to make-up time in other than four or eight-hour blocks. Students may not participate in excess of eight hours in any 24-hour period or 40 hours in any one-week period of combined classroom and clinical assignments.

## **Excused Absence**

Make-up time or forfeit of benefit days will not be required for students who have permission to attend local, state, or national meetings, however, students who will be excused must submit a certificate of attendance from the workshop or courses they attend at these meetings. Excused absences for other than an approved educational function must be made-up before course completion. Excused absence (other than benefit days) from Clinical Education will be allowed only if the student has permission from the program director/clinical coordinator

## **Holidays**

The Hoffman Heart and Vascular Institute of CT, School of Cardiovascular Technology will be closed the following holidays observed by Saint Francis Hospital and Medical Center, as listed below. The holiday schedule is subject to change.



New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas Day

The yearly holiday schedule will be announced as soon as it is released. In addition, the student will have every day off which is an official holiday for the hospital at which they perform their clinical practicum.

### **Snow Days/Inclement Weather**

The student should make every attempt to report to the clinical site in inclement weather. Due to the vast geographical area that the sites cover, the Program Coordinator will determine snow days for the outlying areas. Official snow days may be used as make-up time. Saint Francis Hospital and Medical Center contacts the following radio stations to relay information about class cancellation due to inclement weather or emergency situations: WTIC 1080 AM

In addition, you are required to call your respective Program Director to confirm if class or if your clinical site is cancelled for the day.

### **Notification of Clinical Site Absence**

The student is strongly discouraged from being late to the clinical site. If the student must be late or absent for clinical education, he or she is obligated to contact their Supervisor prior to the time of scheduled arrival. Further regulations regarding notification may be requested by the assigned hospital. Lack of notification or chronic tardiness will result in disciplinary action.

### **Employment Disclosure**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology does not guarantee or promise of employment.

### **Student Housing**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology does not provide or assist in student housing.

### **Grading System**

Grade reports are available to students at any time throughout the program. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, clinical assignments and projects as indicated on the course syllabus. Courses must be completed with a grade of "C" or better.

A+	100-98
A	97-93
A-	92-91
B+	90-89

B	88-84
B	83-82
B-	81-80
C+	79-75
C	74-71
D +	70-67
D-	66-65
F	64-0

Attendance	(5%)
Student Research Papers	(5%)
Core Courses	(60%)
Clinical Practicum	(30%)
Total	(100%) Total with a pass/fail of $\geq 70\%$

(Note: grading subject to change)

## Program Standards

### Purpose

The following Standards, Demands and Skills are the cornerstone of the healthcare environment. Standards are not conditions for admissions to the program, but they do indicate abilities and characteristics that are necessary to successfully complete the requirements of The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology.

### Behavioral Standards (All Programs)

With or without reasonable accommodations, the student must be able to accomplish the following safely, efficiently and competently:

- Demonstrate appropriate responses to situations involving the critically ill, medical emergencies and death.
- Prioritize and manage multiple tasks simultaneously.
- Understand and apply clinical instruction from department personnel.
- Interact effectively with patients, families, supervisors and co-workers of the same and diverse cultures by demonstrating such qualities as respect, politeness, collaboration, teamwork and discretion.

### Physical, Interpersonal, Communication, Mobility, Tactical, Hearing and Visual Demands (For Cardiac, Pediatric, Vascular Ultrasound)

- Reaching to position and/or roll patients to side to side when necessary.
- Lift or transfer patients out of a wheelchair, stretcher and other devices.
- Pushing, pulling heavy equipment including ultrasound machines.
- Visual monitoring of patient in dim light.

- Visually view monitor to accurately acquire images of patient's anatomy at appropriate level within level of training.
- Differentiate among subtle shades of color and greyscale used in ultrasound imaging
- Verbally explain visual examination to groups for critique and conference.
- Interpretation of patient chart and ultrasound requests.
- Correlate data for the purpose of performing an ultrasound examination according to protocol.
- Accurately perform scanning procedure.
- Manipulate mechanical and patient care equipment. i.e., keyboards, dials, switches, push buttons, plug in devices and blood pressure equipment.
- Utilize hard copy devices such as laser printers and digital retrieval devices.
- Respond appropriately to equipment signals such as sound and lights.
- Perform for a prolonged period of time without breaks.
- Use hospital lab equipment (ultrasound systems) in a back and forth manner, requiring fine motor skills.
- Maintain physical balance while performing examinations on patients of varying body habitus.
- Standing or sitting for an extended period of time.

### **Physical, Interpersonal, Communication, Mobility, Tactical, Hearing and Visual Demands (For Invasive Cardiovascular Technology)**

- Critical thinking sufficient for clinical judgment and decision making. Handle multiple priorities in stressful situations.
- Make accurate independent decisions.
- Concentrate and focus attention for prolonged periods of time to attain precise testing results.
- Ability to work alone as well as a member of a team.
- Apply reasoning and evaluation skills necessary in the safe technical performance of cardiovascular procedures.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Display patience, empathy, and concern for others.
- Deal with fear and hostility in a calm manner.
- Demonstrate a high degree of patience.
- Work with other health care providers in stressful life/death situations.
- Communication abilities sufficient for interaction with others in verbal and written form. Communicate needs in a prompt, clear, and concise manner.
- Accurately document pertinent information.
- Follow verbal and/or written instructions. Interact with patients and other healthcare providers in a professional manner.
- Physical abilities sufficient to move independently from room to room and through hallways; ability to maneuver in small places.
- Respond promptly to patient's needs
- Manipulate equipment, lift a minimum of 30lbs, exert a sustained force of 20lbs, push/pull mobile equipment weighing up to 300 lbs; participate as a team member of four in moving a 150 pound incapacitated patient; ensure patient safety; stand for prolonged periods of time (sometimes

wearing a 12-20 lbs. lead apron underneath gown); walking equivalent of 5 miles per day; sit for periods of 1 hour.

- Gross and fine motor abilities sufficient to safely and effectively perform cardiovascular technology skills. Ability to grasp, hold, grip, seize, turn, or otherwise manipulate work with hands.
- Work with fingers to manipulate switches, dials, and other computer equipment.
- Input data into computer.
- Auditory ability sufficient to monitor and assess health needs.
- Communicate verbally with patients and other healthcare providers.
- Detect and evaluate the sounds of cardiac monitors, stethoscopes, IV pumps, fire alarms, etc.
- Visual ability sufficient for physical observation. Observe and monitor patients. Perceive attributes of an object via touch. Palpate.

### **Student Work Policy**

Students are not to be substituted for regular staff. Students may not take either the responsibility or the place of qualified staff. However, after demonstrating competency, students may be permitted to undertake certain defined activities under appropriate supervision and direction. Students may be employed in a clinical setting outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be non-compulsory, paid, and subject to standard employee policies. The student is not to be paid during clinical time. If this occurs, the student will be terminated from the program.

### **Sponsored Student Employment / Remuneration Policy**

While in the training portion of the program, trainees will not be substituted for hired staff personnel within the clinical institution in the capacity of the role for which they are training.

### **Exposure to Blood-Borne Pathogens and Communicable Diseases**

All students must follow all hospital policies and procedures regarding Universal Precautions while enrolled in their program and clinical instruction.

## **Professional Appearance and Ethics**

As a student and representative of The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology, you will be working with the public and hospital professional personnel. Your appearance, professionalism and communication are critical for your success as a healthcare provider.

### **Appearance and Personal Grooming**

**Dress Code:** Business casual, scrubs, and lab coats are to be neat, clean and professional looking. Each student will receive a nametag from The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology and is to be worn at all times during class and clinical rotation.

**Jewelry:** For hygienic and safety purposes, no rings other than engagement rings and wedding bands may be worn.

**Hair:** Hair, mustaches, and beards must be kept neat and clean. Hair, which falls below collar level, must be worn up or pulled back.

**Shoes:** comfortable shoes or clean sneakers, no open-ended shoes or sandals are allowed.

**Fingernails:** Fingernails are to be kept neat and trimmed. Long fingernails are not permitted due to the patient discomfort from them and the potential to transmit disease. Any Finger nail polish that may cause a Pt. interaction must be taken care of at a clinical site if that site permits you to remove it.

**Perfumes/Colognes:** Since you will be working in close contact with patients that may be affected by heavy odors, personal hygiene is extremely important. Body odors cannot be camouflaged by any perfume or cologne. Bathing or showing is a daily must, together with the use of an effective body deodorant. Similarly, heavy perfumes or colognes must be avoided. All students will follow all hospital policies regarding grooming issues.

**Note:** If any student is found in the clinical setting without the appropriate dress code, he or she will be asked to leave the school and/or clinical site for the day and will be docked one benefit day.

## Ethics and Professionalism

Students performing under the direction of physicians, share the ethical obligations that physicians must maintain. They are to protect and to promote the best interests of the patient. Working together, students must acknowledge patient values and beliefs and avoid interfering with their expression and personal beliefs.

## Confidentiality

Information concerning patients received directly or indirectly, is NEVER to be given out to other than authorized personnel in or out of the hospital. Students are to conduct themselves both on and off duty in a manner, which will not discredit the hospital, program, themselves or the respective profession. Unprofessional behavior will lead to disciplinary action such as loss of a benefit day, verbal/written warnings, suspension from the program, or termination from the program.

## Sexual Harassment

Sexual harassment is a form of sexual discrimination. **The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology does not tolerate any form of sexual harassment of its employees and students.** The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology has a procedure to respond quickly and responsibly to complaints of sexual harassment. If a student has a complaint, he or she should report it directly to the Program Director. If the immediate Program Director is the source of the harassment, the report should be made to the Program Director's authority. Any Program Director or faculty member who receives a report of sexual harassment must report the allegations to the Division Director of Human Resources or his/her designee. If a student does not feel comfortable in reporting sexual harassment through his/her supervisory chain of command, the report should be made directly to the Division Director of Human Resources or his/her designee. Any student determined to have engaged in harassment may be subject to discipline up to and including termination of employment.

## Communication

The student must consider carefully not only what to say to the patients, but also how to deliver the information. Keeping in mind that patients often do not fully understand what is said, or they may misunderstand or take statements out of context; the student should communicate clearly. Work toward preparing patients psychologically for their examinations by explaining the procedure and establishing realistic expectations. Keep an open line of communication with patients for this will allow the student to perform better at the highest level. Patients arrive for their test with very clear expectations of the person who will be conducting their examinations, and they respond according to the treatment they receive. For instance, some patients may refuse to submit to a procedure by a “student”, simply because they perceive a student as someone who is not yet fully trained or competent. Observing the interaction of student with their co-workers and other health professionals also can influence a patient’s perceptions of professionalism. Patients have little confidence in students who exhibit overly casual immature behavior. **Students will act professional and respectful at all times.**

## Patient Modesty

By observing the rules of draping and covering the patient to the greatest extent possible during an examination, the student can reduce patient anxiety. For ultrasound students, at the end of an examination, be sure that the patient is fully covered or completely dressed before you open the door and walk out. Before entering a room that has the door closed, be sure to knock first and wait to be allowed into the room. If the student needs assistance or feels uncomfortable with a situation they are to seek the guidance of a hospital staff employee. Students are expected to determine the appropriate manner in which to deal with a patient. They should communicate their interests in the patient at all times and provide assurance at the end of the examination that they have given their best services.

## Disciplinary Action

Due to the variety of circumstances involved in appearance, attitude, and conduct, no one disciplinary standard can apply to these areas. The type and degree of disciplinary action will depend upon the type of infraction, and how many other previous warnings the student has received. The severity of the disciplinary action may range from being sent home and being required to make-up time, to possible termination from the program. The Program Director will determine the outcome. A copy of each warning that a student receives will be of permanent record and sent to the Medical Director of the respective program.

## Complaints/Inquires

If there is a complaint and or inquiry regarding the school’s operation, the student should first contact the Program Director of the respective program. If the inquire is not resolve the Medical Director of the respective program should be contacted. If the inquire is still not resolved, the student should contact the Executive Director of the Office of Higher Education located at:

### Executive Director

Office of Higher Education  
450 Columbus Boulevard, Suite 707  
Hartford CT 061053-1841  
Tel: (860) 947-1816      Fax: (860) 947-1310

# Program Requirements and Clinical Expectations

## Credentialing Exams

Students are required to sit for the CCI / ARDMS registry exam prior to graduation. Successful passing of the exam in the respective field of study is required to graduate from the program. Students that do not pass the registry exam will not graduate from the program. If a student passes the registry exam within one year after the graduation date, he or she will graduate from the program. In addition, the School will reimburse the cost of the exam to the student when passing the registry exam. Upon successful completion of the registry exam, the student will earn the following credential(s):

### CCI Credentials:

Registered Cardiac Sonographer (RCS)  
Registered Vascular Sonography (RVS)  
Registered Congenital Cardiac Sonographer (RCCS)  
Registered Cardiovascular Invasive Specialist (RCIS)  
Registered Cardiovascular Electrophysiology Specialist (RCES)

### ARDMS Credentials:

Registered Vascular Technologist (RVT)  
Registered Diagnostic Cardiac Sonographer (RDCS) (AE or PE)

## Program/Graduation Requirements

To successfully remain in any program and be eligible for graduation the student must:

- Complete all clinical rotations
- Complete all course requirements
- Successful completion of the CCI/ARDMS registry exam
- Maintain passing grade (as noted above), including clinical competency evaluations

If a student does not receive a passing grade in the academic or clinical rotations, the student will not be able to continue the program. At that time, the student will be dismissed from the program and will receive a letter documenting the total hours (both clinical and didactic) that they have completed for their own records.

## Clinical Rotation

Students are required to rotate through all clinical sites designated by the school. Students are also required to attend didactic classes throughout the year. It is the program's philosophy that students will be better prepared for the workforce by the experience they gain in varied clinical rotations approved by the school. Requests for fixed or multiple clinical site experience will be considered on a case-by-case basis. Student (s) who successfully completes their clinical rotation and didactic classes will be eligible for graduation.

The student should adhere to the following to ensure success in their clinical rotations:

- Carry a small pocket notebook/tablet for recording questions and techniques pertaining to various procedures that you have been associated with
- Familiarize yourself with the operation of the different pieces of equipment that you will work with
- Ask your supervisor whenever you are in doubt about a procedure or patient care technique
- Know when and to whom to report significant patient symptoms
- Acquaint yourself with your department and how it functions: hours, duties, supplies, resources, and interdepartmental conduct
- Know about your institution's emergency, fire and disaster regulation and procedures  
Observe and participate in as many procedures performed in your assigned area
- Maintain all records as required by The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology
- Learn and develop proper professional attitude and ethics needed when working in the clinical environment
- Supply your own transportation to and from the clinical site
- Maintain high ethical and professional standards at all times
- Develop proficiency in the all aspects of the clinical environment
- To successfully complete the clinical aspect of training, each student must complete the required knowledge, skills, and objectives listed in the Clinical Site Records Keeping (see below)

### **Clinical Site Records Keeping**

In order to meet accreditation requirements and to ensure that each student receives experience in a variety of clinical procedures, it is imperative that each student submits flawless records of their clinical experience. In completing these records, the student must conform to the school's standards both in terms of accuracy and completing them in a timely manner. If the records are not accurate when the Clinical Coordinator examines them, the student will face disciplinary action. **Falsification of records will result in loss of Benefit Days and/or dismissal from program.**

The student will utilize Trajecsyst reporting system, an on-line clinical site program, to document time and procedures. More information can be found at: <https://www.trajecsyst.com/aboutus.htm>

### **Professional Conduct**

You are entering an allied health profession and will be expected to conduct yourself appropriately. Students are expected to present themselves in a professional manner at all times while in the clinical settings.

**Students may be dismissed from the clinical site for any of the following reasons:**

- Failure to comply with the attendance policy
- Breach of hospital confidentiality regulations
- Breach of the Code of Ethics or Technical Standards
- Critical errors deemed potentially harmful to patients
- Erratic or abnormal behavior possibility related to alcohol consumption or drug usage
- Failure to comply with hospital policies and procedure, state or federal laws, rules and regulations



- Disrespectful or insubordinate behavior towards a clinical supervisor, faculty or any member of the healthcare team

If and affiliate hospital dismisses a student, the student's status within the program may be in jeopardy. If a student is dismissed from the clinical site for any of the above reasons, a contact form will be filled out and the day will count as a clinical absence regardless of the time of the incident. Serious infractions or repeated incidences will be reviewed by the Program Director and the Medical Director and could result in a recommendation for dismissal from the program. The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology has the right to immediately suspend a student pending investigation of the reasons of clinical dismissal.

## Personal and Professional Growth Evaluation and Explanation

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology utilizes an evaluation form to document the degree to which the Students are engaging in behaviors and action, which the majority of our profession and the public consider to be professional. The School and clinical faculty have identified the following areas as major elements of affective area competency:

**Responsibility:** In order to indicate that you take responsibility for your actions, you should engage in the following behaviors:

- Your role as a cardiovascular professional
- Your education, both clinical and didactic
- Being accountable for your actions and accepting the consequences
- Presenting a professional appearance and demeanor to patients and staff

**Adaptability:** In the day-to-day operation of the clinical laboratory, there are many instances where the routine must be adapted or changed to meet patient's needs. As a Student, you should be able to:

- Recognize when change from "routine" procedure is indicated
- Successfully determined the change required for a given situation
- Accept change in a professional manner

**Assertiveness:** The average clinical laboratory is extremely busy. You must be able to adapt to the fast pace as well as learn from the staff. An assertive student will:

- Become an active learner, seeking ways to enhance the learning process
- Volunteer assistance rather than wait to be asked
- Be willing to accept challenge

**Compassion and Empathy:** As a Student and later a professional, it is vital that you treat the patient as a person not a body part or exam. A compassionate professional will:

- Be aware of the patient's need for privacy, recognition, respect, and relief from pain and/or discomfort
- Respond quickly and appropriately to patient's needs
- Be able to balance compassion and empathy with the necessity of completing the exam/procedure efficiently and accurately
- Treat all patients' staff and fellow students equally. Without regard to gender, race, religion or sexual preference

**Cooperation/Teamwork:** A clinical laboratory relies on the coordinated activities of all persons working in the department. A Student can show cooperation by:

- Being aware when others need help
- Accepting correction or constructive criticism in a positive manner
- Finding ways to improve the accuracy of their performance

**Dependability:** A considerable degree of responsibility is placed on Health Care Professionals including students. It is important that the student be consistently ready and able to work. A dependable student will:

- Maintain a good attendance record
- Be punctual and be motivated toward exam performance
- Perform duties and responsibilities without being reminded
- Complete all assigned tasks efficiently and on time

**Diligence:** Consistent attention to detail and striving for perfection are indications of diligence. A diligent student will consistently:

- Assure that tapes and paper work are properly completed
- Strive to produce the best information possible
- Utilize different techniques

**Effective Communication:** Speaking and writing effectively is an essential skill for the Health Care Provider. Effective, efficient and accurate communication when interacting with patients often determines whether an exam is successful. The Student should:

- Speak clearly and at an appropriate volume when giving instructions
- Write clearly when leaving information or instructions
- Be aware of the impact of non-verbal communication as interpreted by patients and staff

**Honesty/Integrity:** Clinical and classroom behavior should show evidence of these qualities. Honesty and integrity are apparent when the student:

- Will admit to not knowing something
- Will admit to making a mistake
- Takes credit only for own work
- Treats coworkers, classmates with respect

**Respect for One's Self and Others:** The Health Care Professional is expected to place needs of patients above their own. The student should:

- Maintain patient confidentiality
- Project a professional appearance and manner
- Use proper forms of address for patients and relatives
- Treat all patients, staff and fellow students equally
- Appropriately respond to criticism and correction
- Follow the code of ethics of the profession
- Follow the policies of the program and hospitals to which you are assigned

# Program Offerings/Course Descriptions

## Course Descriptions (Adult and Pediatric Echocardiography, Vascular Sonography)

### Adult Echocardiography

The initial 26 weeks of the program will cover all aspects of adult echocardiography and cardiovascular principles. The initial five weeks of the program is designed to prepare the student with the fundamentals and training needed to enter the echocardiography laboratory. The class will provide laboratory clinical hands on instruction to develop essential skills needed to perform comprehensive cardiac ultrasound exams. Students are required to give peer-to-peer case presentations from their clinical experience. The small class size provides for an ideal atmosphere allowing close interaction between classmates and instructors.

### Ultrasound Physics and Instrumentation

The subsequent 26 weeks of the program will cover all aspects of physics and instrumentation needed to perform ultrasound exams and prepare for the national registry examination. This class will blend both didactic and case examples to develop an understanding of how the ultrasound physics effects every cardiac ultrasound examination. Students are required to give peer-to-peer case presentations from their clinical experience.

### Clinical Practicum

This 45-week F/T clinical rotational will allow the student to develop the essential skills necessary to perform as a cardiac sonographer. Thru observational and hands on experience, the student will be able to connect the didactic education received at the school with “real world” clinical education. The clinical experience is broken down into three major components that will access the student’s technical ability to perform basic and advanced echocardiography procedures. In addition, the student will be evaluated with competency skill testing and observation by the clinical site coordinator and clinical site preceptors.

**(Length of Program: 1 Year; Total Clock Hours: 1890)**

### Pediatric Echocardiography

This 26-week program will cover all aspects of pediatric echocardiography and cardiovascular principles. The didactic and clinical are integrated with an estimated two hours of didactic and 38 hours of clinical practicum per week. The student will work closely with the pediatric cardiologist and staff. Thru observational and hands on experience, the student will be able to connect the didactic education received at the school with “real world” clinical education. The clinical experience is broken down into three major components that will access the student’s technical ability to perform basic and advanced echocardiography procedures. In addition, the student will be evaluated with competency skill testing and observation by the clinical site coordinator and clinical site preceptors.

**(Length of Program: 6 Months; Total Clock Hours: 908)**

### Vascular Sonography

This 26-week and 52-week program will cover all aspects of vascular sonography principles. The didactic and clinical are integrated with an estimated six hours of didactic and 34 hours of clinical practicum per week. The student will work closely with the vascular sonographers and staff. Thru observational and

hands on experience, the student will be able to connect the didactic education received at the school with “real world” clinical education. The clinical experience is broken down into three major components that will access the student’s technical ability to perform basic and advanced vascular procedures. In addition, the student will be evaluated with competency skill testing and observation by the clinical site coordinator and clinical site preceptors.

**(Length of Program: 6 Months; Total Clock Hours: 908)**

**(Length of Program: 12 Months; Total Clock Hours: 1890)**

## **Course Descriptions (Catheterization/Electrophysiology Cardiovascular Technology)**

### **Invasive Cardiovascular Technology (Cardiac Catheterization Specialty)**

The initial five weeks of the program is designed to prepare the student with the fundamentals and training needed to enter the catheterization laboratory and to successfully pass the national registry exam. A combination of class lecture, lab and case studies will be blended together to give the student the education necessary to apply to their clinical internships. The class will provide laboratory clinical hands-on instruction to develop essential skills necessary to perform as an invasive cardiovascular specialist. Students are required to give peer-to-peer case presentations from their clinical experience. The small class size provides for an ideal atmosphere allowing close interaction between classmates and instructors.

The following 47 weeks of the program is designed to reinforce and build on the basic concepts learned in Invasive Cardiovascular Technology I and their clinical site training. In addition, there will be an integration of advanced cardiac catheterization technology along with case study presentations.

### **Clinical Practicum**

This 45-week F/T clinical rotational will allow the student to develop the essential skills necessary to perform as an invasive cardiovascular specialist. Thru observational and hands on experience, the student will be able to connect the didactic education received at the school with “real world” clinical education. The clinical experience is broken down into three major components that will access the student’s technical ability to perform basic and advanced cardiac catheterization procedures. In addition, the student will be evaluated with competency skill testing and observation by the clinical site coordinator and clinical site preceptors.

**(Length of Program: 1 Year; Total Clock Hours: 1890)**

### **Invasive Cardiovascular Technology (Cardiac Electrophysiology Specialty) NOT CURRENTLY AVAILABLE**

This 26-week program will cover all aspects of electrophysiology technology principles. The didactic and clinical are integrated with an estimated four hours of didactic and 36 hours of clinical practicum per week. The student will work closely with the electrophysiology specialists and staff. Thru observational and hands on experience, the student will be able to connect the didactic education received at the school with “real world” clinical education. The clinical experience is broken down into three major components that will access the student’s technical ability to perform basic and advanced electrophysiology procedures. In addition, the student will be evaluated with competency skill testing and observation by the clinical site coordinator and clinical site preceptors.

**(Length of Program: 6 Months; Total Clock Hours: 908)**

# General Information

## Internal Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and we encourage students to make contact at the first indication of a problem or concern. This section describes the steps the student should follow so that a problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration.

Importantly, the student must pursue his or her claim through this grievance procedure first. Please note: This grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this Catalog and Handbook. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of The Hoffman Heart and Vascular Institute School of Cardiovascular Technology administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

**Step 1:** Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Director.

**Step 2:** If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the program's Medical Director.

### General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by The Hoffman Heart and Vascular Institute School of Cardiovascular Technology. If the Hoffman Heart and Vascular Institute School of Cardiovascular Technology fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration. The student may also contact:

### **Executive Director**

Office of Higher Education  
450 Columbus Boulevard, Suite 707  
Hartford CT 061053-1841  
Tel: (860) 947-1816  
Fax: (860) 947-1310

### **Hours of Operation**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology operates typically from 7:00 am – 5:00 pm. Monday – Friday. All visitors are by appointment only.

### **Classroom Dimensions**

The classroom/lab dimensions for the Adult, Cardiac Ultrasound, Pediatric Cardiac Ultrasound, and Vascular Sonography Programs are 21 feet by 21 feet (441 square feet).

The classroom/lab dimensions for the invasive cardiovascular technology programs are 24 feet by 24 feet (576 square feet).

### **Maintenance of Records**

The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology will maintain all student transcripts perpetually.

## Required Student Signatures

### Student Laboratory Consent (Ultrasound Only)

American Institute of Ultrasound in Medicine Official Statement on Safety Training and Research (March, 1988):

Diagnostic ultrasound has been in use since the late 1950's. No confirmed adverse biological effects on patients resulting from this usage have been reported. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic practice may or may not be relevant to the extended exposure condition. It is therefore considered appropriate to make the following recommendation:

In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual being examined, the subject should be informed of the anticipated exposure conditions, and how these compare with conditions for normal practice.

The equipment used at Saint Francis Hospital laboratory is standard diagnostic Sonography equipment and has not been modified. The Sonography student understands that he/she does not have to be scanned during a lab rotation. It is strictly voluntary.

\_\_\_\_\_ I wish to be a volunteer. I understand that this is conducted in a teaching situation and in no way constitutes a diagnostic examination. I agree that Saint Francis Hospital and Medical Center will not be held legally liable for information gained or missed as a result of this scanning in the lab.

\_\_\_\_\_ I do not wish to be a volunteer.

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

## Lab Volunteer Consent (Ultrasound Only)

The following individual volunteered as a sonographic subject for the Echocardiography students' educational experience at The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology. The volunteer understands that this is conducted on a teaching situation and in no way constitutes a diagnostic examination. The volunteer agrees that The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology, the students and/or faculty will not be held legally liable for information gained or missed because of this procedure, whether or not that information is accurate or inaccurate.

The volunteer has read and understands this statement and signifies so by their signature.

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

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



## Student Catalog-Handbook Acknowledgement (Ultrasound Only)

- Attending all classes is mandatory.
- Classes begin at 7:00 am and end no later than 1:00 pm unless otherwise specified.
- Any student that is over one hour late for class will forfeit the entire day.
- Five missed classes will result in a decrease in a one letter grade.
- Passing grade in both didactic and clinical course work is a 70%.
- Students will receive 5 benefit days to use for both personal and sick leave.
- Five missed clinical days beyond the 5 student benefit days with result in a decrease in a one letter grade in your clinical course of study.
- Any students found cheating will result in an immediate dismissal from the program.
- Any student that does not fulfill all requirements of academic course work, clinical course work and passing of the respective credential, will not graduate from the program.
- Any student that decides not to continue with the scheduled clinical rotation will forfeit all rights of the program and will not be able to participate in any part of the program.

In addition, I have reviewed in detail and fully understand the following policies/requirements:

- Pregnancy Policy
- Student Benefit Days
- Academic Requirements
- Professional Code of Conduct

I have read the Catalog-Handbook and understand all of the above policies

Student Name: \_\_\_\_\_ (Print Name)

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

## Student Catalog-Handbook Acknowledgement (Invasive Cardiovascular Technology Only)

- Attending all classes is mandatory.
- Didactic classes begin at 9:00 am and end no later than 3:00 pm unless otherwise specified.
- Any student that is over one hour late for class will forfeit the entire day.
- Students will receive 5 benefit days to use for both personal and sick leave.
- Five missed clinical days beyond the 5 student benefit days will result in a decrease in one letter grade in your clinical course of study.
- A passing grade in didactic, lab and clinical course work is a 70%.
- Any students found cheating will result in an immediate dismissal from the program.
- Any student that does not fulfill all requirements of academic course work, clinical course work and passing of the respective credential, will not graduate from the program.
- Any student that decides not to continue with the scheduled clinical rotation will forfeit all rights of the program and will not be able to participate in any part of the program.

In addition, I have reviewed in detail and fully understand the following policies/requirements:

- Pregnancy Policy
- Student Benefit Days
- Academic Requirements
- Professional Code of Conduct

I have read the Catalog/Student Handbook and understand all of the above policies

Student Name: \_\_\_\_\_ (Print Name)

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

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