



**MOLLOY
UNIVERSITY**

Cardiovascular Technology Program
STUDENT HANDBOOK
on Academic Policies and
Clinical Education

Molloy University
1000 Hempstead Avenue
Rockville Centre, NY 11571-5002

DISCLAIMER

Molloy University, the Allied Health Sciences Department, and the Cardiovascular Technology Program reserve the right to make policy and procedure changes at any time. Such changes will be distributed for insertion into the appropriate section of the Cardiovascular Technology Program Student Handbook. All students enrolled in any courses sponsored by the Program must comply with such changes at the time specified.

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SECTION I

ACADEMIC POLICIES

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INTRODUCTION

To meet the challenges of the present and future of health care, the cardiovascular technologist must function competently in an expanding, multi-faceted role. Recent trends and advances in the delivery of health care indicate that the cardiovascular technology curriculum must provide the student with opportunities to develop skills in multiple areas of patient care. Of equal importance is the need for the graduate to understand the relationships of various imaging specialties to patient care. Graduates have the opportunity to pursue a career in a variety of cardiovascular areas, including clinical practice, education, management, sales, and research.

MISSION STATEMENT OF MOLLOY UNIVERSITY

Molloy University, an independent, Catholic University, rooted in the Dominican tradition of study, spirituality, service, and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.

VISION STATEMENT OF MOLLOY UNIVERSITY

Molloy University, built on Catholic and Dominican characteristics of intellectual life, study and the search for truth, is committed to academic excellence through a value-centered, holistic education in liberal arts and professional programs. Molloy University is dedicated to fostering a diverse and inclusive learning community, which focuses on respect for each person and leadership through service.

GOALS OF MOLLOY UNIVERSITY

Molloy University is committed to:

- being Catholic and Dominican in philosophy and outlook
- student-centered learning
- academic quality
- leadership through service
- engagement with the wider community
- maintaining stewardship

MISSION OF THE CARDIOVASCULAR TECHNOLOGY PROGRAM

The mission of the Cardiovascular Technology Program is to provide excellence and leadership in all aspects by teaching, researching, and providing exemplary clinical practice skills in this and related areas of the cardiovascular technology field.

GOALS OF THE CARDIOVASCULAR TECHNOLOGY PROGRAM

The goal of the Cardiovascular Technology Program is to prepare graduates as competent registered cardiovascular technologists (CVTs). Professional competence combines cognitive, psychomotor and affective skills essential for the safe and effective delivery of cardiovascular care. The Cardiovascular Technology Program uses the outcome-based education model to ensure students develop and master the knowledge, skills, and professional behaviors expected of the cardiovascular technologist.

The didactic, laboratory and clinical components of the Cardiovascular Technology Program curriculum within the Department of Allied Health Sciences of Molloy University provide an environment for students to develop and master:

- knowledge, insight and skills required to produce optimal diagnostic images and perform accurate physiologic testing
- effective communication techniques required to interact successfully with both patients and other members of the health care team
- self-assessment skills required to evaluate correctly the quality and quantity of their work
- critical thinking and problem solving skills required to meet the challenges of the dynamic healthcare environment
- values for commitment to life-long learning, public education and involvement in their professional organizations

OBJECTIVES OF THE CARDIOVASCULAR TECHNOLOGY PROGRAM

The objectives of the program are to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of cardiovascular technology practice as performed by registered cardiovascular technologists, who will:

- pass the national registry examination(s)
- produce images providing optimal information obtained with appropriate techniques
- apply appropriate protection practices toward the patient, self, the health care team and the public
- apply critical thinking and problem solving in making decisions about imaging exams
- contribute to the physical and psychological comfort of the patient under the guidelines of the Patients' Bill of Rights (Appendix A)
- adhere to the Code of Ethics in professional practice (Appendix C)
- assume responsibility for professional development
- demonstrate communication ability by establishing rapport with patients and the healthcare team

THE STUDENT HANDBOOK

This Student Handbook on Academic Policies and Clinical Education serves as a guide for students enrolled in the Cardiovascular Technology Program within the Department of Allied Health Sciences at Molloy University.

The Molloy University student is required to uphold a high standard of academic and nonacademic conduct. That standard is presented in this document and will be upheld by the Department of Allied Health Sciences. Academic and nonacademic misconduct at Molloy University is subject to disciplinary action.

This Student Handbook is given to matriculating students at the start of the Cardiovascular Technology Program. The Cardiovascular Technology Program will obtain documentation of the receipt and review of the Student Handbook. Each student will be responsible for maintaining knowledge of the information contained in this Student Handbook.

DESCRIPTION OF CARDIOVASCULAR TECHNOLOGY

Cardiovascular Technologists assist physicians in the diagnosis and treatment of a wide variety of disorders affecting the cardiovascular system. Using a wide range of instrumentation, Cardiovascular Technologists acquire and record information related to cardiovascular (the heart and blood vessels) anatomy, physiology, and pathophysiology. Although ultrasound instrumentation is the most common modality, a wide variety of other instruments are also used to measure parameters of pathology and pathophysiology, such as blood pressure, cardiac function, limb volume changes, and oxygen saturation.

PROGRAMMATIC ACCREDITATION

The Molloy University Cardiovascular Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) located at 1361 Park Street, Clearwater, Florida, through the Joint Review Committee on Education in Cardiovascular Technology (JRCCVT), located at 1449 Hill Street, Whitinsville, Massachusetts 01588-1032. The Cardiovascular Technology Program is also approved by the New York State Department of Education.

PROGRAM COMPLIANCE

If a student feels the Program is not in compliance with the JRCCVT Standards, a complaint must be submitted, in writing, to the Program Director along with documentation for the complaint. The Chairperson of the Department of Allied Health Sciences, Program Director, and Clinical Coordinator will review the complaint and respond to the student within three (3) working days of receipt. If the student is not satisfied with the response, he/she has the right to contact the JRCCVT.

REGIONAL ACCREDITATION

Molloy University is regionally accredited by Middle States Commission on Higher Education.

NATIONAL CREDENTIALING

The American Registry for Diagnostic Medical Sonography (ARDMS) and Cardiovascular Credentialing International (CCI) are the official credentialing bodies of the profession. These organizations set standards for entry into the credentialing process, administer examinations for cardiovascular technology practitioners, and ensure the integrity of the examination process. They also maintain a registry of all certified cardiovascular technology personnel. Information and application for cardiovascular technology credentialing exams can be obtained by contacting the ARDMS directly at www.ardms.org or CCI directly at www.cci-online.org. In order to take credentialing examinations to become a registered cardiovascular technologist, these organizations require that specific educational requirements have been completed. A component of the process is determination of “good moral character”. The application asks the applicant “Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?” It is the student’s responsibility to seek legal guidance, before starting the Cardiovascular Technology Program, with any concern about meeting these criteria.

Graduates are eligible to take the Registry Board Examinations to become a Registered Diagnostic Cardiac Sonographer (RDCS) and Registered Vascular Technologist (RVT), as credentialed by the American Registry for Diagnostic Medical Sonography (ARDMS) or, similarly, the Registered Cardiac Sonographer (RCS) and Registered Vascular Specialist (RVS), as credentialed by Cardiovascular Credentialing International (CCI).

ADMISSIONS REQUIREMENTS

FRESHMEN

Entrance requirements include graduation from high school or equivalent* with 20.5 units, including the following:

<u>English</u>	<u>4</u>
<u>Foreign Language</u>	<u>3</u>
<u>Mathematics</u>	<u>3</u>
<u>Social Studies</u>	<u>4</u>
<u>Science</u>	<u>3</u>

Cardiovascular Technology majors must have biology, chemistry, and mathematics.

* Applicants who apply with a General Equivalency Diploma (GED) must submit an official high school transcript, as well as a copy of their GED Score Report.

ENTRANCE EXAMINATIONS

Entrance examinations should include one of the following tests:

- Scholastic Achievement Test (SAT). Information may be obtained through the high school guidance office or by writing to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.
- American College Test (ACT). Information may also be obtained through the high school guidance office or by writing American College Testing Program, P.O. Box 168, Iowa City, Iowa 52250.

Entering students are required to score a minimum of 480 on the Critical Reading section of the SAT exam or have completed ENG 101 with a minimum grade of “C” prior to beginning the program.

Entering students are required to score a minimum score of 450 on the Math SAT, or are required to take and pass MAT 071, with a minimum grade of “C” prior to beginning the program. Students who do not have a Math SAT score must take and pass the math placement exam. Students who do not pass the exam must take and pass MAT 071, with a minimum grade of “C” prior to beginning the program (see “Admissions Requirements for Freshmen and Transfers” in front section of the Molloy University Undergraduate Catalog).

ADMISSIONS APPLICATION PROCEDURE

The application procedure is initiated by obtaining an application form from the Office of Admissions and carefully following the directions on the application. Upon receipt of high school credentials, SAT/ACT scores (freshmen only), the application and a \$65.00 non-refundable Application Fee, the Admissions Committee considers applications for admission. Although not required, a personal interview is strongly suggested to clarify Molloy's programs to the applicant.

Based on the results of the above evaluation, students may be admitted into the program or given recommended coursework required to obtain eligibility for admission. Non-matriculated students are not eligible to take any coursework that involves clinical experiences. The Committee for Admissions reviews credentials and notification of the decision of this committee is made to all applicants who complete the application procedure.

Acceptances are based on rolling admissions. To receive confirmation of acceptance, a candidate must submit a \$400.00 non-refundable Confirmation Deposit which is required as soon as possible after acceptance or by the date specified in the acceptance letter.

All students must submit documentation of immunization, as mandated by the New York State Public Health Law. Students born after January 1, 1957, must submit documentation of immunization to Measles (2 doses), Mumps, and Rubella. It is recommended that all students have a current physical and tuberculin test (PPD) prior to university studies.

TRANSFER STUDENTS

Transfer students must follow the regular admission procedure. In addition, they must forward all official college transcripts from previously attended institutions. Transfer students may request an interview for an evaluation of credits before they file an application. Transfer students who do not have an associate degree, or higher, must submit a copy of their high school transcript as proof of high school graduation. Transfer students should have applications and all necessary transcripts submitted by August 15 for admission in the Fall semester. Applications submitted after these dates will be eligible for late registration.

Transfer students must be in good academic standing at their previous college in order to be accepted into Molloy University. Only credit hours are accepted in transfer; the cumulative average begins with a student's first semester at Molloy. The Admissions Office will do a credit evaluation either during the applicant's interview or upon acceptance into the university. The "Status Sheet," part of the student's acceptance package, indicates those courses which are accepted for credit, and identifies all other coursework needed by the student to complete his/her degree at Molloy University. The last 30 credits toward graduation must be completed at Molloy University. In addition, students must take at least one half of the major requirements at Molloy University. Any exception to this must be obtained in writing from the office of the Vice President for Academic Affairs.

Allied Health Sciences' Transfer applicants must have a minimum cumulative grade point average of 2.5 in previous college work in order to be considered for admission. Applicants may be required to have an interview with the Program Director at the Department's discretion. Students who would be entering Molloy University with more than junior status (64 credits) are encouraged to arrange for an interview with an Admissions Counselor in order to discuss possible program options.

TRANSFER OF COLLEGE CREDIT

Transfer students who have attended two-year colleges will be awarded credit for their previous coursework up to a maximum of 64 credits. Transfer students, who have attended four-year institutions, will be awarded credit for their previous coursework up to a maximum of 98 credits. Students entering into a bachelor's degree program at Molloy University, who already hold a bachelor's degree from another accredited institution, will receive 98 credits in transfer and will have all General Education requirements waived.

Transfer credit is awarded only for courses with grades of "C+" or better from the institution at which these courses were completed. Courses with grades lower than "C+" are considered only if a degree was completed at the school where the credits were taken. In such a case, "D" credit, which was part of the program leading toward that degree will be acceptable or unacceptable in the same way a grade of "D" at Molloy University would be applied (i.e., not in the Major, where a grade of "C+" or better is required). For Allied Health Sciences' Programs, a minimum grade of C+ is required for credit in all science courses. For all transfer students, the grade of "P" will be considered for transfer credit, to be used in the same way that the Pass/Fail rules at Molloy University allow. The "P" grade must be the equivalent of a "C+" grade at the institution where the credits were completed to be considered unless, again, a degree was completed.

Transfer students coming from unaccredited colleges or schools are required to complete a minimum of 30 credits in residence before receiving credit for their previous applicable coursework. The total number of credits earned prior to admission through independent study, advanced placement, and credit by examination (CLEP, RCE, REDE), may not exceed 46.

ADVANCED PLACEMENT EXAM TRANSFER CREDIT

Advanced Placement credit will be granted by Molloy University to qualified students based on a score of "3" or better on the Advanced Placement Examination of the College Entrance Examination Board. Students anticipating a major in Biology need a minimum score of "5" to award Advanced Placement credit in Biology. A score of "3" or better will be considered for general elective credit. Official score reports must be forwarded to the Admissions Office in order to be granted credit.

ADMISSIONS AND PROGRESSION REQUIREMENTS

- Pre-requisites: high school algebra, biology and chemistry or its equivalent.
- Applicants may be required to have an interview with the Program Director at the Department's discretion.
- All students accepted into the program are required to provide a valid Basic Life Support, Cardiopulmonary Resuscitation (CPR) certification. This requirement must be fulfilled in the first semester of admission to the program.
- All students are responsible for their own transportation to and from designated clinical sites.
- Students are responsible for meeting all program requirements.
- Students of the Cardiovascular Technology Program are strongly encouraged to take a credentialing exam review course at the end of their senior year.
- Students are required to have a background check and drug screening completed.

GRADING CRITERIA FOR PROGRESSION

Grades of “C+” or better are required in all science and math courses. **The same science or math course may be repeated one time only. Failure to achieve a C+ on the re-take of the science or math course will result in a dismissal from the Program.**

The following policies apply when a student earns a CVT course grade below “C+”:

- CVT courses may be repeated one time. Failure to attain a grade of at least “C+” when taking a CVT course for the second time will necessitate withdrawal from the Program.
- Clinical CVT courses may be repeated once with permission from the Program Director. A subsequent failure to achieve a “C+” in any other clinical necessitates withdrawal from the Program.
- A maximum of two CVT courses may be repeated within the major. On the third failure to achieve a “C+”, the student will be removed from the Program.
- Students who have been withdrawn due to academic failure may not be readmitted to the CVT Program.
- Students may withdraw from the same CVT course no more than one time.

Students who left the Cardiovascular Technology Program in good standing and who are requesting readmission to the program are required to meet the following conditions for reinstatement:

- Clinical course work completed more than three years ago in Molloy University’s Cardiovascular Technology Program must be repeated. The need for repetition of nonclinical courses will be determined on an individual basis.
- Readmission to the Cardiovascular Technology Program for students who have taken Molloy University’s Cardiovascular Technology clinical courses within the past three-year period may require that students successfully complete challenge examinations and demonstrate clinical competence. The need for such examinations will be determined on an individual basis.

Students who do not follow the designed course progression and have a one or two semester lapse between clinical rotations, due to a need to repeat a course or a leave of absence, will be required to successfully complete challenge examinations and demonstrate clinical competence prior to enrolling in another clinical course. The need for such examinations will be determined on an individual basis. Please consult with the Director of Clinical Education.

Cardiovascular Technology coursework from other institutions is NOT eligible for transfer to the Molloy University’s Cardiovascular Technology Program.

NOTE: The Cardiovascular Technology Program reserves the right to make necessary program alterations in response to changes in professional cardiovascular practice and/or the health care delivery system.

HEALTH REQUIREMENTS

Clearance for Clinical Placements

In addition to other clinical clearance requirements, Allied Health Sciences’ students must complete a drug test and initial background check through the program’s approved vendor, prior to participating in clinical learning experiences. Clearance requirements vary by clinical site and are subject to change at any time. Students are responsible for all costs associated with the drug test and background check, along with all other clinical clearance procedures. Students entering the clinical sequence of an Allied Health Sciences’ program curriculum will be informed as to the timeline and deadline for completion of all clinical clearance requirements.

Students must be aware that clinical placement sites reserve the right to deny, in their sole discretion, a student’s clinical placement based upon the results of the background check, drug screening, noncompliance with safety or vaccination requirements, or other site-specific requirements. Procedures related to clearance for clinical experiences are documented in each respective Allied Health Sciences’ program student handbooks. The Molloy University, Barbara H. Hagan School of Nursing and Health Sciences (“The School”) is not responsible for the

clinical ineligibility of any student for any reason, including but not limited to whether a history of conviction, potential drug use, or to other circumstances which were disclosed to the School of the University prior to the student's matriculation. If a student's clinical placement at a clinical site is denied, the School does not guarantee the availability of an alternative clinical placement. The School or University is under no obligation to affirmatively seek out additional clinical placement sites that may be willing to accept a student who has been denied a clinical placement. If a student cannot be placed in an established clinical site for any reason, including, but not limited to, a failed background check or drug test, clinical clearance, or other finding, he/she will not be able to complete the Allied Health Sciences' program and will therefore be removed and dismissed from the Allied Health Sciences' program.

TITLE IX

Title IX is a federal civil rights law that prohibits discrimination in education:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance.” Any person who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of the possible violation of Title IX with the Title IX Coordinator at Molloy University, Lisa Miller, Director of Human Resources, Kellenberg Hall, Room 112. The telephone number is 516-323-3046.

NON-DISCRIMINATION POLICY

Molloy University admits students without regard to age, race, color, sex, religion, national or ethnic origin, or physical and/or learning disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of age, race, color, sex, religion, national or ethnic origin, or physical and/or learning disability in the administration of its educational policies, admissions policies, scholarship, loan programs, athletic, and other University-administered programs. Inquiries concerning these policies may be referred to Lisa Miller, Human Resources Director, Kellenberg Hall, Room 112. The telephone number is 516-323-3046.

ADA AND REHABILITATION ACT

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and its amendments, Molloy University provides reasonable accommodations and services upon request to individuals with documentation supporting a covered disability or chronic illness. The ADA/Section 504 Coordinator at Molloy University is Cari Rose-Tomo in the William J. Casey Center, Room C011. The telephone number is 516-323-3315.

DSS/STEEP - DISABILITY SUPPORT SERVICES/SUCCESS THROUGH EXPANDED EDUCATION PROGRAM

Molloy University provides a supportive environment for students with documented disabilities and is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. Students who are requesting accommodations and services must contact the DSS/STEEP office to initiate the process. Students are required to provide documentation, from a qualified professional, of their disability or chronic illness and to discuss how reasonable accommodations may assist them in fulfilling course requirements and participating in campus life. Determination of reasonable accommodations is an ongoing and interactive process. Students have the choice of whether or not to utilize accommodations. Students who have injuries, surgeries, or other conditions which will temporarily restrict them on campus, may contact DSS/STEEP to arrange for reasonable short-term accommodations. Documentation will be required.

DSS/STEEP also provides services to assist students in various areas of campus life. Appointments are scheduled on an as-needed basis to determine which individual and/or group services may be appropriate. For more information, contact the staff at 516-323-3315 or dss@molloy.edu. Accommodations and services

are designed to equalize opportunities and access, not to lower the academic standard for these students or to alter the essential nature of the degree requirements.

TUTORING SERVICES

Tutoring Services assists students in achieving their academic potential in math, science, and modern languages. Assistance in other disciplines is provided according to students' individual needs and based upon availability.

Tutees receive two kinds of assistance:

1. Remedial - When failing a course or below "C" in a major field
2. Supplemental - When passing a course but in need of reinforcement or clarification in particular aspects of the course work

Academic Tutors fall into three categories:

1. Professional: Active/semi-retired individuals certified in the courses they tutor
2. Graduate: Individuals who have a graduate or undergraduate degree from Molloy University or another college or university
3. Peer: Students who have taken and successfully passed the course(s) they tutor

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- the right to inspect and review the student's education records within 45 days after the day Molloy University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Molloy University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- the right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- a student who wishes to ask Molloy University to amend a record should write the Molloy University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
- if Molloy University decides not to amend the record as requested, the University will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (Molloy University information is further described under "Grade Appeals" and "Complaint Procedures" of the university catalog, as well as in the Molloy University Student Handbook.)
- the right to provide written consent before Molloy University discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Molloy University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person who is employed by Molloy University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Molloy University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order for Molloy University.

- upon request, Molloy University also discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.
- the right to file a complaint with the U.S. Department of Education, concerning alleged failures by Molloy University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

- Molloy University’s public notice on directory information is provided under “Confidentiality and Directory Information” in the catalog.
- FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the student. §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.
- to other school officials, including teachers, within Molloy University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. {§99.31(a)(1).}
- to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. {§99.31(a)(2).}
- to authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State, and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
- in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. {§99.31(a)(4).}
- to organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate or administer predictive test; (b) administer student aid programs; or (c) improve instruction. {§99.31(a)(6).}
- to accrediting organizations to carry out their accrediting functions. {§99.31(a)(7).}
- to parents of an eligible student if the student is a dependent for IRS tax purposes. {§99.31(a)(8).}
- to comply with a judicial order or lawfully issued subpoena. {§99.31(a)(9).}
- to appropriate officials in connection with a health or safety emergency, subject to §99.36. {§99.31(a)(10).}
- information the school has designated as “directory information” under §99.37. {§99.31(a)(11).}
- to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13).)
- to the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non- forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. {§99.31(a)(14).}

- to parents of a student regarding the student's violation of any Federal State or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. {§99.31(a)(15).}
- the disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

STATEMENT OF ACADEMIC INTEGRITY

The administration and faculty of the Department of Allied Health Sciences believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic and clinical education. Integrity and honesty are especially valued in the health care professions because accurate diagnosis and treatment of patients are greatly dependent upon a health practitioner's honest and capable assessment of symptoms and diagnostic tests. This assessment can only be rendered by a practitioner who has "real" knowledge because, as a student, he or she independently answered test questions and were required to participate in detailed laboratory skills assessments, thereby identifying and correcting mistakes. The successful practitioner can communicate important diagnostic and therapeutic information in writing because, as a student, such skills were developed and/or enhanced by completing writing assignments independently. The practitioner who was dishonest in his or her educational pursuits is at great risk for making diagnostic and therapeutic mistakes. Such errors may result in the mismanagement of a patient's health. Because we are committed to educating practitioners who provide the highest quality of health care, the university administration and faculty are equally committed to mandating and enforcing the practice of academic integrity by all students.

Molloy University is an independent comprehensive university, Catholic and Dominican in tradition and dedicated to academic excellence. Genuine commitment to excellence is the fundamental purpose of a university community and demands responsible standards of scholarship, teaching and learning. By seeking to promote an atmosphere of trust and dialogue, Molloy University intends to foster goodwill among its Faculty, Students, and Administrators. Within the framework of a liberal arts core, Molloy University is concerned not only with critical and creative thinking, but also with the virtuous formation of character. Of essential importance to Molloy University is Academic Integrity which confirms our common responsibility for fulfilling the goals of education.

Certain guidelines of Academic Integrity need to be specified in order to enhance the traditional relationship between faculty and students involved in their sincere pursuit to attain excellence. The professional and legal rights of all members within the university community are to be recognized and upheld with the highest standards of mutual respect and honesty. Continuous effort must be made by the community to share accountability on the various levels of academic concerns.

It is incumbent upon the faculty to provide an environment of Academic Integrity and to fulfill all professional responsibilities, which include but are not limited to the following:

- Distributing and reviewing course outline
- Meeting classes as scheduled and making appropriate preparations for all class sessions
- Providing an atmosphere conducive to serious and scholarly study
- Encouraging students to fulfill their potential
- Respecting the dignity of students
- Grading assignments, tests, and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Using academic evaluations based on unbiased professional judgment
- Being available for appointments with students

These professional responsibilities are the criteria used for a grade appeal. It is expected that students fulfill their responsibilities within the University community by:

- attending and being prepared for scheduled class meetings
- complying with course requirements as stated in course outline

It is also expected that administrators fulfill their responsibilities with the University community by:

- promoting an atmosphere of trust and integrity
- lending support to the accomplishments of the academic goals and objectives of both students and faculty

HONOR PLEDGE

In the spring 2000, the Honor Pledge was ratified by the Molloy University community. The following pledge was approved by the ad hoc Committee on Academic Integrity, which is a subcommittee of Undergraduate Academic Policies and Programs Committee:

As a member of Molloy University, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship, and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the Honor System to better myself and those around me. I will refrain from any form of academic dishonesty or deception.

ACADEMIC INFRACTIONS SUBJECT TO DISCIPLINARY ACTION

Engaging in any form of academic dishonesty is an Academic Infraction Subject to Disciplinary Action (AISDA). Students are responsible for knowing the policies regarding cheating, plagiarism, facilitating academic dishonesty, and fabrication, as well as the penalties for such behavior. Academic Infractions Subject to Disciplinary Action include:

- A. Cheating - utilizing a source other than self during an exam or in completing an assignment.
- B. Fabrication - intentional and unauthorized falsification or invention of any information.
- C. Facilitating academic dishonesty – intentionally or knowingly helping or attempting to help someone commit an act of academic dishonesty. For example, allowing another to copy from you during an examination, doing work for another and allowing her/him to represent it as her/his own, and supplying information regarding examinations to others.
- D. Plagiarism - failure to document the direct words of another or the rephrasing of another's words so as to represent them as one's own; handing in another's paper or project as one's own; or reusing your own paper from another course without the prior instructor approval.

DUE PROCESS PROCEDURE IN ACADEMIC AREAS

The President, who is the Chief Executive Officer of the University, delegates the supervision of student conduct and discipline in academic areas to the Associate Dean for Academic Services.

PROCEDURE

1. All persons concerned should first make every effort to resolve the matter through informal consultation with the Associate Dean for Academic Services to reach an acceptable solution short of the use of the formal procedure. In the event that there is no resolution at this level or no acceptance by the student of the discipline meted out by the Associate Dean for Academic Services, formal proceedings may be initiated provided a written charge against the student is filed by the complainant on the official AISDA Complaint Form which can be found in the Office of the Associate Dean for Academic Services. The Associate Dean for Academic Services may also elect to initiate formal proceedings in those situations serious enough to warrant the use of these formal channels for disciplinary action.
2. Upon the filing of such a written charge, the Associate Dean for Academic Services gives written notification to the student of the charges and the general nature of the evidence to support these charges. The student must be notified within twenty-one (21) calendar days of the complaint of the offense in question.
3. The student has fourteen (14) calendar days after receipt of the formal notification to answer the charges in writing. She/he may choose to:
 - A. Not initiate a formal procedure and accept the discipline of the Associate Dean for Academic Services. This option is not available when the formal proceeding has been initiated by the

Associate Dean for Academic Services

- B. Waive her/his defense at the hearing before a Judicial Committee
- C. Appear before the Judicial Committee
- D. Withdraw from the University

4. The Judicial Committee shall be composed of two faculty members chosen by the Faculty President, two students chosen by MSG President, or, in the event of a graduate student hearing, by the Department, and one appropriate administrator chosen by the Associate Dean for Academic Services. The Associate Dean for Academic Services shall serve as chairperson for the committee, with no vote except in the case of a tie. A majority vote of the judicial committee will make the decision.
5. The Associate Dean for Academic Services will notify the accused and complainant of the composition of the committee. If any member of the committee is unacceptable to either the accused or the complainant, that party must notify the Associate Dean for Academic Services within three (3) days of receiving this information. Each party is limited to two (2) objections. Members of the Committee are expected to be impartial, to seriously consider the facts of the case, and to avoid imposition of sanctions against any participants in the process.
6. In the event that the charges in the academic dishonesty case are not sustained by the Judicial Committee, then, based on the information presented and the decision reached during the hearing, this Committee would be empowered to request a grade change from the faculty member concerned with the work or course in question in accordance with the course outline that is on file in the office of the Associate Dean for Academic Services. Should the faculty member not wish to comply, the term paper, test or other project in question is to be given to the Associate Dean for Academic Services to be re-graded by a qualified scholar of her choice. After the work in question has been re-graded, the Committee will reconvene to calculate the student's grade which, when filed, will be the grade for such work.
7. If the accused student chooses not to appear before the Judicial Committee, this committee will weigh the evidence and hand down a decision.

RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS

For any disciplinary action for which sanctions may be imposed, the student shall have the right to:

1. be considered innocent until found guilty, by clear and convincing evidence, of academic dishonesty.
2. be informed of his/her rights.
3. receive written, timely and complete notice of the specific charges to be resolved.
4. seek advice and/or counsel. If any attorney-at-law is chosen, this attorney may not participate directly in the proceedings.
5. have fair disposition of all matters as promptly as possible under the circumstances.
6. elect to have a public or private hearing.
7. hold unaltered student status pending a final adjudication and disposition of all matters, except in extraordinary circumstances.
8. be informed of the maximum and minimum sanctions which may be imposed.
9. be informed of the general nature of the evidence to be presented.
10. confront and question all parties and witnesses except when extraordinary circumstances make this impossible.
11. present a factual defense through witnesses, personal testimony, and other relevant evidence.
12. suggest questions which might be put to witnesses.
13. decline to testify against oneself.
14. have only relevant evidence considered by the Judicial Committee.
15. be informed of all decisions within 14 calendar days of the conclusion of the hearing.
16. request an appeal of the disciplinary sanction of suspension from the Vice President for Academic Affairs and request an appeal of the disciplinary sanction of dismissal from the President of the University. Students are to notify the Associate Dean for Academic Services to file an appeal.
17. be free from repeated disciplinary proceedings where the parties and the issues are the same.

FORMAL HEARING

1. The accused student has the right to have the hearing before the Judicial Committee. The accused student chooses whether the hearing is to be private or public.
2. At the hearing before the Judicial Committee, both the accused and the complainant may have the advisor or counsel of their choice present; however, the advisor or counsel may not participate directly in their proceedings.
3. It will be the policy of the University that a record of the hearing shall be taped.
4. Both accused and complainant have the right to cross-examine all witnesses.
5. After the presentation of both the accused and the complainant, the committee shall deliberate in private until a decision is reached. When a decision has been reached, the hearing shall be reconvened, and the decision announced.
6. If a decision is entered against an accused, the Committee shall recommend the imposition of disciplinary and restitutionary sanctions which may include:
 - A. Disciplinary Warning: A written statement from the Associate Dean for Academic Services expressing disapproval of conduct. No record of the Disciplinary Warning shall be maintained in the student's file.
 - B. Disciplinary Reprimand: A written statement from the Associate Dean for Academic Services expressing disapproval of conduct. A record of this disciplinary reprimand shall be maintained in the student's folder in the Office of the Associate Dean for Academic Services for the length of time the student attends the University. This record may be introduced in subsequent disciplinary proceedings.
 - C. Disciplinary Probation: A conditional retention of student status for a specified period of time. During the probationary period, a student is excluded from participation in any extracurricular activities of the University and may not hold any appointed or elected positions.
 - D. Disciplinary Suspension: A termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other University privileges and activities. A record of the Disciplinary Suspension shall be maintained in the student's folder in the Office of the Associate Dean for Academic Services and made a permanent part of this folder. This record may be introduced in subsequent proceedings.
 - E. Disciplinary Dismissal: A termination of registration of a student. If the student applies for readmission, she/ he will not be allowed to return to the University. A record of this Disciplinary Dismissal shall be maintained in the student's folder as a permanent record in the Office of the Associate Dean for Academic Services.
 - F. Substituted Sanction: A constructive and voluntary undertaking by a student which by agreement with the Judicial Committee, shall be substituted for any of the above sanctions. A record of this substituted sanction shall be maintained in the student's folder in the Office of the Associate Dean for Academic Services for the length of time the student attends the University. If the substituted sanction is not satisfactorily completed, the Judicial Committee shall reinstate the original sanction.
 - G. Partial credit for the exercise involved.
 - H. Score of zero on the particular exercise involved.
 - I. Failure of the course.

APPEAL

Students who want to appeal the sanction of suspension or dismissal should notify the Associate Dean for Academic Services.

1. Students have the right to petition the President of the University for an appeal from a disciplinary sanction of the Judicial Committee resulting in dismissal from the University. The President will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after review of the case in question.
2. Students have the right to petition the Vice President for Academic Affairs for an appeal from a disciplinary sanction of the Judicial Committee resulting in suspension from the University. The Vice President for Academic Affairs will review the evidence as presented to her/him by the Judicial Committee and will

make her/his decision after the review of the case in question.

DISCIPLINARY DISMISSAL/DISCIPLINARY SUSPENSION

Even in the absence of a student appeal, any sanction of Disciplinary Dismissal handed down by the Judicial Committee always requires administrative review and approval by the President of the University and may be altered, deferred, or suspended by the President.

POLICY CONCERNING GRADE APPEALS

MOLLOY UNIVERSITY The Barbara H. Hagan School of Nursing and Health Sciences

ACADEMIC REVIEW PROCESS

Students share responsibility for their learning and are expected to meet program and course requirements.

Students are entitled to timely, fair, and equitable evaluation of their academic work. A student who has a question or issue regarding grading may initiate the Academic Review Process.

INFORMAL PROCESS

Step One:

A student who has an academic issue meets with the faculty concerned. The intent of this meeting is to discuss the academic problem and together seek resolution.

The student has the option to move to Step Two if there is failure to obtain a satisfactory agreement.

Step Two:

A meeting between the student, faculty and Associate Dean & Director is held in a second attempt to reach resolution.

The student has the option to move to Step Three if there is failure to solve the problem.

FORMAL PROCESS

Step Three:

- a. The student submits a completed Academic Review Form to the Dean, School of Nursing and Health Sciences.
- b. A formal meeting is held with:
 - Dean
 - Associate Dean or Department Chair
 - Faculty member
 - Student
- c. The student may select to be accompanied by a non-legal support person.
- d. The student has the option to move to Step Four if there is a failure to obtain a satisfactory resolution.

Step Four:

If there are grounds for a subsequent formal grade appeal per university policy, the student may implement the Molloy University Grade Appeal Process. Refer to the **Molloy University College Undergraduate/Graduate Student Handbook and Calendar**. It is the responsibility of the student to obtain the instructions and to observe the deadlines for filing an appeal. **NOTE THE UNIVERSITY'S TIMEFRAME for submitting appeals.**

MOLLOY UNIVERSITY
The Barbara H. Hagan School of Nursing and Health Sciences

ACADEMIC REVIEW FORM

THIS FORM IS TO BE COMPLETED BY STUDENTS WHO WISH TO PURSUE MEDIATION OF AN ACADEMIC ISSUE.

Student Name: _____
(Please print)

Date: _____

Course: _____

It is understood that an informal discussion has taken place between the student and the faculty member concerned.

Faculty name: _____

Date of meeting: _____

Outcome: _____

It is also understood that an informal discussion has taken place with the student, faculty, and the Associate Dean & Director.

Associate Dean or Department Chair: _____

Date of meeting: _____

Outcome: _____

FORMAL MEDIATION FOR ACADEMIC REVIEW

1. Specify problem or complaint: _____

2. Provide evidence to support the complaint: _____

3. State desired outcome: _____

Student Signature

Date

FOR DEPARTMENT USE ONLY

_____ **Resolution**

_____ **No basis for grade appeal**

_____ **Grade appeal**

Recommended Action

Signature

Date

Summer 2006

Rev 8-2023

ATTENDANCE

The policy on attendance is one of “responsible attendance.” Students are expected to attend all classes, laboratory sessions, and clinical assignments regularly and punctually. First semester freshmen students are limited to three absences in a course. All other students should refer to the attendance policy as stated in the course syllabus. This is also described in the current University Undergraduate Catalog. Students are to notify the Office of the Vice President for Student Affairs, located on the third floor of the Public Square Building if they will be absent from classes so this information can be brought to the attention of their instructors.

It is the accepted practice at Molloy University that faculty take attendance in all courses.

- Students should notify faculty if an absence is necessary as the result of a serious situation.
- Failure to attend class for two (2) consecutive weeks at any point in the semester, without notification of extenuating circumstances, will result in an administrative withdrawal from the course.
- Administrative withdrawal results in removal from the course with a grade of "WA" or "WF" determined by the point in the term and the academic performance.
- Students should consult the University catalog for complete details regarding withdrawals and the potential financial implications of a withdrawal.

Religious Observances - A student who is to be absent from class because of a religious obligation or practice, should inform the instructor in writing at least one week before the day. The student has the right to make up any examination, study, or work requirements which may have been missed because of religious observances.

GRADING POLICY

(Effective Fall 2000)

A student’s scholastic standing is determined by an evaluation of grades attained. Each credit hour has a quality equivalent. The student’s index equals the total number of quality points divided by the total number of credit hours for which the student has received quality points.

GRADES:

A	93.0–100	4.0 quality points
A-	90.0–92.9	3.7 quality points
B+	87.0–89.9	3.3 quality points
B	83.0–86.9	3.0 quality points
B-	80.0–82.9	2.7 quality points
C+	77.0–79.9	2.3 quality points
C	73.0–76.9	2.0 quality points
C-	70.0–72.9	1.7 quality points
D+	67.0–69.9	1.3 quality points
D	60.0–66.9	1.0 quality points
F	Below 60.0	0.0 quality points

F Failure - Student attended the course and failed

I Incomplete - Computed as failure: Some requirement of the course is lacking
(Automatically becomes an “F” if requirement is not met within specified time)

- W Withdrawn - Student officially withdrew before Finals (No credits and no quality points earned)
- WA Withdrawn - Absent/Passing (No credits and no quality points earned)
- WF Withdrawn - Absent/Failing (Computed as a failure)
- WIP Work-in-Progress
- P Pass (Course taken for credit and no quality points earned)
- AU Audit (No credits and no quality points earned)

Students enrolled in Allied Health Sciences Department programs who withdraw from a CVT, HSL, or RES course with an average less than the required C+ (minimum of 77%) after mid-semester but before the final examination will earn a grade of WF.

Students enrolled in the Nuclear Medicine Technology Program who withdraw from an NMT course with an average less than the required B- (minimum of 80%) after mid-semester but before the final examination will earn a grade of WF.

TECHNICAL STANDARDS IN CARDIOVASCULAR TECHNOLOGY

The Molloy University Cardiovascular Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) located at 1361 Park Street, Clearwater, Florida, through the Joint Review Committee on Education in Cardiovascular Technology (JRCCVT), located at 1449 Hill Street, Whitinsville, Massachusetts 01588-1032. The program is also approved by the New York State Department of Education. Molloy University is accredited by Middle States Commission on Higher Education.

Students preparing for a career in Cardiovascular Technology are expected to perform therapeutic and diagnostic techniques safely and accurately. Students must be able to perform within the scope of practice as outlined in national and state standards, including:

A cardiovascular technologist is typically employed in a hospital, clinic, or with a mobile service to provide diagnostic procedures and direct patient care. Clinical and laboratory assignments for students enrolled in cardiovascular technology programs require certain physical demands that are the technical standards for admission. These standards are based upon the minimum tasks performed by graduates of the program as recommended by the Society of Diagnostic Medical Sonography (SDMS) and the American Society of Radiologic Technologists (ASRT).

Listed below are the technical standards that all applicants must meet in order to participate in, and complete, the Cardiovascular Technology Program.

1. Sufficient visual acuity to read sonography prescriptions & patient charts, observe conditions of the patient & evaluate sonographic images
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team to obtain and record an accurate patient history and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of sonographic imaging examinations and/or cardiovascular procedures, such as positioning and transporting patients and obtaining diagnostic images. Sonographers must be able to manipulate sonographic equipment in order to achieve diagnostic images
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest, collaborate with physicians and other members of the health care team, and provide an oral or written summary of the technical findings to the physician for medical diagnosis
5. Sufficient intellectual and emotional function to plan and implement quality patient care, analyze technical information, and use independent judgment in recognizing the need to extend the scope of the procedure according to the diagnostic findings.

Examples of specific technical standards required for cardiovascular technology students:

- Lift, transfer and/or assist patients from wheelchair/stretchers to examination table
- Lift, move, reach, push or pull equipment
- Manual dexterity and ability to bend/stretch
- Have full use of both hands, wrists and shoulders
- Work standing on their feet 80% of the time
- Adequately view sonograms, including color distinctions and shades of gray
- Distinguish audible sounds
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence
- Demonstrate effective interpersonal relation skills, including patient instruction
- Interact compassionately and effectively with the sick or injured
- Read and extract information from the medical chart or patient requisitions
- Explain the clinical study verbally and/or in writing

Students having a past criminal record must declare this situation at the time of admission. Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation. **Before starting the program**, students in this situation must speak with the Program Director to determine the extent of possible future difficulties with this issue.

REMEDIATION

Molloy University utilizes a Mid-Semester Appraisal System to assist students in identifying weaknesses and to direct students to resources for remediation:

Midsemester Performance Appraisal:

- | | |
|---|---|
| <input type="checkbox"/> Excessive Absence | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Weak in Content Area | <input type="checkbox"/> Failing at this Point |

Missing:

- | | |
|--|--|
| <input type="checkbox"/> Class | <input type="checkbox"/> Homework |
| <input type="checkbox"/> Exams | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Test | <input type="checkbox"/> Lab Report |
| <input type="checkbox"/> Quiz | <input type="checkbox"/> Essay |
| <input type="checkbox"/> Oral Presentation | <input type="checkbox"/> Service Learning Contract |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Journal Critique |

Recommendations:

- | | |
|--|--|
| <input type="checkbox"/> Ask Questions | <input type="checkbox"/> Use CD Interactive Video for Different Skills |
| <input type="checkbox"/> Participate in Class/Clinical | <input type="checkbox"/> Use Study Guides |
| <input type="checkbox"/> Speak with Instructor | <input type="checkbox"/> Participate at Clinical Site |
| <input type="checkbox"/> Review Materials | <input type="checkbox"/> Makeup Exam |
| <input type="checkbox"/> Complete Assignments | <input type="checkbox"/> Hand in Homework and Papers Before Deadline. |
| <input type="checkbox"/> Put More Quality Time and Effort into Class | <input type="checkbox"/> Review Materials Before Class |
| <input type="checkbox"/> Meet with Instructor to Review Study Skills | <input type="checkbox"/> Please Consider Withdrawing |

Referrals:

- | | |
|--|---|
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Go to Lab |
| <input type="checkbox"/> Writing Resource Center | <input type="checkbox"/> Go to Student Assistance Program |
| <input type="checkbox"/> Join Group Study | <input type="checkbox"/> Go to Language Research Center |

Additional Comments:

In addition to this system, faculty will recommend students seek remediation through attendance in **Open Laboratory times**; to remediate deficits in psychomotor skills identified through lab and clinical performance evaluations.

FACULTY ADVISING AND OFFICE HOURS

All students in the Cardiovascular Technology Program are assigned a faculty advisor. Please consult with your advisor first regarding all academic and non-academic issues. Your advisor will refer you for additional assistance, as needed. Please email your faculty advisor for an appointment.

Please contact the CVT Clinical Coordinator for all issues regarding clinical rotations and medical clearance requirements.

If you have a concern with any of the Departmental faculty or staff, please make an appointment with the Chairperson of the Allied Health Sciences Department to discuss your concerns.

MEMBERSHIP IN PROFESSIONAL ASSOCIATION

Students are required to apply for student membership in the Society of Diagnostic Medical Sonography (SDMS). Membership in the SDMS is a vital component of being a professional member of this field. Benefits of student membership include access to electronic media, subscriptions to the journal, and significantly discounted admission fees at national, state, and local symposiums (Society of Diagnostic Medical Sonography, 2745 Dallas Parkway, Suite 350, Plano, TX 75093-8730, Phone 214-473-8057, www.sdms.org).

INTELLECTUAL PROPERTY

Students are not permitted to share electronic files previously obtained from the faculty with anyone for any reason, including other students. Any student who is in possession of any electronic file previously obtained from a faculty member without that faculty member's permission is to destroy it immediately after having notified the faculty member that it was surreptitiously obtained.

STUDENT ACTIVITIES

Students are encouraged to participate in orientation programs, recruitment functions, social and cultural events, Open House, and Career Days. Students have the opportunity to represent students' viewpoints on the Program, School, and University committees.

STUDENT AWARDS

Students are eligible to receive multiple awards from the Program:

- ***The Sister Mary Denis McAuliffe Scholarship*** recognizes the student who achieves the highest GPA, demonstrates outstanding scholastic achievement, exemplary professionalism, and a compassionate demeanor.
- ***The Cardiovascular Technology Academic and Clinical Excellence Award*** recognizes the student who has demonstrated both academic excellence and clinical proficiency; a positive attitude, and a consistent, caring demeanor toward fellow students and faculty.

PROFESSIONAL SOCIETIES

Students are strongly encouraged to participate in professional activities and to seek memberships in national, state, and local societies which sponsor student competitions.

Student memberships are offered by the following organizations:

- *American Institute of Ultrasound in Medicine (AIUM)*
- *American Society of Echocardiography (ASE)*
- *American Society of Radiologic Technologists (ASRT)*
- *Society of Diagnostic Medical Sonography (SDMS)*
- *Society for Vascular Ultrasound (SVU)*

SUMMER CLINICAL COURSEWORK

The curriculum for the Cardiovascular Technology program includes required clinical courses that run in the summers following both the first and second year. Students must pay separate tuition and fees for these two summer sessions. These sessions are not included in either the fall or spring semester tuition bills and are considered separate summer sessions.

CARDIOVASCULAR TECHNOLOGY - A.A.S. DEGREE COURSE REQUIREMENTS

New York State Registered Program Code: 22387

HEGIS Code: 5207.00 {Radiologic Technologies [X-Ray, Etc.]}

Molloy Program of Study Code: CVTAP

General Education Requirements: Acceptable courses listed under General Education Requirements - (4 credits needed) See **NOTE**

<u>ENG 1100 College Composition</u>	<u>3</u>
<u>PED General Education Course</u>	<u>1</u>

Major CVT Requirements (50 credits):

<u>CVT 1080 Introduction to Cardiovascular Technology</u>	<u>5</u>
<u>CVT 1500 Cardiovascular Pharmacology</u>	<u>2</u>
<u>CVT 2020 Ultrasound Physics I</u>	<u>3</u>
<u>CVT 2030 Ultrasound Physics II</u>	<u>3</u>
<u>CVT 2100 Cardiovascular Physiology I</u>	<u>3</u>
<u>CVT 2110 Clinical Cardiovascular Medicine</u>	<u>2</u>
<u>CVT 2120 Cardiovascular Physiology II</u>	<u>3</u>
<u>CVT 2130 Clinical Cardiovascular Experience I</u>	<u>4</u>
<u>CVT 2150 Clinical Cardiovascular Experience II</u>	<u>5</u>
<u>CVT 2200 Clinical Cardiovascular Experience III</u>	<u>6</u>
<u>CVT 2210 Cardiovascular Clinical Practicum I</u>	<u>5</u>
<u>CVT 2400 Cardiovascular Clinical Practicum II</u>	<u>6</u>
<u>CVT 2570 Cardiovascular Scientific Research</u>	<u>3</u>

Related Requirements (18 credits):

<u>BIO 1200 Anatomy and Physiology I</u>	<u>4</u>
<u>BIO 1210 Anatomy and Physiology II</u>	<u>4</u>
<u>CHE 1090 Fundamentals of Chemistry</u>	<u>1</u>
<u>ETH 2880 Ethics and Health Care</u>	<u>3</u>
<u>MAT 1180 Pre-Calculus</u>	<u>3</u>
<u>PHY 1600 Physics for the Health Sciences</u>	<u>3</u>

FST Requirement:

<u>FST 1000 College Experience (If required)</u>	<u>0-1</u>
Total:	72-73

NOTE: The General Education requirement is 13, and has been adjusted to 4, because the following Related Requirements will also satisfy the General Education requirement: ETH 2880; MAT 1160; PHY1600.

CARDIOVASCULAR TECHNOLOGY COURSE DESCRIPTIONS

CVT 1080 INTRODUCTION TO CARDIOVASCULAR TECHNOLOGY

An introduction to the field of cardiovascular technology designed to prepare the student for entry into the clinical setting. Includes patient care, medical terminology, medical ethics and law, professionalism and cultural competence as well as practical utilization of echocardiography and peripheral vascular procedures. Includes a laboratory component.

Corequisites: BIO 1200, CVT 2020, PHY 1600. (Offered Fall) **5 credits**

CVT 1500 CARDIOVASCULAR PHARMACOLOGY

A basic study of pharmacology pertaining to cardiovascular drugs.

(Offered Spring) **2 credits**

CVT 2020 ULTRASOUND PHYSICS I

An introduction to the study of diagnostic medical ultrasound physics, emphasizing mathematics, sound wave characteristics and propagation, attenuation, pulsed wave operation, transducers, and system operation.

Corequisites: BIO 1200, CVT 1080, PHY 1600 (Offered Fall) **3 credits**

CVT 2030 ULTRASOUND PHYSICS II

An advanced study of diagnostic medical ultrasound physics emphasizing spectral and color Doppler applications, artifacts, bioeffects and safety, contrast and harmonics, quality assurance, fluid dynamics, hemodynamics, and focused ultrasound.

Pre-requisites: BIO 1200, CVT 1080, CVT 2020, PHY 1600

Corequisites: BIO 1210, CVT 2130, CVT 2100, MAT 1160 (Offered Spring) **3 credits**

CVT 2100 CARDIOVASCULAR PHYSIOLOGY I

An introduction to the study of the normal structure and function of the cardiovascular system, including cellular structure and function, the circulatory system, hemodynamics, electrophysiology, cardiac function, the cardiac cycle, cardiac output and the regulation of cardiovascular function.

Prerequisite: BIO 1200, CVT 1080, CVT 2020, PHY 1600

Corequisites: BIO 1210, CVT 2030, CVT 2130, MAT 1160 (Offered Spring) **3 credits**

CVT 2110 CLINICAL CARDIOVASCULAR MEDICINE

An in-depth study of cardiovascular pathology and related diseases, including signs, symptoms and treatment options.

Prerequisite: CVT 2210.

Corequisites: CVT 2120, CVT 2150. (Offered Fall) **2 credits**

CVT 2120 CARDIOVASCULAR PHYSIOLOGY II

An advanced study of the normal structure and function of the cardiovascular system including vascular function, arterial and venous blood pressure, systemic vascular resistance, response to exercise, neurohumoral control, blood flow distribution and microcirculation.

Prerequisite: CVT 2210.

Corequisites: BIO 2110, CVT 2150. (Offered Fall) **3 credits**

CVT 2130 CLINICAL CARDIOVASCULAR EXPERIENCE I

A study integrating basic cardiovascular principles and techniques for various practical applications. This course includes a laboratory and a 2 day per week clinical component.

Prerequisites: BIO 1200, CVT 1080, CVT 2020, PHY 1600.

Corequisites: BIO1210, CVT 2030, CVT 2100, MAT 1160. (Offered Spring) **4 credits**

CVT 2150 CLINICAL CARDIOVASCULAR EXPERIENCE II

A continued study integrating cardiovascular principles and techniques for various practical applications. This course includes a laboratory and a 2 day per week clinical component.

Prerequisite: CVT 2210.

CorequisiteS: CVT 2110, CVT 2120. (Offered Fall) **5 credits**

CVT 2200 CLINICAL CARDIOVASCULAR EXPERIENCE III

A comprehensive study of advanced techniques practiced in the field echocardiography and vascular technology. Students will participate in an integrated program of lecture, laboratory, and clinical practice to obtain proficiency. Case presentations and discussions of current trends in clinical practice will be included.

Prerequisites: CVT 2110, CVT 2120, CVT 2150.

Corequisite: CVT2570. (Offered Spring) **6 credits**

CVT 2210 CARDIOVASCULAR CLINICAL PRACTICUM I

A clinical experience integrating didactic knowledge with practical cardiovascular principles and techniques. This course includes a 4 day a week clinical component and 4 clinical conferences designed to increase professional growth through the discussion of critical decision-making, case presentation and analysis, and vendor presentations.

Prerequisites: BIO 1210, CVT 2030, CVT 2100, CVT 2130, MAT 1160.

(Offered Summer) **5 credits**

CVT 2400 CARDIOVASCULAR CLINICAL PRACTICUM II

A full-time clinical internship in echocardiography and vascular technology. Includes clinical conferences with regard to student clinical progress designed to challenge the student's problem solving, decision-making and critical thinking skills necessary for success on the national credentialing examinations.

Prerequisites: CVT 2200, CVT 2570. (Offered Summer) **6 credits**

CVT 2570 CARDIOVASCULAR SCIENTIFIC RESEARCH

Writing-Intensive Course

A study of cardiovascular scientific research tools including utilization of library resources, data collection, statistical interpretation of data and skilled scientific writing.

Prerequisites: CVT 2110, CVT 2150.

Corequisites: CVT 2200. (Offered Spring) **3 credits**

CVT 2910 INDEPENDENT STUDY

This course provides for independent study in an area approved by the Program Director. The student works under the guidance of a Cardiovascular Technology faculty member who must consent to sponsor the student prior to final approval by the Program Director.

(Offered upon request and approval) **1-3 credits**

CVT 2960 TOPICS IN CARDIOVASCULAR SCIENCES

Open to qualified students who wish to pursue a special area of interest in a research, advanced technology, or clinical specialty upon approval by the Program Director.

(Offered upon request and approval) **1-6 credits**

**SECTION
II
STANDARDS OF CLINICAL
BEHAVIOR AND PRACTICE**

INTRODUCTION

Clinical experience is the opportunity for the Cardiovascular Technology student to practice and attain proficiency in diagnostic imaging and technical skills, as well as other hospital-based procedures. The hospital environment is used to make the transition from theoretical learning and laboratory practice to actual patient care and the development of interdisciplinary collaboration.

Clinical practice will help to develop skills in the following areas:

- Patient communication, safety, and therapeutic relationship
- Health care team communication and collaboration
- Cardiovascular Technology examination protocol (practices and procedures)
- Hospital organization and procedures
- Safe practices

The hospital or clinical setting is a learning environment. Your personal gains depend upon your actions, reactions, ambitions, assertiveness, and willingness to help and learn toward to application of the didactic training you have gained on campus utilizing the laboratory experience, Simulation Laboratory, and competencies you will perform on campus.

Your supervision and evaluation are achieved through the preceptor model (a technologist at the clinical site who will provide ongoing and consistent evaluation during your clinical rotations. The hospital is a learning environment. Your personal gains depend on your desire to have a positive learning experience. You are a representative of the Molloy University Cardiovascular Technology Program while engaged in clinical education sites. Clinical rotations are the beginning of your professional life.

HEALTH REQUIREMENTS

In addition to other clinical clearance requirements, Allied Health Sciences' students must complete a drug test and initial background check through the program's approved vendor, prior to participating in clinical learning experiences. Clearance requirements vary by clinical site and are subject to change at any time. Students are responsible for all costs associated with the drug test and background check, along with all other clinical clearance requirements. Students entering the clinical sequence of an Allied Health Sciences' program curriculum will be informed as to the timeline and deadline for completion of all clinical clearance requirements.

Students must be aware that clinical placement sites reserve the right to deny, in their sole discretion, a student's clinical placement based upon the results of the background check, drug screening, noncompliance with safety or vaccination requirements, or other site-specific requirements. Procedures related to clearance for clinical experiences are documented in each respective Allied Health Sciences' program student handbooks. The Molloy University Barbara H. Hagan School of Nursing and Health Sciences ("The School") is not responsible for the clinical ineligibility of any student for any reason, including but not limited to whether a history of conviction, potential drug use, or to other circumstances which were disclosed to the School of the University prior to the student's matriculation. If a student's clinical placement at a clinical site is denied, the School does not guarantee the availability of an alternative clinical placement. The School or University is under no obligation to affirmatively seek out additional clinical placement sites that may be willing to accept a student who has been denied a clinical placement. If a student cannot be placed in an established clinical site for any reason, including, but not

limited to, a failed background check or drug test, clinical clearance, or other finding, he/she will not be able to complete the Allied Health Sciences' program and will therefore be removed and dismissed from the Allied Health Sciences' program.

STUDENT HEALTH INSURANCE

All Molloy University students are required to either purchase health insurance through the university or provide proof of equivalent insurance. This is a university-based policy for all full-time students.

STUDENT INJURIES OR ILLNESS WHILE ATTENDING CLINICAL

All incidents involving student illness or injury during a clinical rotation are to be reported to the Clinical Coordinator, as soon as possible, via email. The Clinical Coordinator will communicate all incidents to the Program Director.

The student should be seen for emergency care and needle sticks as recommended by the supervising clinical preceptor at the clinical site. This does not include routine care for colds, flu, or other routine medical care. All paperwork required by the clinical site must be completed. Treatment at a clinical site's Emergency Room may incur a financial obligation for the student.

NON-EMPLOYEE POLICY

Students must not complete clinical coursework while in the employee status at a clinical affiliate. Students shall not receive any form of remuneration in exchange for work they perform incident to their clinical training. Students must not be used to substitute for clinical, instructional, or administrative staff.

BASIC LIFE SUPPORT CERTIFICATION

All students are required to have a current Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS) for Healthcare Providers certification. One of the following is required:

- American Heart Association BLS Provider course
- American Red Cross Professional Rescuers course
- American Red Cross BLS for Healthcare Providers course

Online courses are not acceptable.

Students will not be permitted to attend clinical rotations without a valid BLS certification. A signed BLS certification card must be submitted via the *CastleBranch Compliance Tracker*.

CARDIOVASCULAR TECHNOLOGY IN A CULTURALLY DIVERSE WORLD

Cardiovascular Technology practitioners need to become informed about, and sensitive to, culturally diverse subjective meanings of health, illness, caring, and healing practices. A transcultural care perspective is now considered essential for healthcare professionals to deliver quality care to all clients. Working with clients (patients) of different cultural beliefs provides the opportunity to enrich healthcare workers' lives through a respectful understanding of the differences of others.

Kittler and Sucher (1990) suggest a four-step process to improve cultural sensitivity:

1. Become aware of one's own cultural heritage. Technologists should identify his/her own cultural values and beliefs. For example, does the healthcare worker value stoic behavior in relation to pain? Are the rights of the individual valued over cultural (values, practices, and beliefs) can a person be ready to learn about another's individual perspective.
2. Become aware of the client's culture as described by the client. It is important to avoid assuming that all people of the same ethnic background have the same culture. When the technologist has knowledge of the client's culture, mutual respect between client and technologist is more likely to develop.
3. Become aware, from the client, of adaptations made to live in the North American culture. During this interview, the technologist should identify the client's preferences in health practices, diet, hygiene, and so on.
4. Form a technologist protocol care plan with the client that incorporates his or her culture. In this way, cultural values, practices, and beliefs can be incorporated with care and judgment.

THE CLINICAL PRECEPTOR MODEL

The Clinical Preceptor Model is used for clinical training by healthcare programs across the country. A preceptor is a person, generally a staff technologist or supervisor, who teaches, counsels, inspires, and acts as a role model for the student. This person supports the growth and development of an individual (the novice) for a fixed and limited amount of time. The careful pairing of a novice with an experienced, educated staff technologist in the clinical setting provides an environment of nourishment and growth for the novice and often results in recognition and reward for the preceptor.

We determined that this model has the following characteristics that we want to use:

1. The students do their clinical rotations by being paired (one student typically with one staff person) with a staff member (referred to as a clinical preceptor) who has a normal patient load assignment.
2. A limited amount of supervision is provided by the university though the use of its classroom and faculty/clinical educators who visit the facility
3. At first the student primarily observes the staff member perform patient care procedures, but soon after, gradually begin assisting the staff member with the accomplishment of their patient load. The students are eventually able to take and correctly accomplish the patient care assignment.
4. Only one or two students are likely to be scheduled per shift at any one time.
5. Students have to come for minimum of 4 and max of 12 hours per shift (typically 8 hours).
6. The students are more like apprentices, vs students' formal instruction.

Goals for the Student:

Students are required to complete clinical hours as required by the accrediting agency guidelines and the Molloy University Cardiovascular Technology Program. Make a smooth transition from the student level role to an entry-level competent Cardiovascular Technologist.

Goal for the Clinical Affiliate:

Clinical site staff technologists are required to contribute to the learning process of Cardiovascular Technology students which will ensure the preparation of competent graduate Cardiovascular Technologists. The clinical site provides an opportunity for selected Cardiovascular Technology technologists to gain experience in the role of preceptor. They

assist in the transition of new graduates when they enter the job market.

RESPONSIBILITIES OF THE MOLLOY UNIVERSITY CARDIOVASCULAR TECHNOLOGY PROGRAM

The Clinical Coordinator organizes and oversees the daily operations of clinical education under the direction of the Program Director. Duties include, but are not limited to:

- coordinating student placements at clinical sites
- evaluating and tabulating students' clinical forms and attendance sheets
- mentoring, counseling, and supervising students
- locating and investigating additional clinical sites
- monitoring and keeping in contact with current clinical sites by visitation, telephone and correspondence regarding updates, student progress and changes in policy

RESPONSIBILITIES OF THE MOLLOY UNIVERSITY CARDIOVASCULAR TECHNOLOGY STUDENT

Each facility is governed by a set of policies and procedures; you are to follow the guidelines of the clinical facility. These are always kept current and accessible to students. If any questions arise as to matters related to policy or procedure, please refer to these manuals. The student will:

- A. perform patient care under supervision a preceptor assuming an increasing level of responsibility on a daily basis.
- B. notify clinical affiliate preceptor and Clinical Coordinator if going to be tardy or absent in a timely and appropriate manner.
- C. adhere to the Molloy University CVT student dress guidelines by displaying a professional appearance when in clinical facilities.
- D. review necessary theory and clinical content to maximize safety and performance.
- E. consult with Molloy University Clinical Coordinator at designated intervals and as needed.
- F. participate in on-going communication with preceptor and Molloy University faculty.
- G. participate in the evaluation of the clinical site.
- H. conform to all policies and procedures particular to the clinical facility
- I. every patient has the right to privacy (HIPAA). As students you will have access to personal, patient information. You must respect the patient's right to privacy. You should not discuss any patient's condition with anyone who is not professionally involved with the patient's care.
- J. when determining appropriate behavior, do not always copy fellow practitioners. It is the responsibility of the student to follow acceptable practice at any assigned site.
- K. promoting harmonious working relationships with the clinical site personnel through a professional and dignified posture
- L. using all equipment and materials responsibly, correctly, and safely
- M. observing and assisting the clinical staff
- N. attending and participating in all scheduled clinical activities
- O. consulting with Clinical Affiliate Supervisors and/or program faculty for assistance with problems
- P. participating in the development of an individualized clinical education plan
- Q. maintaining an accurate record of clinical examinations/competencies
- R. recording the number and types of evaluations required during each academic semester
- S. striving to broaden his/her knowledge and background on clinical subject matters by reading the professional literature available and attending conferences and seminars
- T. incurring all travel costs and expenses relative to clinical attendance
- U. adhering to established policies and procedures in order to insure a harmonious learning environment for all students

CARDIOVASCULAR TECHNOLOGY PROGRAM CLINICAL GUIDELINES

CLINICAL ATTENDANCE POLICIES

- A. Students will attend clinics every scheduled day.
- B. Clinical hours will vary according to hospital placement.
- C. Students who are not at clinic during the scheduled day and time will be assessed an absence period.
- D. All absences must be made up. All make-up time must be completed prior to the last week of the clinical rotation in order to complete the course.
- E. Make-up time is not scheduled to interfere with scheduled classes or clinical days. The scheduling of make-up time is done by the Clinical Coordinator, in conjunction with the hospital affiliate.
- F. Absence periods may be excused or unexcused at the discretion of the Clinical Coordinator.
- G. Excused absences generally include illness with documentation or family crisis. Make-up time will be required.
- H. Unexcused absence periods are assessed for:
 - Two late arrivals
 - Failure to notify the Clinical Coordinator of late arrival or absence PRIOR to the start of the clinical shift.
 - Failure to notify the clinical site of late arrival or absence PRIOR to the start of clinical shift.
 - Leaving clinic before designated time.
- I. Make-up time will be required for all absences.
- J. The student will lose one grade level for ONE unexcused absence. TWO unexcused absences will result in a failing grade.

GENERAL STATEMENT ON CONDUCT

All students enrolled at Molloy University are expected to follow a code of behavior consistent with the high standards of the health professions and to uphold the reputation of the University. In addition, students will comply with the rules and regulations duly established within the School.

Deviation shall constitute misconduct. This includes, but is not limited to:

- dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University
- forgery, alteration, or misuse of university documents, records, time sheets or identification
- violation of public law
- disruption of class or clinical session such as by use of abusive or obscene language
- insubordination (defined as "unwilling to submit to authority; disobedient; rebellious")
- inappropriate behavior at the clinic affiliate or on university premises
- being intoxicated or under the influence of illegal drugs while on clinical assignment or on university premises
- vandalism or stealing
- sleeping during a clinical assignment
- leaving a clinical assignment or room/area assignment without the supervisor's permission
- failure to notify Clinical Education Affiliate and the Clinical Coordinator of absence or lateness
- violation of any duly established rule or regulation

CLINICAL DRESS CODE

The goal of DRESS CODE is to direct the Cardiovascular Technology Program student towards a professional appearance and appropriate wardrobe in the clinical setting.

Any alterations in APPEARANCE from this dress code may result in the student being sent home by department administrator, clinical supervisor and/or Clinical Coordinator.

- A. Students are required to wear the designated wine-colored scrubs during clinical assignments. Clinical clothing must be clean and reflect a professional appearance during clinical rotations.
- B. Clinical I.D. badges must be worn at all times to properly identify you as a Molloy University Cardiovascular Technology student.
- C. Shoes may be plain white athletic shoes and or a white dress shoe of a professional appearance
- D. No sandals, clogs or high tops, or open toed shoes permitted.
- E. Confine any Jewelry to simple, non-swinging types that display a professional appearance.
- F. Hair and beards must be clean and neatly trimmed.
- G. Fingernails should be kept neatly trimmed and short in length.
- H. No perfume or cologne may be worn.
- I. No gum-chewing is permitted.
- J. The student must maintain a clean, neat, professional appearance at all times. The instructor may send a student home who is not properly attired. This will result in an unexcused absence.

NON-COMPLIANCE WITH DRESS CODE

Any student found inappropriately attired will be dismissed from the clinical site immediately and appropriate disciplinary action determined by the Clinical Coordinator. Any clinical time missed due to dress code violation will be made up by the student at a later date. Make-up time will be determined by the Clinical Coordinator in coordination with the Clinical Affiliate Supervisor.

ADDITIONAL STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES

- A. Students are required to complete all requirements via the *CastleBranch Compliance Tracker* prior to attending clinical rotations.
- B. Students should become familiar with the clinical site's policy and procedure manual including emergency disaster plans.
- C. Students should not count on a morning break for breakfast. Student lunch will be scheduled by the clinical site and often around patient care examinations.
- D. Students are responsible for proper completion of all assigned procedures. Any conflicts should be discussed with the clinical preceptor or supervisor prior to starting examinations.
- E. Students should not be idle. Time between examinations should be utilized to assist with the needs of the clinical site, to work on case reports, to study, and to complete requisite clinical packet documentation.
- F. Students should conduct themselves in an ethical and professional manner at all times. Students are subject to dismissal for poor or apathetic performance, unsafe conduct, or any unprofessional behavior.
- G. Cellular telephone use is not permitted during clinical rotations, except during designated lunch time and in the case of emergency.

CLINICAL ROTATIONS - Documentation and Evaluation

All required clinical forms and evaluation instruments will be provided to the student, and reviewed, by the Clinical Coordinator. These forms include attendance records, self-evaluations, behavioral ratings, clinical log forms, clinical examination totals, and a clinical site evaluation.

Students must maintain a clinical preceptor daily log. The clinical log will be completed daily, verifying the date, contact hours covered each day; the log must be initialed on a daily basis by the participating students' clinical preceptor for the day. At designated intervals, students must submit all completed, signed clinical documentation to the Clinical Coordinator. It is the responsibility of the student to keep the clinical documentation updated and to obtain required signatures. Failure to do so may result in a lowering of the final course grade.

All students are responsible for conducting themselves in a professional manner during any educational experience at a clinical affiliate and for demonstrating respect towards its personnel, patients, and families. Should a problem arise (personally, professionally, or medically), the student should immediately contact the clinical instructor and Clinical Coordinator. It is our hope to make your clinical rotation as rewarding as possible.

LABORATORY ACCESS

Access to the Cardiovascular Technology Laboratory, for the practice required for the attainment of psychomotor skills and for remediation, is available during scheduled open lab hours. The laboratory must be kept clean. **FOOD AND DRINKS** are not permitted in the lab. **No one is permitted in the CVT laboratory, except CVT students who are enrolled in the CVT Program, and are in good standing. Any student bringing non-CVT students into the laboratory may be subject to immediate dismissal.**

PROFESSIONAL CONFIDENTIALITY - HIPAA

The importance of confidentiality cannot be overemphasized. It is mandatory that you adhere to all HIPAA (Health Insurance Portability and Accountability Act) standards. Discussion of patients must be limited to professionals involved in the patient's care and Cardiovascular Technology classes. At no time are patients to be discussed at breaks, on elevators, in the shuttle bus, or in other inappropriate settings. Only patient's room numbers may be used on written work. Patient charts are confidential records and may not be photocopied.

SOCIAL MEDIA

Absolutely no patient information can be used on social media sites such as YouTube, Facebook, Instagram, Twitter, etc. This information is available to anyone with internet access, including Molloy University faculty and staff, as well as potential employers.

Students are urged to take this into consideration when posting on these or other internet networks. The best postings adhere to appropriate internet etiquette and portray a professional network identity. The Cardiovascular Technology Program will take swift action to protect patient confidentiality with resultant dismissal of the student from the program if the student is found in violation of this mandate.

SMOKING POLICY

All Affiliated Hospitals/Agencies have smoke-free and tobacco-free campuses for all employees, medical staff, students, volunteers, patients, and visitors - both inside and outside of the facilities (including cars in the parking areas). No smoking or use of smokeless tobacco products are allowed while in uniform. The faculty, patients, and clinical preceptors should not be able to

detect the smell of tobacco products on students while in the clinical setting. Students failing to follow the smoking policy will be sent home with an unexcused absence.

TRANSPORTATION TO CLINICAL AFFILIATES

Students are responsible for their own transportation to and from agencies utilized for clinical education. It is necessary for all students to have reliable transportation.

SDMS STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT *

Code of Ethics for the Profession of Diagnostic Medical Sonography/Cardiovascular Technologist

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

***See “Appendix C” for the full statement**

Cardiovascular Technology Program

Clinical Affiliate List

As a Molloy University Cardiovascular Technology student, you will have first-hand experience with the latest imaging technologies and participate in clinical rotations at various affiliate hospitals, clinics and private offices located primarily within, but not limited to, northern NJ and NY. The Program has established agreements with a variety of clinical education centers to maximize student exposure to multiple settings and to provide experience in applying cardiovascular techniques. Students are responsible for providing their own transportation to clinical facilities. In most situations, personal transportation will be necessary.

Brookhaven Memorial Hospital Medical Center

101 Hospital Road
East Patchogue, NY 11772

Cardiology and Internal Medicine of Long Island

510 Hicksville Road
Massapequa, NY 11758

Doctors Immediate Care

4900 Hempstead Turnpike
Farmingdale, NY 11735

Franklin Hospital Medical Center

900 Franklin Avenue
Valley Stream, NY 11580

Frisbee Memorial Hospital

11 Whitehall Road
Rochester, NH 03867

Good Samaritan Hospital Medical Center

1000 Montauk Highway
West Islip, NY 11795

Gramercy Cardiac Diagnostic Services

Practice Builders Medical Management
131 West 35th Street, Suite 700
New York, NY 10001

Huntington Hospital

270 Park Avenue
Huntington, NY 11743

Laurelton Heart Specialists

234-36 Merrick Boulevard
Rosedale, NY 11422

Long Beach Medical Center

455 East Bay Drive
Long Beach, NY 11561

Long Island Cardiac Care - Ronnie Hershman, MD

1 Hollow Lane, Suite 103
Lake Success, NY 11042

Long Island Jewish Medical Center

270-05 76th Avenue
New Hyde Park, NY 11040

Long Island Jewish Medical Center-Pediatric Cardiology

269-01 76th Avenue
New Hyde Park, NY 11042

Maimonides Medical Center

4802 Tenth Avenue
Brooklyn, NY 11219

Manhattan Cardiology

211 East 51st Street
New York, NY 10022

Mercy Medical Center

1000 North Village Avenue
Rockville Centre, NY 11570

Montefiore Medical Center

111 East 210th Street
Bronx, NY 10467

Mount Sinai Hospital

1190 5th Avenue
New York, NY 10029

New York Hospital Queens

56-45 Main Street
Flushing, NY 11355

North Nassau Cardiology Associates

70 Glen Street, Suite 200
Glen Cove, NY 11577

North Shore University Hospital

300 Community Drive
Manhasset, NY 11030

North Shore Vein Center

1 Hollow Lane, Suite 210
Lake Success, NY 11042

**NY Preventative Cardiology Institute -
Guy Mintz, MD**

287 Northern Boulevard
Suite 201
Great Neck, NY 11021

Plainview Hospital

888 Old Country Road
Plainview, NY 11803

**Rockville Centre Cardiovascular Services –
Thierry Duchatellier, MD**

2000 N. Village Avenue, Suite 108
Rockville Centre, NY 11570

South Bay Cardiovascular Associates

540 Union Boulevard
West Islip, NY 11795

South Shore Heart Associates

242 Merrick Road, Suite 402
Rockville Centre, NY 11570

Southside Hospital

301 East Main Street
Bay Shore, NY 11706

St. Francis Hospital

100 Port Washington Boulevard
Roslyn, NY 11576

Winthrop University Hospital

Winthrop Pavillion, 2nd Floor
259 First Street
Mineola, NY 11501

Specific contact information will be provided to students during pre-clinical orientation at each rotation. This listing is for informational purposes and is subject to change.

CLINICAL EDUCATION ELIGIBILITY

In order to be assigned to a Clinical Affiliate Site, the student must meet the following requirements:

- maintain good academic standing in the Department of Allied Health Sciences (refer to the “Academic Policies” section of this Student Handbook)
- provide and maintain proof of certification in adult cardiopulmonary resuscitation (CPR)
- provide a current health certificate from a certified physician indicating that the student is in good health. The document should include a description of any physical disability that may require monitoring during the student's course of study. If a disability interrupts the student's course of study, it should be discussed with the Clinical Coordinator
- satisfy all immunization requirements and obtain clearance from Health Services prior to commencing or resuming participation in didactic, laboratory and clinical courses. Failure to meet these health requirements may result in the delay of attending classes, laboratory sessions and clinical practica (with associated make-up time), the failure of these courses and dismissal from the Program

POLICIES GOVERNING CLINICAL EDUCATION SCHEDULING

The purpose of clinical education is to correlate didactic knowledge with practical skills covered in laboratory sessions. Although competency-based, clinical education under the supervision of a Registered Cardiovascular Technologist will be required for all students.

The total number of students assigned to any clinical site shall be determined by the Program in compliance with the recommendation from the Joint Review Committee on Education in Cardiovascular Technology (JRCCVT) and in coordination with individual Clinical Affiliate Supervisors.

The student is subject to all rules and regulations of the clinical site. The Clinical Affiliate Supervisor reserves the right to suspend or terminate a student from participation in clinical education within their facility who does not maintain appropriate behavior or adhere to the responsibilities of the student as outlined. (Refer to "Responsibilities of the Student" section of this Student Handbook).

If a student is suspended or dismissed from a clinical site, the student will be transferred to another site only if this action is deemed appropriate by the Clinical Coordinator. The procedure for dismissal from the program may be initiated by the Clinical Coordinator in coordination with the Program Director. The Committee on Academic and Professional Standing makes the recommendation to the Dean for final action regarding student dismissals.

CLINICAL SITE ASSIGNMENT

The Clinical Coordinator determines student schedules and assignments at Clinical Affiliate Sites. Assignments are intended to provide the student with a comprehensive clinical education as deemed appropriate by the faculty and serves to correlate didactic knowledge with practical laboratory skills.

Students' clinical assignments will be based on:

- students' experience and competency level
- students' clinical education needs, directed toward reaching entry-level cardiovascular technologist competency status
- site availability

Any student requesting changes in the clinical schedule must submit written request along with justification for the change request to the Clinical Coordinator. A decision will be made based on the criteria outlined above. Clinical schedule changes should not cause a disruption to the clinical sites under any circumstance.

Commuting time and costs are not primary determining factors for clinical placements and are borne solely by the student.

CLEARANCE FOR CLINICAL PLACEMENTS

In addition to other clinical clearance requirements, Allied Health Sciences' students must complete a drug test and initial background check through the program's approved vendor, prior to participating in clinical learning experiences. Clearance requirements vary by clinical site and are subject to change at any time. Students are responsible for all costs associated with the drug test and background check, along with all other clinical clearance requirements. Students entering the clinical sequence of an Allied Health Sciences' program curriculum will be informed as to the timeline and deadline for completion of all clinical clearance requirements.

Students must be aware that clinical placement sites reserve the right to deny, in their sole discretion, a student's clinical placement based upon the results of the background check, drug screening, noncompliance with safety or vaccination requirements, or other site-specific requirements. Procedures related to clearance for clinical experiences are documented in each respective Allied Health Sciences' program student handbooks. The Molloy University Barbara H. Hagan School of Nursing and Health Sciences ("The School") is not responsible for the clinical ineligibility of any student for any reason, including but not limited to whether a history of conviction, potential drug use, or to other circumstances which were disclosed to the School of the University prior to the student's matriculation. If a student's clinical placement at a clinical site is denied, the School does not guarantee the availability of an alternative clinical placement. The School or University is under no obligation to affirmatively seek out additional clinical placement sites that may be willing to accept a student who has been denied a clinical placement. If a student cannot be placed in an established clinical site for any reason, including, but not limited to, a failed background check or drug test, clinical clearance, or other finding, he/she will not be able to complete the Allied Health Sciences' program and will therefore be removed and dismissed from the Allied Health Sciences' program.

STATEMENT TO CLINICAL AFFILIATES

The following information is available to clinical affiliates, upon request, for Cardiovascular Technology students when they initially arrive at new clinical rotations. Students are to provide this documentation to the clinical affiliate upon request.

_____, is a student currently enrolled in the Cardiovascular Technology program at Molloy University and has fulfilled the following requirements:

- Infection Control Training

- Hospital Fire and Safety training
- Confidentiality Policy and HIPAA Training
- Hepatitis B Vaccine Information
- Health Certificates (on file in the Allied Health Sciences Department)
- Malpractice Insurance Certificate (available upon request)
- OSHA training

HOSPITAL JOB ACTIONS OR STRIKES

Whenever a strike or job action occurs at an assigned clinical site, the student will leave the assignment immediately and report to the Clinical Coordinator for further instruction.

At no time should a student attempt to cross a picket line to enter a Clinical Site.

JURY DUTY

Being selected for jury duty is a civic responsibility in which Molloy University encourages students to participate. However, any clinical time missed while performing jury duty will need to be made up by the end of the semester. Proper documentation of jury duty must be provided to the Clinical Coordinator.

Please be advised that Molloy University cannot intervene on the student's behalf regarding a summons for jury duty.

INCIDENT REPORTS AT A CLINICAL AFFILIATE SITE

When a student is injured or involved in an incident during a clinical rotation, the student is required to:

1. report immediately to his/her Clinical Affiliate Supervisor and follow departmental protocol.
2. present a note to the Clinical Coordinator from the Emergency Room physician, Health Services physician or a family physician stating when the student may resume education.

If a patient is injured while in a student's care, the student should make sure that the patient is safe and then report the incident to the Clinical Affiliate Supervisor to review departmental protocol. Prior to leaving the site, the student must fill out an incident report and provide a copy to the Clinical Coordinator for documentation.

IMMUNIZATIONS/INFECTIOUS DISEASES

Should a student be diagnosed as having an infectious disease, the student must report such diagnosis to the Clinical Coordinator and the Clinical Affiliate Supervisor. If the student is on clinical assignment, the Clinical Affiliate Supervisor will inform the student of the hospital's infection control procedure. After the illness, the student must present a physician's note to the Clinical Coordinator stating when the student may resume clinical education.

STATEMENT ON CARE FOR PATIENTS WITH SUSPECTED INFECTIOUS OR COMMUNICABLE DISEASE

Health care workers, including cardiovascular technology students, care for patients that may have communicable diseases. Students prepare by wearing appropriate Personal Protective Equipment (PPE). Nurses and allied health professionals have the ethical obligation to care for

patients and cardiovascular technology students have that same obligation. Additionally, allied health professionals and cardiovascular technology students will not discriminate against any individual based on the perception that he or she has, or is suspected of having, an infectious or communicable disease.

When students are assigned to a hospital unit that includes segregated infectious patients; the students are expected to remain on the unit and complete their clinical assignments.

- Faculty and/or an associate dean/department chairperson/program director will speak with students who are concerned that they cannot remain in the clinical environment.
- Students unwilling to remain, or who insist on leaving the site will receive a withdrawal from the course.
- WA will be entered as long as student is currently passing the didactic portion of the course.
- The course must be repeated in a subsequent semester, as available.
- Withdrawal from the semester will be treated as any other course withdrawal.
- When the course is repeated, the student must continue for the full semester and earn a grade.

PROCEDURE FOR FILING GRIEVANCE BY FACULTY

- A. A grievance shall first be addressed informally by the faculty member/grievant, the Faculty President and the Vice-President for Academic Affairs. If they are unable to resolve the matter, the formal grievance process shall be initiated.
- B. The faculty member with a perceived cause for grievance must submit a written statement of intent to grieve to the Faculty President within thirty (30) days following the date she/he first knew, or reasonably should have known, as determined by the Faculty President in consultation with the Faculty Council, of the matter being grieved.

The written grievance statement must include the following:

1. The grievant's name, including academic title and department;
2. A brief description of the grieved act and the date on which it occurred;
3. The name and title of the person or action being grieved, if known. The term "person" shall not include the "Board of Trustees" or the "administration" of the University;
4. A statement indicating the remedy sought by the grievant;
5. The signature of the grievant

See the Molloy University *Faculty Handbook* for complete feature

APPENDIX A

PATIENTS' BILL OF RIGHTS

We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of each individual.

While you are a patient in the hospital, your rights include the following:

- You have the right to considerate and respectful care.
- You have the right to be well-informed about your illness, possible treatments and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.
- You have the right to consent to or refuse a treatment, as permitted by law, throughout your hospital stay. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy for your family and your doctor.
- You have the right to privacy. The hospital, your doctor, and others caring for you will protect your privacy as much as possible.
- You have the right to expect that treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- You have the right to review your medical records and to have the information explained except when restricted by law.
- You have the right to expect that the hospital will give you necessary health services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
- You have the right to know if the hospital has relationships with outside parties that may influence your treatment and care. These relationships may be with educational institutions, other health care providers or insurers.
- You have the right to consent or decline to take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital otherwise provides.
- You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
- You have the right to know about hospital rules that affect you, your treatment, charges, and payment methods. You have the right to know about hospital resources, such as patient representatives or ethic committees that can help you resolve problems and questions about your hospital stay and care.

- You have responsibilities as a patient. You are responsible for providing information about your health, including past illnesses, hospital stays and use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you can't follow through with your treatment, you are responsible for telling your doctor.
- This hospital works to provide care efficiently and fairly to all patients and the community. You and your visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. You are responsible for providing information for insurance and for working with the hospital to arrange payment, when needed.
- Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of lifestyle on your personal health.
- Hospitals serve many purposes. They work to improve peoples' health; treat people with injury and disease; educate doctors, health professionals, patients, and community members and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.

APPENDIX B

Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer

Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer

April 13, 2015



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SCOPE OF PRACTICE REVISION PROCESS

In May 2013, representatives of sixteen organizations came together to begin the process of revising the existing Scope of Practice and Clinical Practice Standards. This began a process that engaged the participating organizations in an unrestricted dialogue about needed changes. The collaborative process and exchange of ideas has led to this document, which is reflective of the current community standard of care. The current participants recommend a similar collaborative process for future revisions that may be required as changes in ultrasound technologies and healthcare occur.

PARTICIPATING ORGANIZATIONS

The following organizations participated in the development of this document. Those organizations that have formally endorsed the document are identified with the "†" symbol. Supporting organizations are identified with the "*" symbol.

- American College of Radiology (ACR)
- American Congress of Obstetricians and Gynecologists (ACOG) *
- American Institute of Ultrasound in Medicine (AIUM)
- American Registry for Diagnostic Medical Sonography (ARDMS)
- American Registry of Radiologic Technologists (ARRT)
- American Society of Echocardiography (ASE) †
- American Society of Radiologic Technologists (ASRT)
- Cardiovascular Credentialing International (CCI)
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
- Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)
- Society of Diagnostic Medical Sonography (SDMS) †
- Society of Radiologists in Ultrasound (SRU)
- Society for Maternal-Fetal Medicine (SMFM)
- Society for Vascular Surgery (SVS) †
- Society for Vascular Ultrasound (SVU) †
- Sonography Canada (formerly the Canadian Society of Diagnostic Medical Sonography)

Rev. 06/01/2015

LIMITATION AND SCOPE

Federal and state laws, accreditation standards, and lawful facility policies and procedures supersede these standards. A diagnostic medical sonographer, within the boundaries of all applicable legal requirements and restrictions, exercises individual thought, judgment, and discretion in the performance of an examination taking into account the facts of the individual case.

This document is intended to set forth the standards in major areas of the diagnostic medical sonographer's responsibilities. It does not cover all areas or topics that may present themselves in actual practice. In addition, technological changes or changes in medical practice may require modification of the standards.

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SCOPE OF PRACTICE AND CLINICAL STANDARDS FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER

The purpose of this document is to define the scope of practice and clinical standards for diagnostic medical sonographers and describe their role as members of the healthcare team. Above all else, diagnostic medical sonographers act in the best interest of the patient.

DEFINITION OF THE PROFESSION

Diagnostic medical sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, obstetrics/gynecology sonography, pediatric sonography, phlebology sonography, vascular technology/sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The diagnostic medical sonographer:

- Functions as a delegated agent of the physician; and
- Does not practice independently.

Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic medical sonographers use independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.

A fundamental approach to the safe use of diagnostic medical ultrasound is to apply elements of the *As Low As Reasonably Achievable* ("ALARA") Principle including lowest output power and the shortest scan time consistent with acquiring the required diagnostic information. The diagnostic medical sonographer uses proper patient positioning, tools, devices, equipment adjustment, and ergonomically correct scanning techniques to promote patient comfort and prevent compromised data acquisition or musculoskeletal injury to the diagnostic medical sonographer.

DIAGNOSTIC MEDICAL SONOGRAPHER CERTIFICATION/CREDENTIALING

A diagnostic medical sonographer must be competent in any sonographic procedure they perform. Certification by a sonography credentialing organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI – ISO) represents “standard of practice” in diagnostic sonography.

Despite the commonality of ultrasound technology across the field of sonography, the bodies of knowledge, technical skills, and competencies of sonographers in different areas of sonography specialization are markedly different. If performing procedures in any of the following primary areas of sonography specialization, a diagnostic medical sonographer must demonstrate competence in the specialty area(s) through appropriate education, training, and certification:

1. Abdominal Sonography
2. Obstetrical/Gynecological Sonography
3. Cardiac Sonography
4. Vascular Technology/Sonography

If the diagnostic medical sonographer specializes or regularly performs procedures in secondary area(s) of specialization (e.g., breast sonography, fetal cardiac sonography, musculoskeletal sonography, pediatric sonography, phlebology sonography, etc.), the diagnostic medical sonographer should demonstrate competence through certification in the area(s) of practice by a nationally recognized sonography credentialing organization. Employers and accrediting organizations should require maintenance of diagnostic medical sonographer certification in all areas of practice.

NOTE: Temporary or short-term situational exceptions to the certification standard of practice may be necessary (in accordance with applicable federal and state laws and facility policy). For example:

1. Students enrolled in an accredited educational program who are providing clinical services to patients under the direct supervision of an appropriately certified sonographer or other qualified healthcare provider;
2. Sonographers who are cross-training in a new sonography specialty area under the direct supervision of an appropriately certified sonographer or other qualified healthcare provider; and
3. Sonographers who are providing emergency assessment in an urgent care environment where an appropriately certified sonographer is not available in a timely manner.

DIAGNOSTIC MEDICAL SONOGRAPHY CLINICAL STANDARDS

Standards are designed to reflect behavior and performance levels expected in clinical practice for the diagnostic medical sonographer. These clinical standards set forth the principles that are common to all of the specialties within the larger category of the diagnostic sonography profession. Individual specialties or clinical areas may extend or refine, but not limit, these general principles according to their specific practice requirements.

SECTION 1

STANDARD – PATIENT INFORMATION ASSESSMENT AND EVALUATION:

- 1.1 Information regarding the patient's past and present health status is essential in providing appropriate diagnostic information. Therefore, pertinent data related to the diagnostic sonographic procedure should be collected and evaluated to determine its relevance to the examination. The diagnostic medical sonographer:
 - 1.1.1 Verifies patient identification and that the requested examination correlates with the patient's clinical history and presentation. In the event that the requested examination does not correlate, either the supervising physician or the referring physician will be notified.
 - 1.1.2 In compliance with privacy and confidentiality standards, interviews the patient or their representative, and/or reviews the medical record to gather relevant information regarding the patient's medical history and current presenting indications for the study.
 - 1.1.3 Evaluates any contraindications, insufficient patient preparation, and the patient's inability or unwillingness to tolerate the examination and associated procedures.

STANDARD – PATIENT EDUCATION AND COMMUNICATION:

- 1.2 Effective communication and education are necessary to establish a positive relationship with the patient or the patient's representative, and to elicit patient cooperation and understanding of expectations. The diagnostic medical sonographer:
 - 1.2.1 Communicates with the patient in a manner appropriate to the patient's ability to understand. Presents explanations and instructions in a manner that can be easily understood by the patient and other healthcare providers.
 - 1.2.2 Explains the examination and associated procedures to the patient and responds to patient questions and concerns.
 - 1.2.3 Refers specific diagnostic, treatment, or prognosis questions to the appropriate physician or healthcare professional.

STANDARD – ANALYSIS AND DETERMINATION OF PROTOCOL FOR THE DIAGNOSTIC EXAMINATION:

- 1.3 The most appropriate protocol seeks to optimize patient safety and comfort, diagnostic quality, and efficient use of resources, while achieving the diagnostic objective of the examination. The diagnostic medical sonographer:
 - 1.3.1 Integrates medical history, previous studies, and current symptoms in determining the appropriate diagnostic protocol and tailoring the examination to the needs of the patient.
 - 1.3.2 Performs the examination under appropriate supervision, as defined by the procedure.
 - 1.3.3 Uses professional judgment to adapt the protocol and consults appropriate medical personnel, when necessary, to optimize examination results.
 - 1.3.4 Confers with the supervising physician, when appropriate, to determine if intravenous contrast is necessary to enhance image quality and obtain additional diagnostic information.
 - 1.3.5 With appropriate education and training, uses proper technique for intravenous line insertion and administers intravenous contrast according to facility protocol.

STANDARD – IMPLEMENTATION OF THE PROTOCOL:

- 1.4 Quality patient care is provided through the safe and accurate implementation of a deliberate protocol. The diagnostic medical sonographer:
 - 1.4.1 Implements a protocol that falls within established procedures.
 - 1.4.2 Elicits the cooperation of the patient to carry out the protocol.
 - 1.4.3 Adapts the protocol according to the patient's disease process or condition.
 - 1.4.4 Adapts the protocol, as required, according to the physical circumstances under which the examination must be performed (e.g., operating room, sonography laboratory, patient's bedside, emergency room, etc.).
 - 1.4.5 Monitors the patient's physical and mental status.
 - 1.4.6 Adapts the protocol according to changes in the patient's clinical status during the examination.
 - 1.4.7 Administers first aid or provides life support in emergency situations.

- 1.4.8 Performs basic patient care tasks, as needed.
- 1.4.9 Recognizes sonographic characteristics of normal and abnormal tissues, structures, and blood flow; adapts protocol as appropriate to further assess findings; adjusts scanning technique to optimize image quality and diagnostic information.
- 1.4.10 Analyzes sonographic findings throughout the course of the examination so that a comprehensive examination is completed and sufficient data is provided to the supervising physician to direct patient management and render a final interpretation.
- 1.4.11 Performs measurements and calculations according to facility protocol.

STANDARD – EVALUATION OF THE DIAGNOSTIC EXAMINATION RESULTS:

- 1.5 Careful evaluation of examination results in the context of the protocol is important to determine whether the goals have been met. The diagnostic medical sonographer:
 - 1.5.1 Establishes that the examination, as performed, complies with applicable protocols and guidelines.
 - 1.5.2 Identifies and documents any limitations to the examination.
 - 1.5.3 Initiates additional scanning techniques or procedures (e.g., administering contrast agents) when indicated.
 - 1.5.4 Notifies supervising physician when immediate medical attention is necessary, based on examination findings and patient condition.

STANDARD – DOCUMENTATION:

- 1.6 Clear and precise documentation is necessary for continuity of care, accuracy of care, and quality assurance. The diagnostic medical sonographer:
 - 1.6.1 Provides timely, accurate, concise, and complete documentation.
 - 1.6.2 Provides an oral or written summary of findings to the supervising physician.

SECTION 2

STANDARD – IMPLEMENT QUALITY IMPROVEMENT PROGRAMS:

- 2.1 Participation in quality improvement programs is imperative. The diagnostic medical sonographer:
 - 2.1.1 Maintains a safe environment for patients and staff.

- 2.1.2 Performs quality improvement procedures to determine that equipment operates at optimal levels and to promote patient safety.
- 2.1.3 Participates in quality improvement programs that evaluate technical quality of images, completeness of examinations, and adherence to protocols.
- 2.1.4 Compares facility quality improvement standards to external metrics, such as accreditation criteria, evidence based literature, or accepted guidelines.

STANDARD - QUALITY OF CARE:

- 2.2 All patients expect and deserve optimal care. The diagnostic medical sonographer:
 - 2.2.1 Works in partnership with other healthcare professionals.
 - 2.2.2 Reports adverse events.

SECTION 3

STANDARD – SELF-ASSESSMENT:

- 3.1 Self-assessment is an essential component in professional growth and development. Self-assessment involves evaluation of personal performance, knowledge, and skills.
 - 3.1.1 Recognizes strengths and uses them to benefit patients, coworkers, and the profession.
 - 3.1.2 Recognizes weaknesses and limitations and performs procedures only after receiving appropriate education and supervised clinical experience in any deficient areas.

STANDARD – EDUCATION:

- 3.2 Advancements in medical science and technology occur very rapidly, requiring an on-going commitment to professional education. The diagnostic medical sonographer:
 - 3.2.1 Obtains and maintains appropriate professional certification/credential in areas of clinical practice.
 - 3.2.2 Recognizes and takes advantage of opportunities for educational and professional growth.

STANDARD – COLLABORATION:

- 3.3 Quality patient care is provided when all members of the healthcare team communicate and collaborate efficiently. The diagnostic medical sonographer:
 - 3.3.1 Promotes a positive and collaborative atmosphere with members of the healthcare team.

- 3.3.2 Communicates effectively with members of the healthcare team regarding the welfare of the patient.
- 3.3.3 Shares knowledge and expertise with colleagues, patients, students, and members of the healthcare team.

SECTION 4

STANDARD – ETHICS:

- 4.1 All decisions made and actions taken on behalf of the patient adhere to ethical standards.
The diagnostic medical sonographer:
 - 4.1.1 Adheres to accepted professional ethical standards.
 - 4.1.2 Is accountable for professional judgments and decisions.
 - 4.1.3 Provides patient care with equal respect for all.
 - 4.1.4 Respects and promotes patient rights, provides patient care with respect for patient dignity and needs, and acts as a patient advocate.
 - 4.1.5 Does not perform sonographic procedures without a medical indication, except in educational activities.
 - 4.1.6 Adheres to this scope of practice and other related professional documents.

APPENDIX A. GLOSSARY

For purposes of this document, the following definition of terms applies:

ALARA: an acronym for *As Low As Reasonably Achievable*, the fundamental principle for the safe use of diagnostic medical ultrasound is to use the lowest output power and the shortest scan time consistent with acquiring the required diagnostic information.

Certification: Designates that an individual has demonstrated through successful completion of a specialty certification examination the requisite knowledge, skills, and competencies and met other requirements established by a sonography credentialing organization. Certification also is intended to measure or enhance continued competence through recertification or renewal requirements.

Credential: Means the recognition awarded to an individual who has met the initial (and continuing) knowledge, skills, and competencies requirements of a sonography credentialing organization.

Education: The process undertaken to gain knowledge of facts, principles, and concepts. Education encourages problem solving, critical thinking, and application of the facts, principles, and concepts learned.

Examination: One or more sonographic or related procedures performed to obtain diagnostic information that aids in the verification of health or identification of disease or abnormality.

Interpreting Physician: The physician (e.g., radiologist, cardiologist, gynecologist, obstetrician, vascular surgeon, etc.) who evaluates the results of the diagnostic examination and provides the final report of the findings that is included in the patient's medical record.

Procedure: A specific action or course of action to obtain specific diagnostic information; often associated with a reimbursement procedure code.

Protocol: A written, standardized series of steps that are used to acquire data when performing a diagnostic sonographic examination and its associated procedures.

Referring Physician: A physician who orders a diagnostic examination or refers the patient to a specialized facility for a diagnostic examination. In some clinical environments, the referring and supervising physician may be the same person.

Sonography Credentialing Organization: An organization that is accredited by National Commission of Certifying Agencies (NCCA) or the American National Standards Institute - International Organization for Standardization (ANSI - ISO) that awards sonography credentials upon successful completion of competency-based certification examination(s). Also known as a sonography "registry."

Supervising Physician: A physician who provides overall medical direction of the sonographer but whose physical presence may not necessarily be required during the performance of a diagnostic examination. The supervising physician is available to review examination procedures and to offer direction and feedback. In some clinical environments, the supervising and interpreting physician may be the same person.

Training: The successful completion of didactic and clinical education necessary to properly perform a procedure in accordance with accepted practice standards. While closely related to education, training is undertaken to gain a specific skill.

APPENDIX C
SDMS STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

**Code of Ethics for the Profession of Diagnostic Medical
Sonography/Cardiovascular Technologist**

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. 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)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. 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); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

APPENDIX D

TECHNICAL STANDARDS FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER

A Diagnostic Medical Sonographer is typically employed in a hospital, clinic, or mobile service to provide diagnostic procedures and direct patient care. Clinical and laboratory assignments for students enrolled in diagnostic medical sonography programs require certain physical demands that are the technical standards of admission. These standards are based upon the minimum tasks performed by graduates of the program as recommended by the Society of Diagnostic Medical Sonography and the American Society of Radiologic Technologists. Listed below are the technical standards which all applicants must meet in order to participate and complete the Cardiovascular Technology Program.

1. Sufficient visual acuity to read sonography prescriptions & patient charts, observe conditions of the patient & evaluate sonographic images.
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team to obtain and record an accurate patient history and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of sonographic imaging examinations and/or cardiovascular procedures, such as positioning and transporting patients and obtaining diagnostic images. Sonographers must be able to manipulate sonographic equipment in order to achieve diagnostic images.
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest, collaborate with physicians and other members of the health care team, and provide an oral or written summary of the technical findings to the physician for medical diagnosis.
5. Sufficient intellectual and emotional function to plan and implement quality patient care, analyze technical information, and use independent judgment in recognizing the need to extend the scope of the procedure according to the diagnostic findings.

Examples of specific technical standards the diagnostic medical sonography student must be able to meet are:

- Lift, transfer and/or assist patients from wheelchair/stretchers to examination table
- Lift, move, reach, push or pull equipment
- Manual dexterity and ability to bend/stretch
- Have full use of both hands, wrists, and shoulders
- Work standing on their feet 80% of the time
- Adequately view sonograms, including color distinctions and shades of gray
- Distinguish audible sounds
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence
- Demonstrate effective interpersonal relation skills, including patient instruction
- Interact compassionately and effectively with the sick or injured
- Read and extract information from the medical chart or patient requisitions
- Explain the clinical study verbally and/or in writing



APPENDIX E

POLICY ON CLINICAL EDUCATION ASSIGNMENTS

The following sites are approved for the clinical rotation of students enrolled in the Cardiovascular Technology Program at Molloy University:

1. Albert Einstein Hospital
2. Brookhaven Memorial Hospital Medical Center
3. Doctors Immediate Care
4. Franklin Hospital Medical Center
5. Frisbee Memorial Hospital
6. Good Samaritan Hospital Medical Center
7. Gramercy Cardiac Diagnostic Services
8. Huntington Hospital
9. Laurelton Heart Specialists
10. Long Island Cardiac Care
11. Long Island Jewish Medical Center
12. Long Island Jewish Medical Center-Pediatric Cardiology
13. Maimonides Medical Center
14. Manhattan Cardiology
15. Mercy Medical Center
16. Montefiore Medical Center
17. Mount Sinai Hospital - Vascular Laboratory
18. New York Hospital Queens
19. North Shore University Hospital
20. NY Preventative Cardiology Institute - Guy Mintz, MD
21. South Bay Cardiovascular Associates
22. Southside Hospital
23. St. Francis Hospital
24. Winthrop University Hospital

The Cardiovascular Technology Program continually strives to provide quality clinical affiliate sites for students. Because of this, clinical sites may be added or removed.

I understand that I will be assigned to clinical affiliate sites in contractual agreement with the Cardiovascular Technology Program and that I am solely responsible for all travel, expenses, and any additional health screenings/background checks as required by specific clinical sites.

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



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UNIVERSITY**

APPENDIX F

**POLICY REGARDING ADVANCED PLACEMENT,
TRANSFER OF CREDIT, AND CREDIT FOR
EXPERIENTIAL LEARNING**

The Molloy University Cardiovascular Technology Program does NOT:

- offer Advanced Placement options
- accept transfer of credit into the program for CVT courses specific to the Major
- provide credit for experiential learning

The Molloy University Cardiovascular Technology Program does:

- accept transfer of credit into the program for general education and related courses

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



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APPENDIX G

POLICY ON SERVICE WORK FOR STUDENTS

The Molloy University Cardiovascular Technology Program prohibits payment to students by clinical affiliate sites relative to required clinical rotation assignments. Employment by students enrolled in the Program may NOT interfere with the students' successful completion of established requirements.

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



**MOLLOY
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APPENDIX H

PERMISSION TO RELEASE INFORMATION

I agree that the Cardiovascular Technology Program may provide the following information, in addition to the University designated “public information,” to prospective employers:

- University/Program activities
- honors and awards
- general academic and clinical assessment
- recommendation for employment

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



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APPENDIX I

DIAGNOSTIC MEDICAL SONOGRAPHY SCANNING POLICY

The Cardiovascular Technology Program has adopted the following Diagnostic Medical *Sonography Scanning Policy* for all students, faculty, and staff relative to their participation in imaging procedures as part of the education offered by the Program.

A chaperone will be provided, when necessary or requested, for hands-on scanning as part of the educational program. In instances when students arrange to use Program facilities for their own benefit of scanning practice, reasonable care and precaution should be taken for privacy and safety.

Students may volunteer as ultrasound models for in-class demonstrations and/or laboratory scanning sessions in preparation for clinical experience. Student modeling for ultrasound scanning is strictly voluntary. Students have the right to decline from participation as models at any time.

(See Attachment – ***AMERICAN INSTITUTE OF ULTRASOUND IN MEDICINE
STATEMENT ON CLINICAL SAFETY***)



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AMERICAN INSTITUTE OF ULTRASOUND IN MEDICINE STATEMENTS ON SAFETY

The American Institute of Ultrasound in Medicine (AIUM) releases the following policies concerning the use of ultrasound. If further information is desired, please contact the AIUM at www.aium.org

Prudent Use and Clinical Safety

Approved March 19, 2007

Diagnostic ultrasound has been in use since the late 1950s. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, the American Institute of Ultrasound in Medicine herein addresses the clinical safety of such use:

No independently confirmed adverse effects caused by exposure from present diagnostic ultrasound instruments have been reported in human patients in the absence of contrast agents. Biological effects (such as localized pulmonary bleeding) have been reported in mammalian systems at diagnostically relevant exposures but the clinical significance of such effects is not yet known. Ultrasound should be used by qualified health professionals to provide medical benefit to the patient.

Safety in Training and Research

Approved March 19, 2007

Diagnostic ultrasound has been in use since the late 1950s. There are no confirmed adverse biological effects on patients resulting from this usage. Although no hazard has been identified that would preclude the prudent and conservative use of diagnostic ultrasound in education and research, experience from normal diagnostic practice may or may not be relevant to extended exposure times and altered exposure conditions. It is therefore considered appropriate to make the following recommendation: When examinations are carried out for purposes of training or research, the subject should be informed of the anticipated exposure conditions and how these compare with normal diagnostic practice.



**DIAGNOSTIC MEDICAL SONOGRAPHY SCANNING:
INFORMED CONSENT FORM FOR STUDENTS**

I agree to allow myself to be scanned as a model for the Molloy University Cardiovascular Technology Program. The purpose of scanning sessions is to provide students with an opportunity to obtain practical experience. I understand that the scanning I will experience is not an official diagnostic procedure. If any abnormalities are detected during these scanning sessions, I will be advised to see a physician if I wish to obtain formal diagnostic studies or counseling. I understand my participation as a model is not a requirement, and I will not be penalized if I choose not to participate.

RISKS – Although studies have been conducted to assess health risks associated with ultrasound, there are no confirmed biological effects on patients or instrument operators. Clinical experience to date shows that ultrasound is a safe, useful means of conducting diagnostic examinations and there is no compelling reason to believe that adverse delayed effects will be apparent in the future.

I have read and had an opportunity to receive clarification on any questions I had about the content of the attached *AIUM Statement on Clinical Safety*.

I hereby waive and release Molloy University, its officers, agents, employees, and students from any claim for damages alleged to result from injuries arising from or related to my participation as a model for the Molloy University Cardiovascular Technology Program.

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



**MOLLOY
UNIVERSITY**

APPENDIX J

POLICY ON LABORATORY ACCESS

Due to issues of liability, **ONLY** Cardiovascular Technology (CVT) students, who are officially registered and in good standing within the Cardiovascular Technology Program, are permitted access to the Allied Health Sciences (AHS) Laboratory. Students are **NOT** permitted to bring any individual into the AHS Laboratory who is not a currently registered Molloy University CVT student. Any CVT student who brings an outside individual into the AHS laboratory may be subject to immediate program dismissal.

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



APPENDIX K

CONFIDENTIALITY POLICY

As a student enrolled in the Molloy University Cardiovascular Technology Program, I agree to:

- remember at all times that the information within patient medical records is to be kept in the strictest confidence. Release of confidential information will result in failure of the directed clinical course.
- NOT discuss information from patient medical records or any information acquired about a patient, except as it is necessary in the working situation in a professional manner.
- NOT seek to obtain the medical records of friends, relatives, acquaintances, or information therefrom for any reason outside of requisite and approved professional medical care.
- NOT seek to obtain his/her own medical record information therefrom, except along established and appropriate channels which are outlined in the facility's policies.
- NOT photocopy any part of patient medical records without proper consent.
- NOT discuss hospital business, personnel, or members of the medical staff, except as is necessary in the working situation in a professional manner.

Name (print): _____

Signature: _____

Date: _____

Revised September 2016



APPENDIX L

DOCUMENTATION OF CLINICAL EDUCATION REQUIREMENTS FOR STUDENTS

_____, a Cardiovascular Technology student currently enrolled and in good standing, has successfully completed the following clinical education requirements:

- Infection Control and Blood Borne Pathogens Training
- Hospital Fire and Safety Training
- Confidentiality Policy and HIPAA Training
- Hepatitis B Vaccine Immunization
- Student Health Certificate (on file in the Department of Allied Health Sciences)
- Student Malpractice Insurance (Molloy University insurance certificate available upon request)

Please contact me directly with any questions or concerns at kluers@molloy.edu

Sincerely,

Kathleen Luers, MS, RPA, RVT
Clinical Coordinator, Cardiovascular Technology Program

Revised September 2016



**MOLLOY
UNIVERSITY**

APPENDIX M

CARDIOVASCULAR TECHNOLOGY PROGRAM
***CastleBranch* Clinical Compliance Tracking System**

- I understand that I am required to register for a student account, pay associated fees (approximately \$230 for initial compliance testing, as well as additional costs if other testing is required by specific clinical sites), and remain in compliance with all aspects of the ***CastleBranch*** Clinical Compliance Tracking System with regard to the following:
 1. Background Check
 2. Drug Testing
 3. Clinical Requirements (physical exam, CPR, testing, and immunizations)
- I agree to comply with this programmatic requirement for pre-clinical medical clearance.
- I understand that failure to comply with this established requirement by announced deadlines may result in suspension from clinical rotations and/or classes, failure to complete the didactic, laboratory, and clinical requirements of clinical courses, and possible dismissal from the program.

Name (print): _____

Signature: _____

Date: _____



**MOLLOY
UNIVERSITY**

APPENDIX N

**ACKNOWLEDGMENT OF RECEIPT, UNDERSTANDING, AND
AGREEMENT TO REMAIN IN COMPLIANCE WITH THE
Molloy University Cardiovascular Technology Program
STUDENT HANDBOOK**

- I have received and thoroughly read the *Molloy University Cardiovascular Technology Program STUDENT HANDBOOK*
- I understand these policies and regulations and the responsibilities to be undertaken.
- I have had the opportunity to obtain clarification on these policies and regulations.
- I agree to comply with these policies and regulations.
- I understand that failure to comply with the established policies and regulations may result in dismissal from the program.

Name (print): _____

Signature: _____

Date: _____