

SACRAMENTO CITY COLLEGE

**INVASIVE CARDIOVASCULAR
TECHNOLOGY**

STUDENT HANDBOOK



(Revised 1/26)

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WORKING TOGETHER | PURSUING EXCELLENCE | INSPIRING ACHIEVEMENT

Welcome to the Cardiovascular Technology Program! Cardiovascular Technology is a highly technical allied health profession which provides an excellent career with the opportunity to provide specialized care to patients with cardiovascular disease. The Cardiovascular Technology (CVT) Program is new to the Los Rios Community College District. The Program is designed to guide you in a sequential acquisition of knowledge and skills to ensure competency in the specialties of the field. The Cardiovascular Technology program manual provides information outlining the program requirements, and the academic and professional policies of the Cardiovascular Technology Department. The handbook is designed to be reference for you throughout your studies. We are excited to have you in our program. Our goal is your success!

A Cardiovascular Technologist is a health care professional who, at the direction of a licensed physician, performs diagnostic tests which are used in the diagnosis, treatment, and follow-up of patients with cardiovascular disease. Cardiovascular Technology is a title used to describe three basic areas of expertise: Invasive Cardiology, Adult Echocardiography, and Non-invasive Vascular Technology. The role of the Cardiovascular Technologist includes, but is not limited to: Invasive Cardiovascular Technology, Assisting the physician in the performance of diagnostic and interventional cardiac catheterization and angiography procedures, and measuring cardiovascular parameters such as cardiac output, cardiovascular dynamics, cardiac electrophysiology parameters, intracardiac shunt detection, and valve flow/valve area determinations. Preparing, calibrating and operating medical instrumentation utilized in the cardiac catheterization laboratory, open-heart surgical suite and cardiac research facilities.

Each CVT cohort begins with the “Core Curriculum” and proceed to the next semester as long as they have successfully passed each course with a 75% or better.

The Cardiovascular Technology Program at Sacramento City College leads to a Certificate of completion in Cardiovascular Technology and prepares graduates to enter the allied health field as entry-level Cardiovascular Technologists. Students are educated in the theoretical and clinical concepts of a wide variety of diagnostic techniques used in modern medicine. The first year of the program concentrates on cardiovascular anatomy, physiology and pathophysiology, electrocardiography, mathematics, physics, medical electronics and instrumentation and the clinical application of fundamental cardiovascular diagnostic techniques. Classes include a rigorous program of on campus and hospital-based learning activities.

We look forward to seeing you at the CVT program orientation scheduled for Monday, June 29, 2026. There is much more information to come!

Welcome Aboard!

STATEMENTS OF PHILOSOPHY

1. PHILOSOPHY AND PURPOSE OF SACRAMENTO CITY COLLEGE

SCC endorses an open access policy. The college is open to all who wish to apply regardless of previous educational background. The purpose of SCC is to provide opportunities for basic skills development, career advancement, social development, critical thinking, and personal enrichment. The college is committed to continuous improvement and promotion of student learning through outcome-guided assessment, planning and evaluation. The college prides itself in the cultural diversity of the campus and community it serves.

2. PHILOSOPHY AND PURPOSE OF THE CARDIOVASCULAR TECHNOLOGIST CERTIFICAT PROGRAM

The purpose of the CVT certificate Program at SCC is to prepare a graduate who is eligible for licensure, utilizes the CVT process effectively within health care agencies, and is able to provide competent patient care as an entry-level professional registered CVT. The purpose is also to graduate technologists who function within legal and ethical boundaries, and who are responsible for continuing education activities that will aid in maintaining competency in practice.

3. PHILOSOPHY OF HUMANITY

Every person, regardless of culture, ethnicity, creed, sex/gender, lifestyle, or age, is worthy of being treated with respect. All people share common human attributes and have basic human needs. People change continuously and adapt to stressors throughout their lives. Individuals respond to each stressor based on current perceptions and past experiences, striving to attain optimal wellness and to maximize their potential in life.

4. PHILOSOPHY OF CARDIOVASCULAR TECHNOLOGY EDUCATION

Education is an ongoing process of gaining knowledge and skills. Cardiovascular Technology education provides the basic competencies necessary to become eligible for licensure and function as a registered CVT. The student gains an appreciation for the necessity of ongoing education in order to provide safe, effective care. This education is provided within a comprehensive and relevant CVT curriculum, which supports career mobility for both returning and entering students.

6. PHILOSOPHY OF LEARNING

The adult learners who come to the SCC Cardiovascular Technology program have different learning needs and styles. Many have life experiences that influence their approach to learning. Most of our students have families and maintain employment. Some of our students come to the CVT program for a second career. Our philosophy of learning is sensitive to our unique, culturally diverse, adult students who ultimately must be responsible for their own learning.

The learning process is strengthened when the relationship between concepts is apparent and the learner has the opportunity to apply theoretical principles in clinical situations. Adult learners tend to be self-directed and wish to apply knowledge immediately. They are highly motivated when information is perceived as relevant and useful. Student achievements are influenced by their self-perception and the environment in which they are taught. Learning is fostered in an atmosphere of mutual trust and respect. Success fosters success. Repetition, practice, experiential activities and recognition of achievement promotes learning and retention.

The learning process is further enhanced through faculty-student interaction in the classroom and/or online. This modality of dynamic interaction requires student reading and content preparation prior to theory classes, which utilize a variety of learning activities. Limited student-teacher ratios facilitate optimum learning in the clinical area and are essential for safe

practice. In addition, the clinical skills lab and simulation lab provide opportunities to learn and practice skills, decision making, and leadership in a safe environment.

Support services are available to maximize student success. These services include faculty advising, learning resource center referrals, lab skills practice, computer assisted instruction, and tutorial services. Faculty implements the recommendations from the Disability Resource Center regarding learning differences of students.

STUDENT LEARNING OUTCOMES OF THE INVASIVE CARDIOVASCULAR TECHNOLOGIST PROGRAM

The Cardiovascular technology program aims to prepare competent, entry-level healthcare professionals in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be able to:

- perform diagnostic and therapeutic cardiac procedures (e.g., electrocardiography, echocardiography, or cardiac catheterization) proficiently.
- operate specialized imaging equipment and, in invasive settings, assist physicians with catheter insertion and hemodynamic monitoring.
- apply safety standards to minimize risk to patients, including monitoring pre- and post-operative status.
- analyze patient data, recognize abnormalities, and make sound clinical decisions in fast-paced environments.
- foster effective, empathetic communication with patients, families, and multidisciplinary healthcare teams.
- demonstrate an understanding of the responsibilities of all health care workers to contribute to the enhancement of the health and welfare of society.
- meet the requirements to sit for national registry exams, such as those provided by Cardiovascular Credentialing International (CCI).

Students enrolled in the Invasive Cardiovascular Technology Program will have one (1) attempt at completing the program at Sacramento City College.

CURRICULUM OVERVIEW

Teaching modalities used throughout the program include lecture, group discussion, case studies, interactive seminars, student presentations, web-based learning, skills lab practice, simulation experiences, and clinical practice in healthcare facilities. All four semesters utilize an online course learning management system which can be accessed through the SCC website.

“Distance education is defined as an educational method of delivery in which instruction occurs when a student and instructor are not in the same place. This includes synchronous and asynchronous delivery. Distance education includes: Hybrid delivery (face-to-face and distance education), online delivery, and/or delivery via distance technology (e.g., videoconferencing)” (ACEN, 2020)

Each semester has a percentage of distance education which can include online theory and clinical content. This can include Zoom class meetings, break-out rooms, interactive seminars, discussion boards and individual meetings with the instructors. Students are provided the resources for self-directed learning with all modalities and have access to faculty for concept clarifications and questions, which can be answered the following ways: face-to-face class, office hours, individual appointments, during clinical, by email and in CANVAS to support student learning.

Synchronous learning is done in real-time, over a zoom meeting with the students and faculty interacting. Asynchronous learning consists of recorded lectures, accessed through CANVAS, discussion boards and/or other online assignments.

An overview of how to access and use the CANVAS Online Learning Management System can be found on the SCC College website: [Access and use of SCC Canvas](#). Resources for IT help can be accessed here: [SCC IT Resources](#)

Communication in the online environment is called “netiquette” and includes guidelines for effective and inclusive interactions. Five important rules for successful online communication (i.e. email, discussion boards, online assignments) and netiquette include:

- Be friendly, positive and self-reflective: When people cannot see you, and also do not know you, feelings can be hurt if you are not careful in how you express yourself. Write a message, pause, re-read, reflect and consider the readers’ point of view.
- Use proper language and titles: Use language that is respectful and inclusive of all ethnicities, races, gender, religious beliefs, and sexual orientations. Do not use slang, profanity or offensive language. Do not use all caps as this is perceived as yelling.
- Use effective communication: Clear, concise and thoughtful communication is important. Joking in the online environment is often misunderstood. Correct a misunderstanding right away.
- Professionalism: Leave characters such as emoji’s and instant messaging abbreviations out of postings. Always use please and thank you.
- Ask for clarification: If you are unsure of what was said or the instructor’s directive then ask again. Open interaction and clarifying any misinterpretations is helpful in understanding and connecting with others.
- The Golden Rule of netiquette: In the online class environment, do not do or say online what you would not do or say offline or in real-time.

[Columbus State University Netiquette Guidelines](#)

COURSES

The focus in the first semester is to build foundational knowledge and laboratory skills to address common health problems in various medical-surgical settings. The curriculum provides an introduction to cardiovascular equipment, instrumentation and math concepts to build clinical proficiency in preparation for upcoming clinical practicum.

The focus in second semester is building knowledge in cardiovascular physiology and pharmacology and how to apply those concepts to in the invasive cardiovascular lab and clinical observations.

In the third semester, an emphasis is placed on the reduction of risk, the promotion of health, and the prevention of complications, by supporting adaptive mechanisms to restore the patient’s health. Clinical experiences include patients of all ages and cultures in a variety of practice settings.

The focus in the fourth semester is the application of interventional invasive cardiovascular procedures on culturally diverse patients with multi-system health problems. There is an emphasis on both theory and practice related to complex multiple patient assignments and case studies related to current cardiovascular practice and health care issues. The learning experiences provides the student with the opportunity to continue developing skills, with an emphasis on priority setting, decision making, critical thinking, leadership, management, delegation, organizational skills, ethical and legal personal accountability. Clinical experiences are primarily in acute medical-surgical areas. During the semester, clinical experiences take place in the medical-surgical settings under the direct supervision of a licensed doctor and college faculty.

Students are responsible for concepts and skills learned in each semester of the program and are held accountable for previous semester content as they progress through the program.

LEARNING CLINICAL JUDGMENT

1. CRITICAL THINKING

Critical thinking is the process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by breaking down situations into specific parts. This occurs in the clinical and community settings. The critical thinking process includes the following: observe, experience, reflect, reason, and communicate, resulting in an action or belief ([Critical thinking process](#)). Additionally, critical thinking is used when questioning established ideas and practices for teamwork, collaboration and streamlining workflow (Alfaro-LeFevre, 2017).

2. CLINICAL REASONING

For SCC, the term clinical reasoning is used to describe the process by which nurses collect cues, process the information, come to an understanding of a patient problem or situation, plan and implement interventions, evaluate outcomes and reflect on and learn from the process. Clinical reasoning must come from an engaged, compassionate view of a particular patient. The patient situation is informed by generalized knowledge and rational processes that are applied to a holistic approach to caring for patients.

3. CLINICAL REASONING AND THE CVTPROCESS

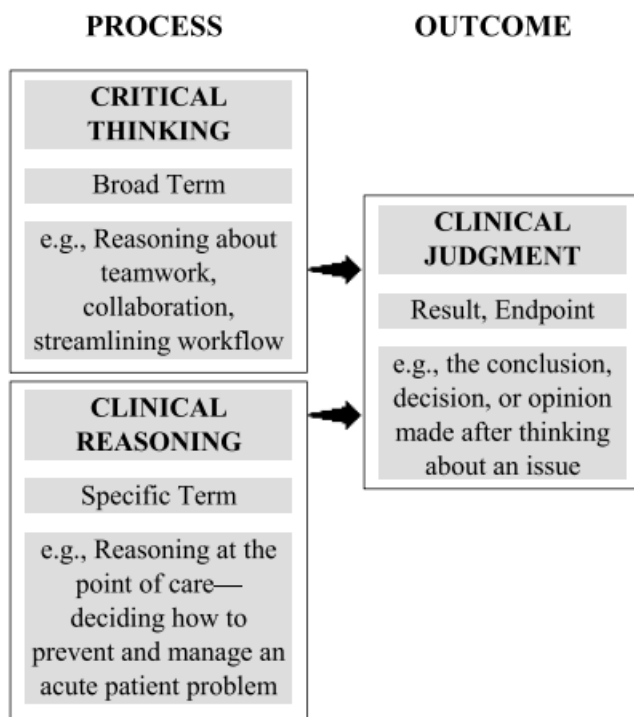


Figure 1. Relationship between critical thinking, clinical reasoning, and clinical judgment.

The steps of a clinical reasoning cycle correlate with the CVT process as the student gathers information, plans care, assesses the patient, implements care, analyzes patient information, evaluates the significance of this information, and identifies alternative plan of care (Simmons, 2010). In the SCC CVT program, clinical reasoning skills will be evaluated in the clinical setting, clinical patient preparation, clinical post-conference discussion boards, the classroom and the simulation lab. Clinical reasoning is leveled across the semesters.

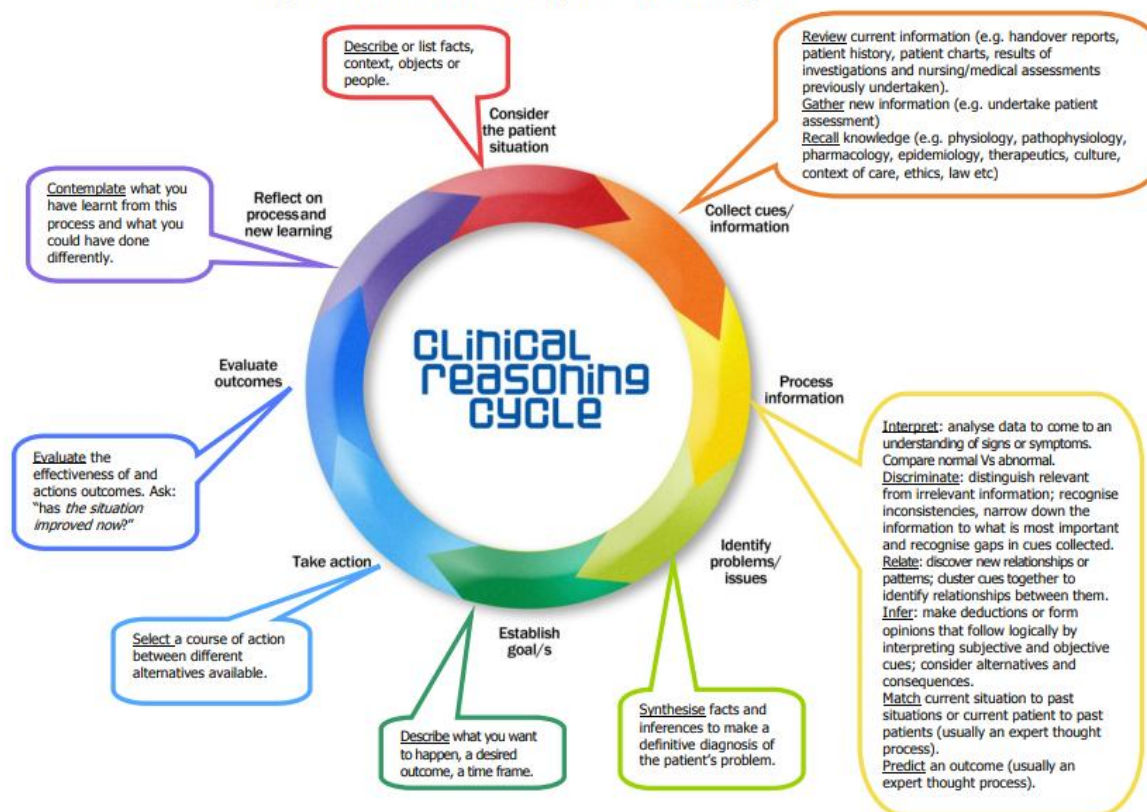
4. CLINICAL JUDGMENT

Clinical judgment is a systematic process that uses CVT knowledge to observe and assess presenting situations, identify a prioritized client concern, and generate the best possible evidenced-based solutions in order to deliver safe client care. The outcome of the systematic process results in actions and behaviors to assist the patient or clinical situation (Alfaro-Lefevre, 2017)

5. CLINICAL REASONING CYCLE

SCC utilizes the Clinical Reasoning Cycle, shown below, as a tool for teaching and learning about the process of clinical reasoning.

Figure 2: The clinical reasoning process with descriptors



Alfaro-LeFevre, R. (2017). Critical thinking, clinical reasoning, and clinical judgment: A practical approach (6th ed.). Saunders Elsevier

Simmons, B. (2010). Clinical reasoning: Concept analysis. Journal of Advanced Nursing, 66(5), 1151-1158. 10.1111/j.1365-2648.2010.05262.x

PROGRAM REQUIREMENTS

CERTIFICATE INVASIVE CARDIOVASCULAR TECHNOLOGY COURSES

**Invasive Cardiovascular Technology
Sacramento City College
Course Sequence**

Cardiovascular Invasive Technologist Certificate - 44 units without pre-requisites

Pre-requisites:

Chem 305- Intro to Chemistry- 5 units
Biol 430 Anatomy & Physiology- 5 units
Biol 431 Anatomy & Physiology- 5 units
Stat C1000 /introduction to Statistics – 3 units

Semester 1 - Core Curriculum		
CVT 100	Introduction to Math Concepts & Instrumentation	5 units
CVT 101	Cardiovascular Physiology, EKG and Pharmacology	3 units
CVT 102	X-ray Physics and Radiation Safety	2 units
CVT 103	Laboratory Practicum & Proficiency Testing (EKG & instrumentation)	3 units
	Total	13 units

Sem II CV Invasive Technologist		
CVT 106	CV Physiology & Pharmacology II	4 units
CVT 107	Introduction to Invasive Cardiology	4 units
CVT 108	Introduction to Clinical Practicum & Hospital Observation	2 units
	Total	10 units

Sem III CV Invasive Technologist		
CVT 110	Interventional Procedures I Invasive Cardiology	5 units
CVT 112	Clinical Practicum II	5 units
	Total	10 units

Sem IV CV Invasive Technologist		
CVT 114	Interventional Procedures II Invasive Cardiology	4
CVT 116	RCIS Exam Prep Course	2
CVT 118	Clinical Practicum III	5
	Total	11 units

Prerequisite courses must be completed with a grade of C or better prior to starting the CVT program:

- Chem 305- Intro to Chemistry- 5 units
- Biol 430 Anatomy & Physiology- 5 units
- Biol 431 Anatomy & Physiology- 5 units
- Stat C1000 /introduction to Statistics – 3 units

LEGAL ASPECTS OF CLINICAL PRACTICE

1. ACCOUNTABILITY

Accountability is a vital component in the discipline of the healthcare professional. This handbook contains a list of requirements students must fulfill. The primary purpose of the handbook is to acquaint students with program expectations and requirements in order to be successful in completing the program, and prepared to function as an accountable and competent graduate.

2. PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is required for all students. The insurance must be purchased at the beginning of the first and third semesters. This provides coverage for one calendar year. Students must be registered for courses before liability insurance is in effect.

3. LEGAL ASPECTS OF STUDENT CVT CLINICAL PRACTICE

- a. At no time should a student assume responsibility for cardiovascular care without the knowledge and supervision of his/her instructor.
- b. Students are required to perform only the functions within the scope of practice of their course and as cited should never perform functions above and beyond that which are permitted by the Medical Practice Act of the State of California.
- c. If at any time a student is unsafe or grossly negligent, the instructor has the legal responsibility to remove the student from the clinical setting.
- d. Students are expected to adhere to the legal/ethical aspects of the student CVT clinical practice, including maintaining patient confidentiality. Any violation of patient confidentiality will result in disciplinary action, which may include dismissal, as determined by faculty and administration.

4. PATIENT CONFIDENTIALITY

Under no circumstances will patient confidentiality be breached. This includes, but is not limited to, reproducing patient information, removing patient information from the hospital and/or discussing patients other than in conference rooms and classrooms. Students must follow HIPAA policies per the clinical facility and only access records of patients that they are caring for on a specific shift. Accessing records of previous patients, other patients in the facility or any other patient that is not under the student's care is a breach of confidentiality and can result in documentation of professional misconduct with an Educational Agreement and/or dismissal from the program.

5. DOCUMENTS FOR APPLICANTS WITH CONVICTIONS

Applications that result in review by the Examination Board are delayed due to lack of supporting documentation necessary to make a prompt decision to approve or deny the application. Students must include all of the following information CLEARLY LABELED with their licensure application packet: **Written Statement:** a written statement from the applicant describing the incident(s), date(s) incident occurred, outcome (for example, paid fine, placed on probation, court ordered classes or rehabilitation), and any rehabilitative efforts or changes to prevent future occurrences.

Begin collecting all necessary documentation in the first semester of the program:

- The certified court documents DO NOT include the arrest report and MUST be requested separately.
- Contact the arresting agency for this report. The arresting agency is the agency that conducted the arrest and/or issued the citation (i.e. Highway Patrol, Police Department, Sheriff's Office). If the arrest documents are purged or unavailable, please provide a letter or proof from the arresting agency which confirms that information.
- If the arrest is for DUI be sure to request that the Blood/Breath Alcohol Content (BAC) is included with the report.

Certified Court Documents:

- Contact the court to get a certified copy of all court documents pertaining to the conviction(s) including satisfaction/compliance with all court ordered probation orders.

Evidence of Rehabilitation:

- Include completion certificates of court ordered/voluntary rehabilitation.

Reference Letters for Alcohol or Drug Related Convictions:

- Include recent, dated letters from professionals in the community, i.e. counselor, probation officer, employer, or instructor who can address an awareness of the past misconduct and current rehabilitation; honesty/integrity, management of anger/stress, non-use of alcohol/drugs. Letters must be signed and dated within the last year.

Reference Letters for all other Convictions:

- Include recent letters from professionals in the community, i.e. counselor, probation officer, employer, instructor, etc. who can address an awareness of the past misconduct and current rehabilitation; honesty/integrity, management of anger/stress. The letters must be signed by the author and be dated within the last year. (These letters can be faxed or e-mailed, please submit a hard copy for the file.)

Work Performance:

- Submit a copy of your most recent work evaluation or review. For Exam applicants, the evaluation does not have to be from a health-related agency.

Phone calls requesting application status further delays the process for everyone. Calls to analysts should not be made until a file has been in enforcement for at least 4 weeks. The goal of the Examination Board is to complete enforcement reviews and return applicant files to licensing staff within two weeks of receipt in enforcement and permit applicants to sit for the Exam as soon as possible. This can only be accomplished if all required documents are included at the time of application and phone calls to the Examination Board are limited.

The Office of Administrative Law approved a regulatory change to California Code of Regulations section 1419(c) which was effective on 4-22-2014. The change to section 1419(c) increased the reporting limit for traffic infractions not involving alcohol, dangerous drugs, or controlled substances from \$300 to \$1,000 or less. Applicants must still report all convictions for misdemeanors, felonies or traffic violations involving alcohol, dangerous drugs, or controlled substances, regardless of the fine amount. All convictions must be reported even if they have been expunged.

PROGRAM POLICIES AND REQUIREMENTS

1. **DRUG SCREEN AND LAW ENFORCEMENT BACKGROUND CHECKS**

All clinical facilities in the greater Sacramento area require drug screens and law enforcement background checks for students prior to entering a CVT program. SCC CVT program have contracted with Castebranch.com for these services. Students make payment directly to www.Castlebranch.com. Students receive a drug screen chain of custody form and a network of labs that may be used for testing. The drug screen is a 10 panel+ alcohol screen. The drug screen tests for Amphetamines, Barbiturate, Benzodiazepines, Cocaine, Cannabinoids, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene and alcohol. A urine sample is required and involves a witness to the voiding and a securable container.

If there is a break in continuous enrollment in the program, students will need to repeat a drug screen and background check as required by our hospital partners. Hospital partners may require a repeat drug screen after the first year, before starting the second year of the program. Some county courts charge additional fees to search records. Students will be contacted for any additional court fees.

All enrolled CVT students are subject to drug screening through a school designated vendor prior to enrollment. Sacramento City College and the CVT Program maintain a **no tolerance** policy regarding substance use when participating in the CVT program.

Students must have a “negative” on the 10 panel+ alcohol screen to enter the program. A student with a positive drug screen will be denied placement and participation at the clinical facilities and will be required to withdraw from the program. There will be no retests allowed. Urine samples that are of high or low PH value or “unable to test” will only be repeated with valid substantiation of a medical or health issue from a health professional that could lead to alterations in PH. Additionally, students must agree at time of admission to random drug testing while in the program. Any evidence of substance abuse may result in immediate administrative dismissal from the program. Students are responsible for the cost of all screenings.

2. **UNIFORM STANDARDS**

There are no dress regulations on campus except when students wear the school uniform. During the four semesters, all students will observe uniform regulations in assigned hospital/clinical facilities including hospital cafeteria and clinical conference. The SCC CVT uniform and name badge are only to be worn in clinical settings authorized by SCC CVT faculty and/or program. Students must be currently enrolled in the program and attending clinical in facility at a designated time and location per their CVT course. They must be supervised by an SCC faculty and/or an authorized person as outlined in course assignments or learning experiences. SCC CVT program uniform and/or name badge are not to be worn while volunteering in the community, externships and/or employment in any clinical setting outside of the SCC CVT program guidelines. If a student withdraws or fails from the program at any time, they must relinquish their name badge to the CVT Director. Students may wear uniform and name badge to class and/or simulation/skills lab as instructed by the faculty.

- a. **UNIFORM:** The uniform consists of a Dickies or Cherokee brand scrub top and pants in all Black. The traditional scrub top will have a high V neck opening and two patch pockets; breast pocket and side vents are permitted. The scrub top and pant must be from the same manufacturer and style approved by faculty. The uniform pant can be straight or flared leg, cargo style, but no cuff or bungee cord at the ankle. The SCC photo ID worn on the left side. The uniform should be freshly laundered and wrinkle free. While in uniform, no perfume or cologne is allowed.

- b. **HAIR:** Must be neatly combed, secured, and kept above the shoulders. Ponytails are allowed if hair does not hang past the collar; otherwise, hair must be secured off the shoulders. Hair bands must be black, navy or royal blue, or white. Decorative hair clips or extraordinary hair coloring (e.g. purple, green, blue, etc.) are not allowed. Beards must be trimmed short and appropriate for the clinical setting. It is expected that men will be clean-shaven and well-groomed for clinicals. Facial hair may not touch the uniform.
- c. **MAKE-UP:** Must reflect a professional daytime look; excessive, unprofessional glamour-type make up is not allowed.
- d. **JEWELRY:** One small stud earring may be worn in each ear and must be located in the ear lobe. Hoop or dangling earrings are not allowed. Visible body piercings including the brow, nose, lip, tongue, or chin are not allowed. A stone-less ring may be worn, as well as a plain wristwatch in gold or silver metal or black, navy or royal blue, or white in color. Religious jewelry must be pre-approved by clinical faculty and not visible in the clinical area.
- e. **FINGERNAILS:** May not exceed 1/8 inch from end of fingertip. Nail polish or gel and artificial nails are prohibited due to infection control.
- f. **SHOES:** Must be totally white or black smooth leather with closed toe and heel or ergonomic nurse-type shoes with a heel strap. Shoes and laces are to be kept clean and should be worn only for clinical. Socks must be black, grey, or white.
- g. **SWEATERS:** Sweaters worn in clinical must be black, grey, or white; but they are not to be worn while providing patient care. Sweaters must be plain cardigan style; pullovers, turtlenecks, sweatshirts, or sweaters with hoods are not allowed.
- h. **SCRUB CAPS:** Plain colored scrub caps maybe worn in the clinical area. No logos or other identifying marks should be present.
- i. **GUM CHEWING/SMOKING:** Gum chewing is not allowed in the clinical setting. Students must adhere to the current LRCCD smoking policy. And the assigned clinical agency involving cigarettes and electronic cigarettes (“e-cigarettes”). Smoking and vaping are not allowed while in school uniform.
- j. **RELIGIOUS HEAD-COVERING:** Must be neat, freshly laundered wrinkle-free, and maintained as to not interfere with patient care and safety.
- k. **TATTOOS:** Tattoos must be covered while in clinical. Check with the clinical instructor for agency-specific guidelines.
- l. **UNDERSHIRTS:** Students may wear long sleeve turtleneck, mock neck, or scoop-neck undershirts. These must be black, grey, or white.
- m. **MICELLANEOUS:** Utility belts are allowed if freshly laundered and in good repair. Pens on ropes around the neck are not allowed.

3. LABORATORY PRACTICE

Students in this program will practice clinical skills on each other, as well as on clinical patient simulators, in a laboratory setting with instructor supervision. The course may include discussion of issues such as race, religion, sexuality, gender and disabilities related to course content.

Safety considerations guide the dress code for students in the clinical lab. Casual business attire may be worn unless the instructor asks the student to come in uniform for a particular experience.

5. ATTENDANCE POLICY

The faculty is committed to excellence in Cardiovascular Technology and to the belief that theory and clinical experience are integral and equal components of this excellence. In keeping with this philosophy, the faculty believes uninterrupted and consistent class/clinical attendance is essential. Also, consistent attendance is necessary for the evaluation process.

Students who are accepted in the SCC CVT Program must be available to have clinical rotations Monday through Sunday, days, evenings, or nights as assigned. Clinical rotations are required by the program and established through collaborative regional planning agreements with our clinical partners and other Sacramento area programs of Cardiovascular Technology. There are no exceptions to this policy.

Each 16-week semester of the CVT program provides a total number of theory (lecture) and clinical (lab) hours that correlate with the units of semester. According to the SCC catalog, excessive absences are defined as 6% of the total hours of class time. A student can be absent no more than 6% of each course. EXAMPLE: CVT 100 is 90 hours of lecture, a student can be absent from this class for 5.4 hours (6% of 90).

Students who are late three times will be given a needs improvement plan which Classroom tardiness and absences will be on a per course and on a semester basis.

Students who exceed the allotted tardies or absences, will be given a written **absence warning and will be placed on an Educational Agreement. Students must provide documentation such as a doctor's note or jury duty documentation, etc.** Students who have excessive absence from clinical or theory must meet with the Program Director regarding possible program dismissal.

In order to protect patients, peers and others, students should not report to class or clinical areas if any sign of illness is present. Students must use good judgment and discretion during an illness with regard to coming to class/clinical area. Students may attend class if not contagious. If a student has questions regarding illness, the student should seek clarification from an instructor. Additionally, any student undergoing surgical procedures during a semester must provide a medical release from a physician stating the student can perform the Essential Functions Required of Allied Health.

REPORTING OF ABSENCE FROM THE CLINICAL AREA

- Continuity of patient care is an important responsibility in healthcare. It is imperative the student call their instructor and the clinical area before their assigned time on duty to report any delay or illness.
- Promptness and being on time are professional behaviors faculty believes are important in student development. Tardiness will factor into the total clinical and/or theory hours absent.

6. STANDARDS FOR USE OF ELECTRONIC DEVICES

In the current climate of instant communication and computer/Internet technology, students must be mindful of appropriate conduct when using laptop computers, hospital-provided computers, cell phones, text-messaging devices with or without a blue-tooth, and audio/video recording devices.

The use of electronic devices may be used in the classroom setting according to guidelines described below. The use of electronic devices within healthcare facilities during clinical experiences must be in accordance with the standards and policies of the individual facility and faculty. Students must clarify these standards with their clinical instructor prior to beginning clinical experiences at a particular agency.

In the classroom setting, students must obtain permission from the instructor to digitally record lectures and sign a waiver and inform the instructor at the beginning of class that they are recording a lecture. Cell phones must be turned off in class; **no texting allowed in class**.

Students are not allowed to take pictures of their patients in clinical; no reproduction of any patient/chart information is allowed. Students are not allowed to take pictures of exams with cell phones or save exams to personal computers and/or distribute to others. Students are not allowed to put pictures, recordings, or comments of any nature on any social network such as Facebook, Twitter, or YouTube that references SCC CVT Program. Placing slanderous comments on a social network that references SCC CVT Program is a violation of professional conduct. Students are not allowed to reproduce any kind of patient-related documentation. Protecting the learning environment and the individual rights of students, instructors, and patients is the intent of these standards and are required by HIPAA compliance. Students are allowed to use hospital-provided computers for school-related business only.

7. TECHNOLOGY REQUIREMENTS

Students must have internet access and a working computer that has standard software including Google Chrome. Students will be accessing our learning management system in order to access the course learning materials and testing platform. Students may be required to purchase software such as **Assessment Technologies Information (ATI) Comprehensive Predictor, academic electronic health record (DocuCare)** and/or other access fees to other web-based sites. Students may be required to attend Zoom seminars, classes or Zoom meetings with their instructors.

HEALTH REQUIREMENTS

1. EVIDENCE OF PHYSICAL AND MENTAL HEALTH

Students are required to have a complete physical examination, completed within 6 months of starting CVT program, utilizing the Los Rios Community College District health form. This must be submitted prior to starting the CVT program. All students must submit a drug screen prior to beginning the first semester and if a break in continuous enrollment in the CVT program occurs. The requirements are in accordance with hospital policy mandating that students are in good physical and mental health and free from communicable disease when caring for patients. When a student has an identified chronic condition, accident, or surgery, a physician's verification and clearance to return to class and perform patient care is required.

A. Essential Functions required of CVT students, as stated in the admission documents, must be met. See Appendix A.

2. PERSONAL HEALTH AND ACCIDENT INSURANCE

Students are encouraged to carry personal health and accident insurance. The college nurse has resource information regarding student health insurance.

3. IMMUNIZATIONS

The SCC CVT program uses the *Immunization Tracking System from CastleBranch.com*. Students must submit documents showing evidence of immunizations, and a physical examination completed within 1 year of starting CVT program, as part of this tracking system. **A vaccine or titer showing immunity is required.** *Students must update the tracking system as necessary each semester. There are no exemptions or declinations for MMR or Varicella. All health records must be up-to-date in order for a student to attend clinical.*

- Tuberculosis Clearance (PPD): A 2-step **initial** PPD skin test is required within one month of starting the CVT program per clinical partners, completed 7-21 days apart. Subsequently, **annual PPD skin testing** is required by this CVT program. Quantiferon can also be in submitted in place of PPD and needs to be done annually.
- Tetanus/diphtheria/pertussis: **Tdap** within the last 10 years
- Rubella (German measles): MMR (Measles, mumps, rubella) doses #1 and #2
- Measles (Rubeola): MMR doses #1 and #2
- Mumps: MMR doses #1 and #2
- Varicella zoster (Chicken pox): 2 doses 4 weeks apart (#1 and #2)
- Hepatitis B: 3 dose series or 2 dose series (#1 now, #2 in one month, #3 approximately 5 months after #2) and/or a positive titer.
- Influenza vaccine: One dose annually
- COVID immunization: Per facility policy, original series (2-dose or 1-dose) and 1 booster **or** approved qualifying religious or medical exemption.

4. CPR/AED FOR HEALTHCARE PROFESSIONALS

A current **American Heart Association BLS (Healthcare)** is required for clinical practice. Students must adhere to facility policies regarding renewal of CPR. Expired or fraudulent CPR cards will result in a student's inability to attend clinical. Online CPR courses are not acceptable. Students must have hands-on manikin practice.

5. REPORTING STUDENT INJURY

- a. If a student is injured or falls ill on campus, students must see the campus nurse. It is necessary for the student to report to the Education and Health Professions (EHP) office to complete a non-employee accident form.
- b. If the student is injured while in the clinical area, the injury must be reported immediately to the instructor and complete the required hospital reporting form. First, the instructor calls **Company Nurse at 1-888-375-9780** for guidance in obtaining the appropriate level of treatment and to begin the reporting process. Faculty must report student injuries in clinical to the EHP Division office within 24 hours. There will be paperwork to sign on campus. If deemed appropriate by the Program Director and Dean, the student will file a worker's compensation form.
- c. In the event of a student injury either on campus or in the clinical area, the student is advised to follow through with his/her own health care provider.
- d. If a student needs to be seen in a hospital emergency room, the cost of such care will be the responsibility of the student or the student's insurance carrier.

6. EXPOSURE TO INFECTIOUS DISEASES, HAZARDOUS OR RADIOACTIVE MATERIALS

During classroom/clinical experiences, students may be exposed to hazardous or radioactive materials, radiation, or infectious diseases. Students will be provided information on associated health risks and appropriate safety precautions and will be expected to utilize them in the classroom and clinical setting.

7. STUDENTS IMPAIRED DUE TO SUBSTANCE USE AND/OR MENTAL DISTRESS

A student must be in optimal physical and mental health to ensure safe, effective care of patients. If a student's physical or mental health is symptomatic of substance use, the instructor has the right and responsibility to remove that student from the learning environment. According to the LRCCD Alcohol and Drug policy, SCC "is committed to maintaining a drug- and alcohol-free workplace in accordance with the requirements of the US Drug-Free Workplace Act of 1988, and a drug- and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989." Any student having such problems will be referred to the College Nurse/Counseling for further evaluation.

The SCC CVT Faculty has developed the following policy, consistent with LRCCD guidelines. Any student who exhibits symptoms of alcoholism, drug abuse or emotional illness will be removed from the classroom or clinical setting when the student's behavior and/or performance pose a danger to the safety and well-being of self or others. These behaviors may include, but are not limited to, physical impairment, impaired judgment, mental/emotional impairment, disruptive actions, and inconsistent behavior patterns. When a student exhibits any of these behaviors the following will occur:

- a. Student will be removed from classroom/clinical area.
- b. Instructor immediately reports incident to Program Director or EHP Dean.
- c. Within 24 hours the student meets with the Program Director. At this time, the student will be referred for further professional assessment.
- d. Student will be given a referral/health clearance form indicating those behaviors that led to the classroom/clinical removal. The student must have this form signed by a licensed chemical dependency/mental health counselor indicating the student is safe to return to the CVT program. This form must be submitted before the student can be readmitted.

When an instructor identifies a student as being impaired, and is a danger to self or others, and the student refuses to submit to the required assessment, the student may be suspended from the CVT program. If the student completes the required assessment and is diagnosed as being impaired, the student will be suspended from the CVT program for a minimum of one semester and until such time proof of having received professional treatment and a release to return to CVT school can be provided.

8. **RE-ENTRY POLICY RELATED TO SUBSTANCE USE AND/OR MENTAL DISTRESS**

After a minimum of one semester, the student may request readmission to the CVT program, according to the following requirements:

- a. The student must submit a written request to the Director for re-admission.
- b. The student shall provide proof of active participation in a recognized program on a regular basis, evidence of rehabilitation and/or recovery, along with a release to return to CVT school at the time of request.
- c. The student will be required to participate in an on-going rehabilitative treatment program as a condition of readmission. The evidence of continued rehabilitation treatment will be provided on a schedule as determined by the Program Director.
- d. Re-entry is on a space available basis.
- e. Failure to submit evidence of on-going treatment will result in dismissal.
- f. A second documented incident of impaired behavior will result in dismissal from the CVT program.

J. **EXAMS**

A late or rescheduled exams will result in a 10% deduction from the student's score. Students will notify instructor as soon as possible if they are unable to take the exam. Make-up exams are to be taken on the first day of return, at the instructor's discretion, or total points for that exam will be forfeited. Each student's situation will be reviewed on an individual basis. Students have one week after an exam to make an appointment with faculty to review exam contents. No exam review will be done after the one-week limit. There is no final exam review.

1. **GUIDELINES FOR COMPUTERIZED TESTING**

The SCC CVT Program utilizes computerized testing. The testing may occur in a classroom, a computer lab, using SCC laptops, or at home using a secure testing monitor system. Time limits for taking the exam will be posted by faculty. Exams may be scheduled outside of regularly scheduled class times and in multiple locations, due to computer availability. Computerized testing utilizes the campus learning management system. Access to the testing site is allowed only during designated, proctored testing times on campus.

During the exam, including bathroom breaks, students are **not allowed** access to electronic equipment (phones, personal computing devices, websites, CANVAS course content, AI, wearable technology, cameras, timers, audio players/recorders, smart watches or any other device that can send, receive or record information), writing material (paper, books, pens/pencils/highlighters) or personal items (purses, briefcases, backpacks, hats, jackets). Faculty reserves the right to determine which items students may bring into the exam room.

During an exam, navigation away from the testing screen and use of any resources, i.e., e-mail, Canvas, or internet is **prohibited**. Violation of this guideline, will result in receiving a zero (0) grade for the exam. Disciplinary action follows college policy "Standards of Conduct" and requires a meeting with the Program Director/designee/semester team, to determine the next course of action, which may include dismissal from the program.

The format for computerized test questions includes: multiple choice, fill-in- the blank, multiple selection, prioritizing, figure/illustration, or chart/exhibit. One question at a time will be presented. Students must remain seated and raise their hand to ask questions. Scratch paper, pencils, and calculators provided must be returned prior to leaving the exam room.

The "SUBMIT" button should be pressed only when all answers are final. Exam answers cannot be changed after the exam has been submitted. Exams must be submitted within the specified timeframe.

Test review occurs immediately upon submitting completed exams, with questions, answers, and rationales. The exception is the final exam, which does not allow access to questions or rationales. During test review, notes **may not** be made, and there is no verbal discussion of individual questions. Students may not discuss any part of the exam, including question type, content, or answers with other students, this includes reconstructing exam items using memory, posting or discussing questions on the Internet or social media websites. Failure to comply with these guidelines will be considered cheating. If students have additional questions concerning concepts after an exam, an appointment with theory faculty can be made within one week of the exam to discuss concepts/study strategies.

EVALUATION

1. THEORY EVALUATION

The level of achievement on course work including examinations determines the student's theory grade in each course. The procedure for computing the theory grades for each course will be explained in the introductory materials distributed to students on the first day of class. A final theory grade of C (75%) or better is required in each course for progression in the program. Letter grades are determined according to the following percentages:

A = 90 - 100%
B = 80 - 89%
C = 75 - 79%
D = 65 - 74%
F = < 65%

There is no rounding up of grade percentages throughout the CVT program.

Completion of online assignments, within CANVAS, will be evaluated per the assignment directions and/or grading rubric. Feedback with written comments and guidance will be provided in a timely manner to support learning outcome and/or concept mastery. Completion, quality of the work and on-time submissions will be graded according to the course syllabi as part of the course grade.

2. CLINICAL EVALUATION

Evaluation of the student's clinical performance is based on the achievement of the clinical outcomes for each course. Assessment of the student's progress will be done in conference with the instructor on an ongoing informal and formal basis and may include a student self-evaluation. A student must achieve "accomplished or exemplary" on all student learning outcomes, in order to successfully pass the clinical portion of the course. Students will have the opportunity to review and sign the final clinical evaluation. This may be accomplished with a face-to-face or online meeting or electronically.

Each semester has identified mandatory clinical skills to be completed during that semester. These can be found in each semester's Clinical Evaluation Rubrics. If clinical skills cannot be performed in the clinical setting, they may be validated in the skills/simulation lab under at the discretion of the instructor.

3. COURSE GRADE

A final course grade of C (75%) or better is required in each course for progression in the program. The grade recorded will be the theory grade if the student has met all the student learning outcome in both theory and clinical. If the clinical performance is “progressing or unsafe”, the grade recorded will be an "F" regardless of the theory grade.

Students who wish to have a copy of their clinical evaluation must sign a release to do so at the conclusion of the semester. Students need to work with their instructor to obtain a copy of their course evaluation. The office staff will not be providing the release or copies after the student has graduated from the program.

4. STUDENTS FAILING TO MEET COURSE OUTCOMES

When a student is not meeting course outcomes in theory or clinical, the student will be notified in writing. The instructor and the student shall confer to discuss strategies for improving study skills, mastery of theory objectives, and/or preparing for clinical assignments. The instructor will keep the Program Director/designee informed regarding students who are not achieving 75% in theory during the semester.

Initially, when the student is not meeting a **clinical** outcome, a verbal notification from the instructor will occur. The second time the same clinical outcome is not met, the student will be given a written *Needs Improvement* which is reflected as “**progressing**” on the clinical evaluation rubric. The third occurrence will progress to a written *Educational Agreement*, considered “**unsafe**” on the clinical evaluation rubric. The instructor will notify the Director/designee regarding students demonstrating unsafe clinical performance. Students are expected to perform previously learned skills correctly as they proceed through the program

The *Educational Agreement* identifies the specific responsibilities the instructor and student will assume to achieve mastery of course outcomes by the end of the semester. Fourth semester students may be on an *Educational Agreement* when they start preceptorship, but must meet the terms of it by the end of the semester, or may be dismissed from the program if at any time deemed clinically unsafe by their clinical instructor.

Any student with **unsafe** clinical performance will need to meet with the instructor and Program Director/designee. Whether or not a student signs the *Educational Agreement*, the terms of the agreement are in effect; signature just indicates the *Educational Agreement* has been reviewed with the student.

The *Needs Improvement* and *Educational Agreement* forms are also used for excessive absenteeism. The Program Director or designee will meet with students placed on *Educational Agreements* for excessive absenteeism.

If at any time during the semester a student's clinical performance is deemed “grossly negligent” or demonstrating “professional misconduct” by the instructor, the student will be dismissed from the clinical area, meet with the Program Director/Designee and may result in failing course grade or dismissal from the program.

The following behaviors are included, but not limited to, grossly negligent or professional misconduct:

- Diverting client’s medications or other supplies;
- Engaging in behaviors that result in harm to the client;

- Falsifying clinical documents;
- Fabricating vital signs and other client information;
- Documentation of clinical procedures that were not performed;
- Taking medical supplies from the healthcare clinical labs or any other clinical site;
- Engaging in unfamiliar clinical procedures without the presence of a clinical instructor or agency professional nurse representative present;
- Coming to class and/or any clinical site under the influence of drugs and/or alcohol;
- A HIPAA violation to include inappropriately revealing health information about clients or fellow students; or inputting patient data in an AI platform
- Reckless and grossly unsafe clinical behaviors;
- Cursing, swearing, or vulgar language in the classroom, lab, or clinical area.
- Any threatening behavior, either written or verbal, communicated to or about classmates, patients, or faculty via email, text, message, or social media.

Medication/procedure errors, charting omissions, unsafe practice, gross negligence and/or professional misconduct will be documented with a Clinical Event form as documentation of patient outcomes and/or breach of facility policy. This requires a meeting with the instructor and the Program Director/Designee.

Unresolved Educational Agreements by the end of the semester or a gross negligence or professional misconduct will result in a failing grade for a course and/or dismissal from the program. This process is reviewed by the instructor, Program Director and Dean of Education and Health Professions.

During semester team meetings instructors discuss student progress, problems, and successes in clinical rotations. Instructors may consult with other program faculty, especially from previous semesters, to ensure consistency in professional development of the student. Members of the faculty confer with each other to develop strategies to facilitate student success in meeting clinical outcomes.

5. SCC CVT PROGRAM DEFINITIONS

Progressing

1. Performs safely and accurately with close supervision.
2. Frequently requires supportive cues.
3. Occasionally demonstrates coordination.
4. Takes longer than reasonable time to complete activities.
5. Anxiety occasionally interferes with ability to perform skills; results in questioning or uneasiness in patient/family.
6. Identifies principles of theoretical knowledge, but needs direction to identify application.
7. Focuses on patient initially with cues; as complexity increases, focuses on skills.

Unsafe

1. Performs in an unsafe manner or unable to demonstrate appropriate behavior.
2. Requires continuous supportive and directive cues.
3. Consistently lacks coordination; attempts behavior yet unable to complete.
4. Performs activities with considerable delay; activities are disrupted or omitted.
5. Anxiety interferes with ability to perform skills; results in questioning or uneasiness in patient/family.
6. Applies theoretical knowledge principles inappropriately.

7. Focuses on activities or own behaviors, not on patient.

Grossly Negligent: Performance is considered grossly negligent when a student's behavior justifies the belief that there has been a conscious disregard or indifference for the health, safety or welfare of the patient; glaringly obvious omission or neglect of reasonable care, precaution, or action.

Professional Misconduct: not in conformity with prevailing standards or laws. Includes breaches of HIPAA Laws.

Misconduct: Cheating, plagiarism, dishonesty, removing a test from the classroom, printing or reproducing patient information, stealing tests, inappropriate emails to instructors or other students. Misconduct for which students are subject to discipline include obstruction or disruption of the learning process, physical or threatening abuse of any person, and theft of, or damage to, property of any person

Cheating: To obtain or attempt to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. This includes copying from someone else's test, submitting work that is not your own, submitting work presented previously in another course, altering or interfering with grading, using material during an exam that is not allowed, using AI in assignments not approved by the course/instructor, consulting with someone, other than the instructor, during an exam.

Plagiarism: Representing the work of someone else as your own and submitting it for any purpose. This includes incorporating the ideas, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit. The use of AI for assignments that have AI level restrictions within the course is plagiarism.

Other Acts of Dishonesty: Purposely allowing another student to copy from you during a test, giving your homework, term paper, or other academic work to another person to plagiarize, having another student submit work in your name, lying to an instructor, altering a graded work after it has been returned and then resubmitting the work for credit, removing a test from the classroom, viewing a test outside of the exam room and sharing with other students, or stealing tests.

CONDUCT AND DISCIPLINE

1. COURSE ACCOUNTABILITY CONTRACT

In each semester of the CVT program, the student is required to read and sign a course contract to verify having read the Course Syllabus, SCC Catalog, Student Code of Conduct, CVT Student Handbook, policies for clinical facilities, other policies that regulate attendance and participation in the SCC CVT Program. The contract identifies behaviors that constitute Student Misconduct.

2. RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

a. General Principles for AI

- 1). AI should enhance, not replace, human judgment and decision making.
- 2). Users must uphold the academic integrity when utilizing AI tools. For full implications of Academic Integrity violations, visit the [SCC Plagiarism and Cheating Policy](#).
- 3). AI use must promote educational equity and eliminate biases.
- 4). Privacy and data protection regulations must be adhered to when using AI. AI is not a secure platform (this includes HIPAA and FERPA).

b. Use of AI during the SCC CVT Program for theory and clinical

- 1). Read the expectations and permitted use of AI in a course and/or specific course or clinical assignment. If not found, obtain instructor permission before using AI coursework.
- 2). Properly Cite and reference any AI-generated content used in permitted assignments.
- 3). Use AI tools to enhance learning, not to circumvent academic work. Learning enhancement could include proofreading tools such as Grammarly, but does not include Chat GPT.
- 4). AI is **not permitted** for quizzes, or proctored exams, which are intended to measure students' understanding and to measure students' learning outcomes.
- 5). Allowable use for AI tools: brainstorming and ideation, creating study guides and practice problems, proofreading and grammar checking, and exploring complex concepts.

6). Prohibited Conduct:

- a). Complete assignments without substantial student input.
- b). Generate entire essays or reports, including discussion board postings, care plans, clinical journals and clinical mind maps.
- c). Solve exam questions during assessments. Can not access AI during an exam.
- d). **Students must not input sensitive, protected, or confidential information into AI tools. This includes: student's work product, student-protected information, patient information, or proprietary content into AI.** AI is an open source and entering protected information can violate **FERPA, HIPAA**, and other federal and/or state-protected information. *AI is not a secure platform.*

3. **CONSEQUENCES OF DISHONESTY**

According to the *SCC Student Standard of conduct*:

Depending on the seriousness of the infraction, the following may occur as a result of student dishonesty: receive a failing grade on the test or paper, have a course grade lowered, and receive an "F" in the course, placed on disciplinary probation or suspension, expelled.

According to the *SCC CVT Programs*:

The CVT student who is cheating will be given a zero for that assignment/ exam. The student who is found cheating will then be placed on an Educational Agreement. If there are further instances of cheating, lying, or misconduct, the student will be dismissed from the CVT program for the semester.

STUDENT RIGHTS

1. **GUIDELINES FOR PROBLEM RESOLUTION/GRIEVANCE PROCESS**

If a student feels they have been treated unfairly and believe that one or more of their student rights have been violated, they are encouraged to pursue the college's Student Grievance Process. The student should proceed as follows:

- a. Meet with the involved person(s) in an effort to resolve the problem. If not satisfied with the outcome;
- b. Meet with the instructor/team that will assist the student in problem resolution. If not satisfied with the outcome;
- c. Meet with the Program Director who will assist the student in resolving the problem. If not satisfied with the outcome;
- d. Meet with the Dean of SAH who will counsel and assist the student in resolving the problem. If not satisfied with the decision of the Dean;
- e. Seek assistance from the Student Grievance Officer in RN 257.

2. **CVT STUDENTS WITH LEARNING DIFFERENCES**

The SCC CVT Program understands that students with learning disabilities are typically intelligent, talented, and motivated. Students have often developed a variety of creative strategies for compensating for their learning disabilities. Some students may not realize that they have a disability and remain undiagnosed until confronted with the rigors of college or a CVT program.

In compliance with the Americans with Disabilities Act (ADA), CVT faculty will provide "reasonable accommodations" for students with disabilities that may affect their learning ability and test taking performance. Students are required to submit their learning prescription from the Disability Services and Programs for Students (DSPS) office to their CVT faculty who will facilitate those accommodations which have been provided. If a student thinks they may have a learning disability, please contact a DSPS counselor as soon as possible, to have an LD evaluation because the process usually takes several months. Students needing further information about tutoring and other services should view the college website.

3. **EMERGENCY CALLS**

In the event that a student receives an emergency call, an attempt will be made to reach the student. This does not pose a problem when the student is in class. However, contacting a student in the clinical area is difficult due to the nature of the setting. Please provide your childcare provider with an alternate name to call in case of emergency.

COMPLETION OF THE CVT PROGRAM

In order to graduate from a state approved CVT Program, a student must complete the courses listed in the required program section of the catalog. Continuing students must also request transcripts to be sent to Admissions and Records Department each semester for any courses completed towards the degree. **It is the students' responsibility to review records periodically to ascertain if degree requirements are being met.** These program requirements must be met so the student will be eligible to apply for the licensure examination to become a registered Cardiovascular Technologist. Any courses taken outside of LRCCD will need approved course substitution petitions to graduate. Course Substitutions should be approved upon admission to the program: submit through Admissions and Records at <https://scc.losrios.edu/admissions/admissions-and-records-office/course-substitution-petition>

In the fourth semester, students, along with the faculty advisor and the Program Director, plan for the celebration, which is held upon the conclusion of the last semester of the CVT program. The faculty and Program Director must approve all plans for the ceremony such as decorations, program, slide presentation, etc. The completion ceremony is scheduled at a time when campus facilities are available, all CVT faculty may attend and must be 60 minutes or less.

During the completion, ceremony students are required to wear professional business attire with or without a black graduation gown. Professional attire includes footwear. **No jeans, boots, athletic-type shoes or flip-flops may be worn at the ceremony.** Only the academic hat that comes with the gown is allowed. Students who choose not to follow these guidelines will not be permitted to participate in the ceremony.

EXITING AND RE-ENTRY INTO THE CVT PROGRAM

The certificate CVT program is committed to enrolled students who have not interrupted their CVT major education by dropping, withdrawing, or not achieving the course learning outcomes. Re-entry is dependent upon space available in the designated course and establishing eligibility to re-enter the program.

- **Course Withdrawal (“Dropping the Course”):** Students who have theory grade below 75% or clinical needs improvement or educational agreement and withdraw from the course by the official SCC drop date, are considered to have one course failure.
- **Students exiting from the program or a CVT course for any reason can only stay on the re-entry request list for 1 year (2 academic semesters)** after withdrawing from the program for any reason. After this time, their name will be taken off the re-entry request list and not be able to re-enter the program or the course. See re-entry policies and conditions below.

Regardless of circumstances related to the request for re-entry, the student’s most recent theory grade and clinical performance evaluation will be the factors considered in determining eligibility for re-entry.

Students in the second, third, fourth semesters, of the CVT program, may request re-entry **one time**.

Students who do not successfully complete the first semester course (Fundamentals) must reapply to the CVT program.

STUDENTS WHO HAVE BEEN OUT OF THE SCC CVT PROGRAM FOR 1 YEAR OR TWO ACADEMIC SEMESTERS FROM EXIT DATE WILL NOT BE CONSIDERED FOR RE-ENTRY.

Mandatory Requirements for Re-entry

1. Attend an exit interview with the Program Director by requesting the appointment within 48 hrs. of exiting. Exit interview can take place within 2 weeks of exit or based on Director's availability.
 - a. Remediation/academic success plan will be reviewed.
2. Provide written request to the Program Director to re-enter CVT program, after the exit interview, by email or mail.

Respond to the-Program Director's offer of re-entry availability within 72 hours and meet **re-entry eligibility requirements.**

- i. The offer will be rescinded if there is no response within 72 hours
 - ii. Offer for re-entry is based only on space availability and order of re-entry priority as stated below.
 - iii. **Re-entry List:** Students can remain on the request for re-entry list for 1 year-(2 academic semesters Fall/Spring/Summer) from their exit date. After that date the students will be taken off the re-entry list and will not be able to return to the course or program.
 - iv. **Academic/Remediation Plan:** this Action Plan needs to be submitted before student can begin a course for re-entry.
1. Attend appointment with Readmission Committee, (Program Director and one faculty member).
 - a. Submit evidence of completion of academic/remediation plan.
 - b. Re-entry is at the discretion of the Readmission Committee.
 2. Update immunizations, CPR, malpractice payments, drug screen, and background checks.
 - a. Student is responsible for all costs associated with these requirements.
 3. Notify Program Director if student accepts and attend another CVT program.

Any student requesting transfer into the Sacramento City College (SCC) Certificate CVT program must submit a complete application and must meet all SCC CVT prerequisite coursework. Transfer students must disclose previous failures or withdrawals from any CVT program. The Program Director, in collaboration with the academic counselor and/or admissions specialist, will review all prerequisite and CVT coursework to determine the semester in which the student is eligible for transfer. Transfer students must enter the SCC program within one year of leaving their previous program. Students transferring in with one failure are considered a previous course failure. **Transfer students with two courses failures in a previous CVT program are not eligible for entry into the SCC CVT Program.**

Students who exit (withdrawal/drop/fail) the program fall into one of two categories:

- Exit in “Good Standing”
- Exit “Not in Good Standing”

Students who exit the program “**in good standing**” were passing both theory and clinical at the time of exiting and were not on a Needs Improvement or Educational Agreement at the time of their departure.

Students who exit the program “**not in good standing**” met one or more of the following criteria at the time of their departure:

- Receiving a failing grade in clinical or theory.
- Course withdrawal (“Dropping the course”) with a grade less than 75% in theory or on a needs improvement or educational agreement.
- On Educational Agreement or Needs Improvement for clinical performance or equivalent contracts from other CVT programs.
- Were dismissed from the program due to unsafe clinical practice, or were deemed grossly negligent.

STUDENT PERSONAL RELEASE

1. As an enrolled CVT student, I authorize SCC to photograph, record my likeness and/or voice, or to incorporate the same into film, video tape, slide show or other such media, and authorize the use of such media or any portion thereof.
2. As an enrolled CVT student, I release and hold free and harmless both SCC and the LRCCD from any claims of copyright, libel, slander, invasion/violation of privacy or other similar rights that I may hold or assert.

COVID POLICY

Vaccine Policy- subject to change based on clinical facility requirements or changing public health infectious diseases. Policies are in place for individual and patient protection.

1. The SCC CVT program must comply with all clinical facility requirements in order to ensure the completion of the student clinical hours and, therefore, completion of the program.
2. Students must meet the clinical facility requirements to be fully vaccinated against COVID 19 as defined by the Center for Disease Control requirements or meet a qualifying exemption. Fully vaccinated is defined as having received the second dose in a 2-dose series OR a single dose in 1-dose regiment AND a 2-week period having passed since the administration of the last vaccine does.
3. Qualifying medical and religious exemption must be submitted with proper documentation and be approved by the college. Approved exemptions must be uploaded to clinical on-boarding platforms. Students will be required to comply with facility policies and masking procedures.
4. Upload your vaccines to Castlebranch
5. Clinical facility requirements are subject to change per the CDC, California Department of Public Health and/or local county health department policies.
6. COVID testing policy per clinical facility and/or local county health department policies.

Suggested Practices for Skills Lab *and on-campus activities*

Personal protective measures (e.g., handwashing, cough etiquette)

1. Students are to avoid touching eyes, nose, and mouth.
2. Students should frequently wash their hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are unavailable.
3. Vaccines and/or exemptions must be completed before attending clinical.

Suggested Practices for Clinical Facilities

- a. Students will not come to the clinical facility with a fever, cough, or if feeling ill.
- b. Students will abide by all hospital/facility policies while caring for patients, which may include temperature screening or questionnaires.
- c. PPE will be worn according to hospital/facility policy and the current local/state guidelines.

ONLINE COURSE STRUCTURE

In order to provide consistency and clarity in the online learning environment, classrooms will be structured similarly, in the following format:

Each course unit is contained in a course module. The module may contain the following information: Unit SLO's, PowerPoints/Handouts/Videos, Discussion Boards, and Assignments.

Discussion boards are used for activities within the course. Assignments will be completed and submitted using Canvas.

Testing will be completed in Canvas. Students will be on campus for testing with a proctor present. See online testing guidelines.

Students are expected to come to class prepared to participate in the video conference (currently Zoom) by completing all the assigned reading, writing out answers to the student learning outcomes, and completing case studies, discussion boards, and/or other supplemental homework. Students are expected to be present in synchronous zoom classes and actively participate in class activities. Students are encouraged to have cameras on to enhance interactive learning.

DEMOGRAPHIC INFORMATION AND PROGRAM SURVEYS

As part of our program, we are required by the California Community College Chancellor's Office to provide information about our student cohorts regarding demographic information, hours worked, certifications held, veteran status and languages spoken. These data will be collected at the beginning of each semester.

Program surveys about topics related to student success services use, student needs, and other topics related to assisting students will be administered as needed through-out the program. The data will be collected anonymously and will be used to improve and evaluate our program.

A graduate survey will be sent 6 months and 12 months after graduation and will be asking for employment in cardiovascular technology status and other information. This data is reported with a percentage of graduates gainfully employed in cardiovascular technology within 1 year of graduation. This data is collected anonymously and is shared in aggregated data summaries to the California Community College Chancellor's Office.

HANDBOOK REVISION POLICY

The faculty retains the right to revise the policies and procedures found in this handbook at any time deemed necessary. Any revisions required by hospital partners become effective on the revision date and will be made available to students.

APPENDIX

**Los Rios Community College District
 SCC Allied Health Programs
 Report of Medical Examination**

<input type="checkbox"/> Dental Assistant	<input type="checkbox"/> CVT Hygiene
<input type="checkbox"/> PTA	<input type="checkbox"/> OTA
<input type="checkbox"/> RN	<input type="checkbox"/> VN
<input type="checkbox"/> CVT	

Student's Name _____ Sex M F

Social Security # (Last 4 digits) _____ LRCCD Student ID # _____ Birthdate ____/____/____

Address _____ City _____ Zip _____ Phone _____

_____ Email _____

TO BE COMPLETED BY PHYSICIAN/NURSE PRACTITIONER/PHYSICIAN ASSISTANT

1. Current complaints or disabilities pertinent to the student's education in an Allied Health Program:

2. Significant medical history including serious illness, injury, or surgery?

3. Medication used: (Prescription and OTC)

NAME	REASON	FREQUENCY

Ht _____ Wt _____ Temp _____ Pulse _____ BP _____ Visual Acuity: _____ Glasses _____ Contacts _____

EXAMINATION	NL	ABN	COMMENTS	M/S EXERCISE ASSESSMENT	LIMB LIMITATIONS		
					X	NO	YES
				Arm Rotation	Rt.		
1. General Appearance					Lt.		
2. Eyes				Neck Extension	x		
3. Ears, Nose, Throat				Neck Flexion	x		
4. Mouth & Teeth				Neck Side to Side	x		
5. Respiratory				Knee Flexion	Rt.		
6. Cardiovascular					Lt.		
7. Abdomen				Knee Extension	Rt.		
8. Genitalia-Hernia					Lt.		
9. Skin				Up on toes	x		
10. Neuro				Back on heels	x		
				Body Mechanics Demo	x		

He/she is able to perform the physical activities required for the program for which the individual is applying. Specific requirements may vary within the allied health programs.

MD/PA/NP Signature _____ Address _____ Phone _____

MD/PA/NP Stamp _____ Date _____

HEALTH HISTORY

Must be signed by licensed physician, nurse practitioner or physician's assistant. Answer the following questions:

YES NO

- Have you been under a doctor's care in the last 12 months?
- Have you been in the hospital in the last 12 months?
- Have you had any type of surgery?
- Have you ever been restricted from activity or employment because of a health problem or injury?
- Do you smoke?

Have you had or do you now have?

- Diabetes (high blood sugar)?
- Allergies (hay fever or asthma)?
- Reaction to medicine (allergy)?
- Migraine headaches?
- Heart trouble?
- High blood pressure?
- Head injury?
- Tendency to lose consciousness (faint)?
- Convulsions?
- Neck injury?
- Impaired (poor) vision in one or both eyes?
- Temporary loss of vision?
- To wear glasses or contact lenses?
- Hearing loss?
- Discharge from ear (s) (recurrent infections)?
- Sinus infections?
- Hernia?
- Kidney problems?
- (Men) Loss of function or absence of testicles?
- (Women) Menstrual problems?
- Bone fracture?
- Joint dislocation?
- Foot problems?
- To wear a cast?
- Back injury or frequent backaches?
- Knee injury (sprain) or recurrent pain
- Ankle injury (spasm) or recurrent pain?
- Other joint problems e.g. swelling pain, decreased range of motion?
- Bone infection?
- Weight problem (under or overweight)?
- Tendency to bleed or bruise easily?
- Anemia ("tired" blood)?
- Persistent cough?
- Dizziness, faintness, chest pain with exercise?
- Skin problems?

If answered "yes" to any question, please explain below.

I verify that the responses on this questionnaire are correct to the best of my knowledge.

Student

MD/PA/NP Signature

Date

PHYSICAL REQUIREMENTS CHECK LIST

Check each box to demonstrate inclusion of appropriate screening and vaccine documentation. Please attach documentation in the order that is listed here.

- Physical Exam**
(completed, dated, signed by student; signed & stamped by provider)

- Tuberculosis Clearance**
One step method **OR** Copy of chest x-ray report (*in the event of a positive PPD*) within the last 6 months

- Diphtheria/Pertussis/Tetanus Vaccination (DPT)**
Within the last 10 years

- Measles/Mumps/Rubella Vaccination (MMR)**
MMR #1 **AND** MMR #2 **OR** Titer showing immunity

- Hepatitis B Vaccination**
 - Three doses **OR** Follow-Up Titer showing immunity
 - Declination form

- Influenza (Flu) Vaccination**
Not required but Highly recommended when available

AMERICAN RIVER COLLEGE HEALTH CENTER

They provide immunizations and titers for current students and referrals to various types of doctors. See their website for all information: <http://www.arc.losrios.edu/HealthCenter>

IMMUNIZATIONS	
Hepatitis B (series of 3)	\$50.00
MMR (Measles, Mumps & Rubella)	\$60.00
Tdap (Tetanus/Diphtheria/Pertussis)	\$50.00

TITERS	
Hepatitis A	\$15.00
Hepatitis B Titer	\$8.00
Rubeola (measles)	\$14.00
Mumps	\$14.00
Rubella	\$6.00
Varicella	\$12.00

NOTE: titers can also be done here at SCC in the Health Services department located in Rodda North. We do not provide the immunizations.



Understanding Hepatitis B Blood Tests



Understanding your hepatitis B blood test results can be confusing. It is important to discuss your test results with your health care provider so that you can clearly understand whether you have a new infection, chronic infection, or have recovered from an infection. You may want to take this sheet with you to your appointment as a reference guide. In addition, it is helpful if you request a written copy of your blood tests so that you can be sure you know which tests are positive or negative.

Before explaining the tests, there are two basic medical terms that you should be familiar with:

Antigen: A foreign substance in the body, such as the hepatitis B virus.

Antibody: A protein that your immune system makes in response to a foreign substance. Antibodies can be produced in response to a vaccine or to a natural infection. Antibodies usually protect you against future infections.

The test that is used to help you understand your hepatitis B status is called the **hepatitis B blood panel**. This is a simple 3-part blood test that your doctor can order. Your results can be returned within 7-10 days.

The 3-part hepatitis B blood panel includes the following:

1. Hepatitis B Surface Antigen (HBsAg): The "surface antigen" is part of the hepatitis B virus that is found in the blood of someone who is infected. If this test is positive, then the hepatitis B virus is present.

2. Hepatitis B Surface Antibody (HBsAb or anti-HBs): The "surface antibody" is formed in response to the hepatitis B virus. Your body can make this antibody if you have been vaccinated, or if you have recovered from a hepatitis B infection. If this test is positive, then your immune system has successfully developed a protective antibody against the hepatitis B virus. This will provide long-term protection against future hepatitis B infection. Someone who is surface antibody positive is not infected, and cannot pass the virus on to others.

3. Hepatitis B Core Antibody (HBcAb or anti-HBc): This antibody *does not* provide any protection or immunity against the hepatitis B virus. A positive test indicates that a person may have been exposed to the hepatitis B virus. This test is often used by blood banks to screen blood donations. However, all three test results are needed to make a diagnosis.

Use the following chart to help you and your doctor interpret your blood panel results:

Tests	Results	Interpretation	Recommendation
HBsAg HBsAb HBcAb	Negative (-) Negative (-) Negative (-)	NOT IMMUNE – has not been infected but is still at risk for possible future infection – needs vaccine	Get the vaccine
HBsAg HBsAb HBcAb	Negative (-) Positive (+) Negative or positive (-/+)	IMMUNE – has been vaccinated or recovered from previous infection – cannot infect others	Vaccine is not needed
HBsAg HBsAb HBcAb	Positive (+) Negative (-) Negative or Positive (-/+)	ACUTE infection or CHRONIC infection – hepatitis B virus is present – can spread the virus to others	Find a knowledgeable doctor for further evaluation
HBsAg HBsAb HBcAb	Negative (-) Negative (-) Positive (+)	UNCLEAR – several interpretations are possible – all 3 tests should be repeated	Find a knowledgeable doctor for further evaluation



PERSONAL INFORMATION FORM

PRINT
CLEARLY
PLEASE!

First & Last Name: _____

Local Address: _____

Local Phone: _____

Work Phone: _____

Cell Phone: _____

Permanent Address: _____

Permanent Phone: _____

Emergency Contact: _____

Emergency Contact Phone: _____

E-mail address: _____

Please notify the CVT Program Director if you change your address or phone number as soon as possible.

I understand that a grade of "C" or better is required in all courses to maintain enrollment in the Invasive Cardiovascular Technology Program. The program abides by the SCC attendance policy. Attendance will have an effect on my grades in each class.

I understand that students will practice skills on each other in a laboratory setting with instructor supervision. All students are required to participate.

I understand that once paid, all money for instruments and supplies is non-refundable. I understand that the **August 3, 2026** orientation is **mandatory**.

Signature

Date

Print Name

ESSENTIAL FUNCTIONS REQUIRED OF ALLIED HEALTH STUDENTS

MOTOR CAPABILITY:

1. Move from room to room and maneuver in small spaces.
2. Assist patients who have physical challenges to and from treatment chair.
3. Guard and assist patients with ambulation.
4. Perform exercise techniques, including applying resistance during exercise.
5. Handle and visibly identify very small tools and equipment.
6. Lift and carry up to 25 pounds.
7. Squat, crawl, bend/stoop, reach above shoulder level, kneel, use standing balance, and climb stairs.
8. Use hands repetitively; use manual dexterity so as to be able to work intra-orally without harm to patients.
9. Adjust, apply, and clean equipment.
10. Perform CPR.
11. Travel to and from academic and clinical sites.
12. In the average clinical day students sit 1-2 hours, stand 6-7 hours, travel 1-3 hours.

SENSORY CAPABILITY:

13. Coordinate verbal and manual instruction.
14. Assess a patient 10 feet away to observe patients posture and response to treatment.
15. Respond to a timer, alarm, or cries for help.
16. Monitor vital signs.
17. Auditory, visual, and tactile ability sufficient to assess patient status and perform treatments.
(Example: color changes in skin, hear heart and lung sounds)

COMMUNICATION ABILITY:

18. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing. (Example: explain treatment procedures, teach patients and families, document in charts)
19. Effectively adapt communication for intended audience.
20. Interact, establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
21. Assume the role of a health care team member.
22. Function effectively under supervision.

PROBLEM SOLVING ABILITY:

23. Function effectively under stress.
24. Respond appropriately to emergencies.
25. Adhere to infection control procedures.
26. Demonstrate problem solving skills in patient care. (measure, calculate, reason, prioritize, synthesize data)
27. Use sound judgment and safety precautions.
28. Address problems or questions to the appropriate person at the appropriate time.
29. Organize and prioritize job tasks.
30. Follow policies and procedures required by clinical and academic settings.

I have reviewed the *Essential Functions Required of Allied Health Students* and anticipate that I will be able to perform these functions:

_____ **without accommodations**

_____ **with accommodations** Please explain: _____

**LOS RIOS COMMUNITY COLLEGE DISTRICT
AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK**

NAME: _____ STUDENT ID NUMBER: _____

CLASS/ACTIVITY: _____ INSTRUCTOR'S NAME: _____

This is a release of liability and assumption of risk agreement. Read it carefully and sign below. Completion of this form is necessary in order to participate in this class activity. I understand my decision to take this class or activity is optional and voluntary. This document cannot be altered or modified by any verbal or written statements.

I am aware that participating in this Los Rios Community College District (DISTRICT) class or activity can involve **MANY RISKS OF INJURY** including, but not limited to, property damage, bodily injury, personal injury and death.

In consideration of the DISTRICT permitting me to participate in the _____ class/activity, I hereby voluntarily assume all risks associated with my participation and release the DISTRICT, its employees and volunteers, its colleges, campuses and centers, its governing board and the individual members thereof, and all other DISTRICT officers, agents and employees from all liability (whether based on negligence or otherwise) for injuries (including death) and damages arising out of or in any way related to the activity and/or class.

I understand that if this is/involves an excursion or field trip as defined by California Code of Regulations, Section 55220 that Section states in part:

“All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

By signing this Agreement, I hereby waive all such claims.

I understand and agree to accept all the rules and requirements of the activity and/or class, including safety rules and instructions given by the supervisory personnel. I understand, and agree, and grant to the DISTRICT the right to terminate my participation in the activity and/or class within the DISTRICT's or DISTRICT's employee's sole discretion. If applicable, I understand and agree that any costs associated with my return transportation shall be at my personal expense.

I consent to the DISTRICT providing emergency health assistance if it is determined necessary and further consent to the DISTRICT notifying the emergency contact (listed below) and agree that this liability release and assumption of risk agreement applies to any of the DISTRICT's actions in this regard.

This agreement shall inure to the benefit of and be binding upon my heirs, decedents, successors, executors, assignees, legal representatives, and all family members. The provisions of this agreement including, but not limited to, my waiver of liability and my assumption of risk shall survive this agreement.

The following person should be contacted in case of an emergency: (please print)

Name Address Telephone No.

I/WE, THE UNDERSIGNED, HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS AND THAT I/WE ARE VOLUNTARILY ASSUMING ALL RISKS AND WAIVING ANY AND ALL CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS ACTIVITY AND/OR CLASS. I/WE AGREE THAT NO ORAL REPRESENTATIONS, PROMISES, OR INDUCEMENTS, NOT EXPRESSLY CONTAINED HEREIN HAVE BEEN MADE AND THAT THIS DOCUMENT CONSTITUTES THE ENTIRE AGREEMENT PERTAINING TO THE SUBJECT MATTER CONTAINED HEREIN.

*If participant is under 18,
parent or guardian must sign.*

SIGNATURE Date

PARENT OR GUARDIAN Date



LOS RIOS
COMMUNITY
COLLEGE
DISTRICT



PHOTO/VIDEO RELEASE

I hereby grant to the Los Rios Community College District and its colleges full and complete rights to the use of my image and voice (still photograph, audio or video recording), with or without the use of my name, in district and college print and electronic publications or productions promoting the district, its colleges and/or programs. This release is given without charge to or any remuneration from the Los Rios Community College District or its colleges.

I hereby release and agree to hold the Los Rios Community College District and its colleges free and harmless from any claims of copyright, libel, slander, invasion or violation of privacy or other similar rights that I may hold or assert.

Name (print)

Signature

Date

For Office Use Only:



REQUIRED DRUG SCREENING FOR SACRAMENTO CITY COLLEGE STUDENTS IN ALLIED HEALTH PROGRAMS

All Allied Health programs at Sacramento City College require prospective students to take a drug screen and background check. The fee is \$103 and covers both the background check and drug screen through Verifystudent.com. Students are responsible for the cost. Before you obtain your drug screen you must have already paid the fee online with Verifystudent.com to initiate your background check.

The drug screen includes screening for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates, methaqualone, methadone, propoxyphene and phencyclidine plus alcohol and must be taken at one of the sites listed online. The labs have been approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or College of American Pathologists (CAP).

All clinical facilities in the greater Sacramento area require drug screens and law enforcement background checks for all students prior to entering a CVT assisting program. A urine sample is required. If there is a break in continuous enrollment in the program, students will need to repeat a drug screen and background check as required by our partners. Some county courts charge additional fees to search records. Students will be contacted for any additional court fees.

All enrolled CVT students are subject to drug screening through a school designated vendor prior to enrollment. Sacramento City College and the CVT Program maintain a **no tolerance** policy regarding substance use when participating in the CVT assisting program. A student with a positive drug screen will be denied placement and participation at the clinical facilities and will be required to withdraw from the program. Additionally, students must agree at the time of admission to random drug testing while in the program. Any evidence of substance abuse may result in immediate administrative dismissal from the program. This includes THC even if a student has a prescription. Students are responsible for the cost of all screenings.

The Program Coordinator will be able to access the results of your background check and drug screen at a secure online site. If a student tests positive for any of the above substances on their initial screen, they may repeat the test **once** to demonstrate negative results. A retesting fee of \$53 will apply. **Be aware that depending on the person, it is possible for THC, the active ingredient in marijuana, to be detected in urine for as long as 60 to 90 days after its use.** All students must demonstrate a negative screen (no evidence of drugs or alcohol) by the date of program orientation. Admission to the program may be withdrawn for students who fail to pass the drug and alcohol screen.

Two Step Instructions: Follow the instructions on the next page to pay the \$103 fee and start the background check. Take the electronic receipt and confirmation code to one of the sites listed online.

WITHIN 48 HOURS OF PAYING THE FEE.

You do not need to submit any paperwork to the school regarding this drug screen/background check. Results will be electronically submitted to the Program Coordinator.

Note: It is possible that students may be required to have additional background checks or unscheduled drug screens at the request of the Program Coordinator and/or clinical facilities.




Student Background & Drug Screening – Ordering Procedures for:

SACRAMENTO CITY COLLEGE – CARDIOVASCULAR TECHNOLOGY

Ordering student background screening reports from VerifyStudents.com couldn't be easier!

Ordering Instructions:

A valid email address is required to complete this process (if you do not have an email account you can establish a free account at Yahoo.com)

- Log onto our website at www.VerifyStudents.com
- Click the **Start Here** Button (next to “students only”)
- Enter the special promotional code listed below and then hit the **‘GO’** Button.
- Complete the online application section in its entirety.
- Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment.
- 
- Click the **‘Submit’** Button at the end of the process and you will be taken to the drug screening self-scheduling tool. Follow the simple on-screen instructions to initiate the drug screening process.
- Once you have scheduled your drug screening event, you will be provided with an electronic receipt and confirmation code (PLEASE BE SURE TO SAVE THIS RECEIPT FOR YOUR RECORDS).

YOUR PROGRAM'S PROMOTIONAL CODE IS: [SCCDBGDS](#)

*** Please note that many county courts charge additional fees to search their records. You may be contacted by CSS for payment authorization should additional court fees apply to your background investigation.**

***Please note that this information is for the sole purpose of background screening for this school only.
Unauthorized use of our service is prohibited***

CHECK-LIST

√	ITEM	SPECIFICS	DUE DATE
	Apply to Financial Aid	If needed	IMMEDIATELY
	Register for classes	Use permission numbers provided on your “Calendar of Events.”	ASAP Need permission #'s
	Get a physical examination including: <ul style="list-style-type: none"> • All vaccinations • Tuberculosis testing 	Form provided (can also print from Program Manual)	August 3, 2026
	Obtain CPR training	Must be: <ul style="list-style-type: none"> • Healthcare Provider CPR • American Red Cross or American Heart Assn. • Valid through June 2026 	August 3, 2026
	Purchase scrubs (Black)	Link available in Program Canvas Classroom	ASAP
	Purchase Fall Supplies from UCLA	See UCLA order link in the Program Canvas Classroom	August 3, 2026
	Background check/drug screen	Form provided (can also print from Program Manual)	August 3, 2026
	Return forms: <ul style="list-style-type: none"> • Physical forms (3) • Vaccination Record • CPR certificate (copy) 	Return forms to Program Director or mail to: Sacramento City College CVT Department ATTN: Mrs. Tammie Lane 3835 Freeport Blvd Sacramento, CA 95822	Must be RECEIVED by our office by: August 3, 2026
	Attend MANDATORY Orientation	Davis Center South Building, Room 113	Monday August 3, 2026 9:00 – 12:00



Memorandum of Understanding

This manual is intended to serve as a reference for students in the Invasive Cardiovascular Technology Program at Sacramento City College, as well as for faculty members associated with this program. Important information on policies, procedures, and requirements relevant to academic and clinical education of Cardiovascular Technologists is included. With written notification to students, the information in this manual is subject to change. The Sacramento City College website and/or catalog should also be consulted for program information and current college policies and procedures.

My signature below confirms that faculty have explained the contents of the CVT Program Manual herein and that I have read and understand my duties and responsibilities as a student in the CVT Certificate Program.

Student Signature

Date

Printed Name

Program Coordinator's Signature

Date

NOTE: Upon submission of this memorandum of understanding, any reference or implication for lack of policy knowledge on the student's part during the program will not be an accepted defense.