

VALENCIA COLLEGE

Cardiopulmonary Sciences
Bachelor of Science degree
Advanced Technical Certificate (Echocardiography)

Program Handbook (2022-23)

The purpose of this handbook is to familiarize the student with the policies of the program, and to provide direction to the student throughout his or her course of study.

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Program Information

Introduction and Welcome

Welcome to the Valencia College Cardiopulmonary Sciences Bachelor's degree Program. This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the program. **KEEP IT IN AN EASILY ACCESSIBLE FOLDER ON YOUR DESKTOP.** All of the faculty endeavor to help you achieve your educational goals. We wish you success.

This handbook provides a set of guidelines to facilitate learning, to maintain our high standards of professionalism and to assure that you, the student, receive all the benefits from this educational opportunity. All policies and standards apply to both the BS degree and the Advanced Technical Certificate (ATC) program.

The college catalog states, "Valencia College reserves the right to make changes in the regulations and offerings in this handbook as circumstances require." However, it is our desire to state as many specific expectations and requirements as possible. Students are responsible for accessing Valencia's online college catalog and student handbook as needed to clarify policies and procedures.

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In July 2009, the University of Central Florida decided to sunset several academic programs. Cardiopulmonary Sciences was one of these. Because this was one of only two Bachelor's degree in Cardiopulmonary Sciences offered in the Florida public college system, this decision created a serious void in the Respiratory Care profession. Without an available pathway for obtaining an advanced degree, Respiratory Care professionals were left without one of the necessary tools for professional advancement.

Following this decision by UCF, the presidents of the *Direct Connect to UCF Consortium* agreed to a coordinated plan to have the state and community college partners develop and offer baccalaureate degrees in these areas to ensure a smooth transition for currently-enrolled students and to meet community demands and local workforce needs for the future. After careful analysis of the associate and baccalaureate level enrollment data, regional workforce demands, and local economic development initiatives, the partners agreed by consensus that Valencia was best prepared and equipped to develop the proposal for a baccalaureate degree program in Cardiopulmonary Sciences to serve Central Florida. The scope of the program was expanded to include Cardiovascular Technologists. The inaugural class in the BS in Cardiopulmonary Sciences degree program started in the Spring semester of 2014.

Program Purpose/Mission Statement

The Cardiopulmonary Sciences program offers professionals with an AS degree in Respiratory Care and Cardiovascular Technology to expand their knowledge in health care leadership, education, community health and specialty clinical skills in echocardiography.

Program Goal

Prepare graduates to assume leadership roles within the Respiratory Care and Cardiovascular Technology professions.

Program Learning Outcomes and Performance Indicators

Students will:

1. Perform effective communication skills within the healthcare environment.
 - 1.1 Use appropriate writing style to communicate ideas in professional documents.
 - 1.2 Demonstrate professional interpersonal communication within the healthcare setting.
2. Practice professional behaviors in the healthcare setting.
 - 2.1 Demonstrate sensitivity in resolving simulated healthcare issues arising from cultural differences.
 - 2.2 Collaborate with other professionals to accomplish a common goal.
 - 2.3 Apply principles of professional ethics during clinical practice.
3. Perform specialty clinical skills as described by the scope of practice for a selected clinical concentration (Echocardiography).
 - 3.1 Perform procedures according to standards of quality practice.

- 3.2 Provide effective patient care in the clinical setting.
4. Execute safe clinical decision making (Echocardiography).
 - 4.1 Observe appropriate safety measures during performance of clinical procedures.
 - 4.2 Demonstrate critical thinking during problem solving in a simulated clinical scenario.
5. Demonstrate information literacy.
 - 5.1 Analyze research articles to determine accuracy and validity of findings.
 - 5.2 Integrate information literacy concepts into a research project.
 - 5.3 Critique research projects to determine appropriateness and usefulness to the profession.

Program Assessment

Assessment of student learning provides quantitative and qualitative information about what the program is designed to accomplish and what students should know, understand, and be able to achieve upon graduation. Program assessment is not an evaluation of individual students, faculty or staff. It is a process used to provide the program with feedback on its performance with the intent of helping improve the program and in particular, improve student learning. The assessment process produces information which supports data-driven decisions for program improvement. The program has developed a detailed assessment plan incorporating both program learning outcomes and instructional learning outcomes.

Assessment activities are conducted from student entry to student exit and post-graduation, and students will be asked to participate in these activities throughout their tenure at the College. Student participation is crucial to the assessment process.

The Program Advisory Committee is involved with the assessment process, primarily in the evaluation of data and development of strategies for the improvement of student learning. The Advisory Committee is kept regularly informed about the assessment activities through periodic updates including email and online surveys and through annual meetings.

Valencia Student Core Competencies

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies and include:

In this program, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of these competencies which are also outlined in the College Catalog.

Think—Critical thinking is a vital skill for healthcare professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to analyze, synthesize, integrate, and evaluate information quickly and correctly to be able to meet the needs of your patients and the profession.

Value-- Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

Communicate—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, nonverbal) is essential in the medical fields. In speaking, listening, reading and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

- Identify own strengths and need for improvement as a communicator
- Employ methods of communication appropriate to audience and purpose
- Evaluate the effectiveness of own and others' communication

Act—Medical professionals must integrate all their technical skills and knowledge in to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices
- Respond appropriately to changing circumstances

Program Requirements and Course Descriptions

An overview of the BS degree program with all program requirements and course descriptions can be accessed at the following link.

<http://catalog.valenciacollege.edu/degrees/bachelorofscience/astobscardiopulmonarysciences/#programrequirementstext>

Program Curriculum

The Bachelor of Science in Cardiopulmonary Sciences degree program consists of general education courses, the core curriculum and a single concentration identified by the student at the time of application and admission to the program. A student may change his or her declared Concentration during the program, but should be mindful of clinical practicum requirements and course sequence if Non-Invasive Cardiology is selected.

With the exception of the echocardiography clinical practicum, community health service learning, and any general education courses needed, all courses will be offered on-line using the Canvas LMS platform which can be accessed here: <https://online.valenciacollege.edu>

There are six (3) concentrations currently available:

Community Health (Service learning track)

This concentration will prepare you to provide health education to help people within the community manage acute and chronic cardiopulmonary illness. You will gain an understanding of clinical approaches for prevention and treatment of chronic illness, as well as an overview of the public health system. You will apply this knowledge to work within acute care facilities, long-term care, outpatient centers, and homecare environments. Requirements for the Community Health Concentration Service Learning course will vary with the community health agency.

Leadership (non-clinical track)

The concentration provides specialized course work for those aspiring to, or already in, leadership positions within their respective health professions. You will gain knowledge and skills related to healthcare administrative and supervisory duties which will enable you to more effectively perform leadership roles within healthcare.

Non-Invasive Cardiology / ATC Echocardiography (Clinical track)

From diagnosis to treatment, you will focus on managing cardiovascular disease from the patient perspective. You will learn basic techniques of non-invasive ultrasound modalities used to evaluate disorders of cardiac circulation, cardiac valves and myocardium, pre- and post-procedure care and therapeutic measures to treat cardiovascular diseases. You will develop echocardiographic examination skills in the laboratory and clinical setting. By completing six course credits beyond this concentration, you will be eligible to sit for the Cardiovascular Credentialing International (CCI) Registered Cardiac Sonographer (RCS) specialty examination.

Projected Course Offerings These course offerings are subject to change.

| CORE REQUIRMENTS | FALL | SPRING | SUMMER |
|---|-------------|---------------|---------------|
| RET 3287 Cardiopulmonary Diagnostics | | X | |
| RET 3536 Cardiopulmonary Rehabilitation | | X | |
| RET 3715 Neonatal Medicine | | | X |
| RET 3354 Medical Pharmacology | X | | |
| HSC 4555 Pathophysiologic Mechanisms | X | X | |
| HSC 4640 Health Law and Compliance | X | X | X |
| HSC 4652 Ethics and Health Care | X | X | X |
| HSA 4184 Leadership in Health Care | X | X | X |
| HSA 4702 Research Methods | X | X | X |
| | | | |
| ELECTIVES (Only one Elective Course is Required) | | | |
| RTE 3253 Teaching in the Health Professions | | X | |
| HSA 4340 Human Resources Management | X | X | |
| RTE 3205 Administration and Supervision | X | | X |
| | | | |
| SELECT ONE CONCENTRATION: | | | |
| | | | |
| Community Health | | | |
| RET 4524 Community Health | | | X |
| HSC 4500 Epidemiology | X | | |
| RET 4034 Problems in Patient Management | X | | |
| RET 4940 Community Health Service Learning * | X | X | X |
| | | | |
| | | | |

| CONCENTRATIONS: (CON'T) | | | |
|---|-------------|---------------|---------------|
| | FALL | SPRING | SUMMER |
| Leadership | | | |
| HSA 4110 Organizational Behavior | X | X | |
| HSA 4340 Human Resources Management - cannot also be used as Elective | X | X | |
| HSA 4341 Conflict Management in Healthcare | | X | X |
| HSA 4850 Healthcare Leadership Capstone | X | X | X |
| Non-Invasive Cardiology | | | |
| RET 4440C Cardiac Ultrasound I | X | | |
| RET 4942L Cardiac Ultrasound Clinical Practice I* | | X | |
| RET 4441C Cardiac Ultrasound II* | | X | |
| RET 4943L Cardiac Ultrasound Clinical Practice II* | | | X |
| <i>If planning to earn ATC in Echocardiography as well as Non-Invasive Cardiology Concentration</i> | | | |
| RET 4443 Cardiac Ultrasound Physics | X | | |
| RET 4444C Cardiac Ultrasound III* | X | | |
| RET 4944L Cardiac Ultrasound Clinical Practice III* | X | | |

Program Policies

Atlas and Student E-mail Accounts

Atlas is Valencia’s online learning community, customized to each individual’s interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, and academic records.

Atlas Help Desk: 407-582-5444.

As an admitted Valencia student, you will receive an e-mail account through Atlas; this will be the primary and official form of communication from Valencia to you. You should not forward your Atlas e-mail as many Internet service providers filter Atlas e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your Atlas e-mail, on your individual course sites, and throughout Atlas as general information. Atlas allows access to: your student records; register for courses; change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans as well as document your learning outcomes in Atlas.

Valencia will use your Atlas e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses Atlas e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student’s Atlas e-mail address are official notices.

You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail. To avoid missing important communications from Valencia, it is suggested that you set your Web browser to Atlas and check your account every day for official announcements and notifications.

Academic Standards and Progress

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, or C. The student must earn a grade of “C” or better in all prerequisite and upper division courses to successfully complete the Bachelor’s degree in Radiologic & Imaging Sciences.

Students in Bachelor’s degree programs at Valencia College are limited to two (2) attempts per course. Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt.

An exception to this rule is the clinical practicum which cannot be repeated. Earning a grade less than C in a practicum course may result in dismissal from the program. Students who withdraw from a practicum course will only be allowed to re-enroll if they were passing the course at the time of withdrawal and had to withdraw due to unforeseen circumstances. Students who earn less than a C in a practicum course will not be eligible for another clinical placement.

Before withdrawing from a course, the student should talk with the professor to discuss course progress and contact the Program Advisor to discuss how a withdrawal will affect career and education plans and/or the status of financial aid.

Program academic courses in which a student receives a grade lower than “C” may be repeated for grade forgiveness. Students enrolled in Valencia’s Bachelor’s degree programs are limited to two course repeats for grade forgiveness.

Students demonstrating unsatisfactory academic progress will be subject to academic action including Academic Warning, Academic Probation and Dismissal from the program. Students have the right to appeal an academic action decision. The appeal process is found in the Valencia College Catalog at the following link

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/academicgrievanceprocess/>

The Grounds for Dismissal are listed below. A student may be dismissed from the program at any time for violation of any of the following:

1. Excessive failures or withdrawals from Program and/or college courses.
2. Insubordination.
3. The conviction for and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
4. Unprofessional or unethical conduct.
5. Cheating in related or professional courses.
6. If a hospital requests a student be removed for violations of hospital or departmental policy or procedure.
7. Falsifying records.
8. Failure of a clinical practicum course.

Student Dispute and Resolution in the Cardiopulmonary Sciences Program

This policy has been created to address any concern or complaint regarding an academic instructor, course, clinical site and/or non-academic matters (discrimination, harassment and related misconduct).

Valencia College-wide Student Dispute and Resolution Policy

The college has created the following webpage to provide detailed policy, procedures and forms for Student Dispute Resolution <https://valenciacollege.edu/students/disputes/>. Detailed policies may also be found in the Academic Policies and Procedures section of the Valencia College catalog <http://catalog.valenciacollege.edu/academicpoliciesprocedures/>.

This includes:

- *Final Grade Disputes*
- *Non-Final Grade and other Academic Disputes*
- *Student Administrative Complaint Resolution*
- *Civil Rights Discrimination*
- *Sexual Harassment / Sexual Assault (Title IX)*
- *Student Code of Conduct*

Discrimination, Harassment or Related Misconduct Complaint Policy 6Hx28:8-10

Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Chair, Dean or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email equalopportunity@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: www.valenciacollege.edu/EO.

Allied Health Division Academic Dispute Procedure

The following procedures have been created to assist our students with resolving any disputes or concerns within the division:

Any student who feels he/she has a justifiable academic or non-academic dispute regarding a Radiologic & Imaging Sciences program instructor, student, or clinic site shall follow the above reporting procedure within the division:

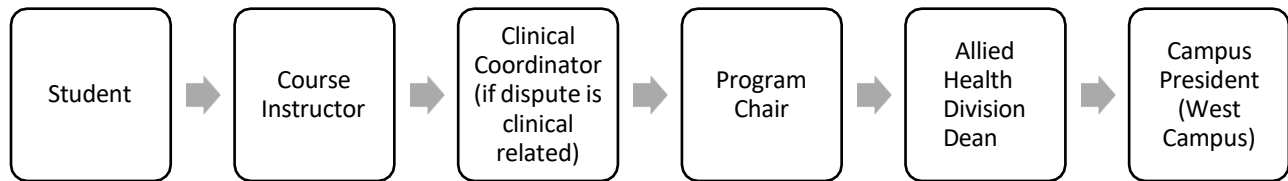
- I. If the complaint is regarding **didactic/lecture class**:
 - a. During normal office hours or by appointment, communicate openly with the issue with the Instructor and try to resolve the problem as soon as possible.
 - b. After discussion with Instructor - If the issue is still unresolved, contact the Program Chair to act as a mediator towards the resolution.
 - c. After mediation with the Program Chair – If the issue is still unresolved, make an appointment with the Allied Health Dean.
- II. If the complaint is regarding **clinical rotation**:
 - a. During normal office hours or by appointment, communicate openly with the Valencia College Clinical Instructor and try to resolve the problem as soon as possible.

- b. After discussion with Valencia College Clinical Instructor - If the issue is still unresolved, contact the Program Chair to act as a mediator between all parties (to include reporting and updating the appropriate parties) to find a resolution.
- c. After mediation with the Program Chair – If the issue is still unresolved, make an appointment with the Allied Health Dean.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow *Valencia College’s Policy on Student Academic Dispute and Administrative Complaint Resolution* (Policy 6Hx28:8-10)

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-10-Student-Academic-Dispute-and-Administrative-Complaint-Resolution.pdf>

Allied Health Division’s Student Dispute Chain of Command



NOTE: If a student’s dispute is related to an individual in the above chain of command, then it is advised that the student contact the next person in chain of command or express their concern through the Student Dispute Resolution webpage <https://valenciacollege.edu/students/disputes/>

Please submit a **CONCERN-ISSUE REPORT FORM** to initiate any process within the Allied Health Division.

NOTE: Please be aware that initial communication regarding a student’s performance or academic-standing should be between Allied Health Faculty/Administrators, and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student (FERPA Policy <http://valenciacollege.edu/ferpa/>). In the event the student should require additional individuals to be present or in any other manner, the student must sign release form specifically for the individual with whom the information is to be shared.

Grading Scale

The Allied Health Division has adopted the following grading scale although Individual instructors may deviate from this scale. See each course syllabus for the applicable standards.

| | |
|----------|-----------|
| A | 93 - 100% |
| B | 85 - 92% |
| C | 76 - 84% |
| D | 69 - 75% |
| F | Below 69% |

Attendance/Tardiness/Withdrawal Policy

Regularity in classroom attendance and punctuality are vital to academic success. Students are expected to attend class regularly and punctually. Students who do not maintain regular attendance and who fall behind in their work may be withdrawn by the professor. **For online courses, attendance is determined by consistency in logging in and accessing the course content and completing assignments according to the schedule.**

According to Valencia policy, students who are not actively participating in an online class must be withdrawn by the instructor at the end of the first week. In order for the professor to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date.

If withdrawn by the instructor, your transcript will reflect a W and this will count as one attempt for this course. If you decide early enough not to complete this course, it is better for you to drop the course yourself prior to the Drop/Refund Deadline to avoid negative consequences; if you decide after the Drop/Refund Deadline not to complete the course, it is better for you to withdraw yourself prior to the Withdrawal Deadline - "W" Grade to avoid negative consequences.

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Academic Integrity

It is assumed that as healthcare professionals, students will adhere to and will maintain the highest standards of academic integrity and professional and ethical conduct. Students are expected to submit only their own original work and not cheat by giving answers to others or taking them from anyone else. **Ethics violations will be reported to the NBRC or CCI and the FL Department of Health for investigation.**

Unless otherwise stated, all assignments, quizzes and exams are to be completed individually by each student enrolled. Students may not communicate with other students during completion of a quiz or examination. Working with other students, giving or receiving assistance during quizzes or exams is a form of academic dishonesty and will be considered cheating. Copying or printing of any quiz or test questions (for any purpose) is expressly prohibited and also considered cheating.

Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result in at least an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate sanctions according to the Student Code of Conduct in the current Valencia Student Handbook.

On-line Learning Netiquette

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when communicating with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. (Adapted from: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>)

GENERAL GUIDELINES

When communicating online, you should always:

- Treat others with respect, in all online communication
- Always use your professors' proper title: Dr. or Prof., or if you're in doubt use Mr. or Ms. Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

EMAIL NETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

DISCUSSION NETIQUETTE

When posting on the Discussion Board in your online class, you should:

- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded
- DO NOT USE ALL UPPERCASE IN YOUR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Allied Health Division Gifting Policy

The Allied Health Division strictly follows the State of Florida's policy enforced by Valencia College - Gifts should not be exchanged between College employees and students. Please see **POLICY: 6Hx28: 3E-05.2**

Ethical Conduct and Performance

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume3E/3E-05.2-Ethical-Conduct-and-Performance.pdf>

Proctored Testing

To maintain program integrity, in some of the program courses, the midterm and final exams may be scheduled at a Valencia College Testing Center during a specific time window. Not all courses require on-site testing. The dates and times for each exam window will be on the course schedule. If the student is unable to take the exam at the scheduled time, he/she must contact the instructor prior to the scheduled exam time to make specific arrangements. **It is the student's responsibility to verify the hours of operation of the chosen testing center and have the proper identification for entry into the center.** Valencia's testing center home page is linked here: <http://valenciacollege.edu/testingcenter/>

Students who live outside the Orlando area may make arrangements to use an alternative site for testing. It is the student's responsibility to locate an appropriate site and make all arrangements including paying any and all associated fees for this service. **The student must notify the instructor and provide contact information for the testing center so that the exam can be made available.** This contact must be made well in advance of each scheduled exam.

Some instructors also permit the option of utilizing an online proctoring company (Proctor U) that allows students to take exams from any location while being monitored remotely. This service requires that students have a good quality high-speed internet connection, a webcam and a microphone. The student is responsible for setting up an account, scheduling an exam time, paying any and all fees and abiding by the policies of the proctoring company. Proctor U is a separate commercial proctoring service that is not affiliated in any way with Valencia College. Details and instructions on how to set up an account are found at: <https://www.proctoru.com/index.php>.

The student must notify the instructor prior to the scheduled week of an exam if they are planning to use this service.

Writing Requirements

College level writing is an increasingly important skill for imaging professionals taking on leadership roles in their organizations. Because of this, outside reading, research and writing will be essential components of your education in this program. To encourage this habit, you will be required to submit written assignments and online discussions according to the module schedule in most of the courses offered. In order to demonstrate your understanding and knowledge of the assigned reading, there may also be assignments or specific questions posted to the discussion board which you will be required to answer.

Some students seem to struggle with composing their own thought processes into well-written, clearly worded essays and resort to relying too much on the wording used in resources written by others. Plagiarism is a very serious and growing problem among college students.

Remember the goal of writing assignments is to enhance learning of the course content. Research shows that students learn more deeply when, after reading new subject matter, they are able to think about the information, and then communicate about it using their own words and ideas. Simply copy/pasting from others' ideas and words does nothing to increase students' understanding or learning, and is a complete waste of your time and mine. Therefore, when completing any written assignment in this program, you are expected to express your own ideas and thoughts, using your own words. The use of quotes or close paraphrases must be limited, and only used when absolutely necessary to help convey your message; and when these are used, they must be properly cited using APA format.

Plagiarism Detection Tools

All written assignments are subject to submission through plagiarism detection software as deemed necessary by the instructor. If you are unsure of what exactly constitutes plagiarism, it is your responsibility to access appropriate resources and/or contact the college writing center for individualized assistance.

Unicheck© will be utilized to monitor your written work in specific courses within the program. This is an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. After the assignment is processed, the instructor receives a report from Safe Assign that states if and how another author's work was used in the assignment.

As a general policy, the matching report will be used to adjust scores on your written assignments. Your match score should always be less than 15%. Scores above 20% will receive point deductions proportional to the percentage match. No credit (zero points) will be given for written assignments showing more than 50% matches regardless of proper citation use. Of course, matches citing your reference listing and/or question headings will not count toward these totals.

Community Health Service Learning – Community Health

DESCRIPTION: The Community Health Service Learning course is a requirement for the Community Health Concentration of the BS Cardiopulmonary Sciences Program. This Service Learning course is a 1 semester, 1 credit, volunteer experience, in which students participate in a health intervention in their community. The Community Service Learning course requires an average service commitment of 5 hours per week, or 80 hours per semester, and culminates in a health intervention project that will benefit the community health program. The student may select the community health program that they would like to become involved in, however, it must provide health interventions which prevent or manage cardiac and/or pulmonary disorders. The Program Chair must approve the program and the proposed project prior to registration for this course.

STEPS TO BE COMPLETED PRIOR TO REGISTRATION FOR RET 4940:

- 1) Identify a cardiac and/or pulmonary community health program in your community that you would like to become involved with.

- 2) Contact the community health program supervisor to discuss your interest in becoming involved in one of their community health projects. Determine if there is a project that you can work on which would help improve the services that are provided to the community.
- 3) Meet the required volunteer criteria of the organization, including any background screening that may be required. It is the student's responsibility to meet the volunteer requirements of the selected community service organization.
- 4) Complete the Community Health Service Learning application and submit it to the Program Chair, including:
 - a. The semester that you plan on completing the Service Learning course
 - b. The name of the organization
 - c. A description of the health interventions provided
 - d. The name of the person who will be supervising your involvement
 - e. A brief description of your proposed project
 - f. A signed commitment to complete the requirements of the Community Health Service Learning course.
- 5) Once your application is approved by the Program Chair:
 - a. Register for the course once permission is granted
 - b. Meet the course requirements during the designated semester
 - i. Submit Weekly Journals during the term
 - ii. Maintain a signed attendance record at mid-term and finals week
 - iii. Submit a formal proposal of your project
 - iv. Complete a mid-term progress check
 - v. Write a formal paper or develop a presentation describing your project
 - vi. Specific guidelines for each requirement will be described in Blackboard
 - c. The grade assigned for the Community Service Learning is based on: participation hours, the quality and depth of your project, and the formal paper describing the results of your project.

Clinical Practicum Policies – Non-Invasive Cardiology

Placement in a clinical practicum can only occur following successful completion of the pre-requisite course work. It is, however, not automatic and must be specifically requested. The placement process will only begin after the student notifies the Cardiac Ultrasound instructor of his or her intention to enroll in the Clinical Practice component. After being granted permission, the student must also register for the practicum course and satisfy all compliance requirements before placement will be secured.

All Clinical Practicum requirements must be completed during the semester in which the student is enrolled in each clinical course. Cardiac Ultrasound Clinical Practice I and II are each 2-credit courses, and both include 240 hours of clinical experience. Clinical Practice I is offered during the normal 15-week Spring semester, which equates to 16 hours per week of scheduled clinical experience. Clinical Practice II is offered during the 12-week Summer term, so equates to 20 hours per week of scheduled clinical experience. Specific days and times may be scheduled based on the student's availability with the approval of the clinical site. Cardiac Ultrasound Clinical Practice III, which is part of the Echocardiography ATC, but not a requirement for the BSCARDIO program, may be completed with

permission by BSCARDIO students in order to meet CCI RCS eligibility requirements. Cardiac Ultrasound Clinical Practice III is a 3 credit course, offered during the 15-week Fall semester, and includes a total of 360 hours of clinical experience, which equates to 24 hours per week of scheduled clinical experience.

Clinical Competency vs. CCI eligibility requirements – Non-Invasive Cardiology

Enrollment in and completion of the Cardiac Ultrasound concentration portion of the BSCARDIO program provides courses and clinical rotations designed to help achieve clinical experience in performing and documenting procedures toward compliance with the Cardiovascular Credentialing International – Registered Cardiac Sonographer (RCS) eligibility requirements. This does not guarantee completion of ALL of the eligibility requirements needed to sit for the CCI certification exam. Each course syllabus provides specific details about competency testing and other course requirements for satisfactory completion of the course. The student who wishes to fulfill CCI-RCS eligibility requirements will need additional didactic and clinical practice experiences to meet eligibility requirements. Sonographers with the appropriate ARDMS credentials who complete this concentration as part of the BS Radiologic and Imaging Sciences Program, will be eligible for the ARDMS- RDCS exam after completion of the cardiac ultrasound concentration.

Advanced Technical Certificate - Echocardiography

Additional Cardiac Ultrasound courses and Clinical Practicum experiences are provided in the Advanced Technical Certificate program in Echocardiography. Students in the BSCARDIO program, Non-Invasive Cardiology concentration may be eligible to complete the additional courses in the Echocardiography ATC program, however, these additional courses do not apply towards the BSCARDIO degree. A BSCARDIO student may be awarded an Advanced Technical Certificate in Echocardiography after completion of all of the required courses. Completion of the ATC in Echocardiography, with required documentation, fulfills the eligibility requirements for the CCI- RCS credentialing exam. Sonographers with the appropriate ARDMS credentials will be eligible for the RDCS exam after completion of the certificate program.

Upon completion of all required course work and clinical experience, students will be responsible for submitting the needed documentation and verification of completed procedures to the CCI for the RCS exam, and to the ARDMS for the RDCS exam. Falsification of any clinical documents is considered a breach of ethics and may be reported to the AARC, NBRC, CCI, ARDMS, and State Department of Health.

Clinical Affiliates and Schedule

Clinical placement can **ONLY** be secured at facilities where Valencia College has an active affiliation agreement in effect. The existence of an affiliation agreement does not guarantee that the facility will accept students for placement during any given semester. Currently, the primary clinical affiliate for Non-Invasive Cardiology is Orlando Health. Clinical practice locations will be expanded based on enrollment and program need. All effort will be made to schedule students on their preferred clinical days and times; however, there are sometimes circumstances beyond our control that prevent this from happening.

Clinical Compliance

Valencia College utilizes Castle Branch to document and verify each student's eligibility to be placed in a clinical practicum. Specific instructions will be provided after the student has filed his or her intent to enroll in the Practicum course. Prior to beginning the clinical practicum course, students must provide the following documentation:

- Current criminal background check and fingerprinting
- Drug screening
- Physical exam form
- Record with up-to-date immunization data

Specific instructions and estimated costs can be found at <http://valenciacollege.edu/west/health/compliance.cfm>

Demonstration of clinical compliance before and during clinical placement is a requirement of our clinical education sites. If a student is arrested after he/she has been accepted into the practicum course, he/she must notify program officials within 24 hours. Any arrest, regardless of guilt or innocence, **must be reported**. Failure to notify the programs officials will result in program dismissal due to unprofessional/unethical conduct. An arrest may affect the student's eligibility to attend clinical practicum and may delay program completion.

Substance Abuse Policy

A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition, shall be required to submit to mental or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be the responsibility of the student. Failure to submit to such an examination may result in dismissal from the program.

Confidentiality and Use of Electronic Devices Policy

Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right

to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed “directory information” which is available to all persons upon request unless the student places a “confidential hold” on his/her records. Student Consent to Release Education Records form: <http://valenciacollege.edu/admissions-records/documents/StudentConsenttoReleaseEducationRecords.pdf>

Clinical Confidential Information

As a student in a Valencia College - Allied Health program, you may have access to confidential information. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the clinical facility assignments, special education projects or other student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*. The intent of these laws and policies is to assure that confidential information, that is, Patient’s Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility’s electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to patient care is strictly confidential to anyone outside of the direct care of the patient.

As a student, you are required to comply with the applicable policies and laws governing confidential information. You further understand that professional codes of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity. *Therefore, students may not take any photographs, recordings, or videos while in the clinical setting, NAL, or classroom setting without special approvals from program manager or clinical site supervisor. Posting any such document to social networking or sharing with other individuals is strictly prohibited and may be a violation of Valencia’s Academic Honesty policy. HIPAA Laws ensure that all forms of social media will maintain health care appropriate confidentialities.* Any violation of these laws will subject the student to discipline according to the Student Code of Conduct (POLICY: 6HX28:8-03) <https://valenciacollege.edu/students/disputes/> which may include, but is not limited to, dismissal as a student and to legal liability. In addition to this policy, each clinical facility may require you to sign a related statement as you begin your clinical rotation.

Electronic Devices in Clinical Facility -

While in the clinical agency, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student’s responsibility to notify the clinical instructor prior to any communication and obtain permission. All personal electronic communication devices must be in the “off” position while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the unit.

Clinical Schedules/Attendance/Make-Up Time

Once the clinical schedule has been approved by the facility, any changes must be coordinated with the facility and the college. For reasons of accountability, liability, and responsibility the college must be aware of all times when students are present in clinical areas.

Time sheet

Students are to be signed in when they arrive and out when they leave by the Valencia designated Clinical Supervisor (clinical site employee) or floor supervisor. Time sheets must reflect time actually spent at the facility.

Absences

In the event of illness or any complication that may prevent you from attending your clinical assignment, **YOU MUST** complete the following **BEFORE** your expected arrival time:

1. Call your Clinical Supervisor at your clinical facility
2. Notify your Practicum Coordinator (Valencia faculty)

Make-up time

Make-up time is not required however, if you desire to make up missed time, you must coordinate the scheduling with the facility. Students may choose to attend additional clinical hours for enhanced experience with the express approval of the department supervisor. The college faculty must be notified of any changes or additions to the clinical schedule for liability purposes.

Dress Code

Clothing is a form of non-verbal communication that influences the self-concept of the wearer and conveys that concept to the observer. Students in the healthcare profession should adopt a style of dress that conveys competence, efficiency and safety. It is particularly important that students dress in a professional manner when guests are on campus and students are with patients. Rules and guidelines have been set to reduce risk of infection to the patient and to the student.

Students are required to appear professionally dressed and groomed whenever they are in attendance at a clinical site. Solid colored scrubs of any color may be worn unless the facility has a preferred style. All dress code policies of the facility must be followed.

Radiation Monitoring

Radiation monitoring is not provided for clinical practicum in CT or MRI. According to the State of Florida DOH guidelines, the CT scanner is located in a protected area and technologists are not exposed to ionizing radiation; and MRI does not utilize ionizing radiation.

Students enrolling in the Mammography practicum will be provided with a radiation dosimeter to be worn during their clinical practicum hours. Dosimeters will be mailed to the student prior to the beginning of the practicum and must be returned to "Radiation Detection Company" by the student after the semester is completed.

Student Health, Liability and Accident Policy**Student Health Insurance**

Students are strongly encouraged to maintain health insurance. Students can be treated at the clinic site for injuries occurring there, but are responsible for all costs incurred and/or proof of insurance prior to treatment.

Immunizations & CPR

Our clinical affiliates require that all students have current immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the Certified Background (CastleBranch)“Tracker,” and be available to the college for MMR, Varicella, HBV, Tetanus, PPD, influenza, CPR, and FIT testing throughout the entire program. It is the student’s responsibility to see that all **immunizations, CPR, annual PPD, and annual FIT testing are current**. Failure to do so will prevent you from attending clinic. If a student is dismissed from clinic for lack of compliance, all missed time must be made up and the student loses all of his/her professionalism points for the semester. For the purpose of Valencia student clinical rotation, **only American Heart Association BLS CPR** certification is acceptable

Liability and Accident Insurance

Students are assessed fees when enrolling in the clinical practicum course for liability and accident insurance. The following explains procedures to follow concerning accidents, injuries and exposure to communicable diseases. More specific concerns, other than those addressed herein, will be referred to the clinical sites’ infection control policies and the Valencia Communicable Diseases procedures for safe and effective management.

Procedure for Reporting Clinical Incident, Injury, Exposure, and Errors

If injured at the clinical site or lab, students must complete the following steps:

1. Notify your clinical instructor or lead teacher immediately, before the end of the clinical shift or lab time.
2. Seek medical attention at the clinical location if necessary or through your personal physician if you prefer. The medical provider will need all insurance information. This includes personal insurance and the college provided insurance.
 - Medical providers will file through personal (primary) insurance first, then through the college’s insurance carrier (secondary).
 - Medical providers will file through the college’s insurance carrier for students WITHOUT personal (primary) insurance.

Valencia College Sponsored Insurance Information:

The coverage of Incident/Injury/Exposure insurance sponsored by Valencia College is through the Florida College System Risk Management Consortium for students in the Health Science programs, but is limited to program clinical/lab related incidents only. The insurance does not cover sickness, disease, or injuries occurring on campus outside of clinical/lab activities. It is not group insurance with the college nor is it a worker’s compensation policy. This coverage is secondary to a student’s personal insurance – if a student does not have personal insurance, it will become their primary insurance for program clinical/lab related incidents only.

3. Contact Sandy Ragsdale, Administrative Assistant of Allied Health Dean at 407-582-1537 immediately following incident to arrange a time to complete Valencia’s Incident and insurance forms. Sandy will assist the student with the following:
 - Completion of the Allied Health Incident/Report.
 - Completion of the appropriate insurance claim form - AG Administrators Sports Insurance Specialist must have a claim form on file to pay medical expenses.

Procedure for Reporting Medication Errors and Other Incidents Involving Allied Health STUDENTS and CLINICAL PATIENTS:

If a medication error or other incident involves a patient, the student will care for the patient immediately, and subsequently notify the clinical faculty when the patient's safety is determined.

After immediate attention is given to the patient following a medication error or other incident, the student will notify the clinical faculty in person or via pager or cell phone immediately. If the clinical faculty is not at the site, as in the case of Practicum, do not leave a message on a Valencia College (VC) office phone, as this message may not be answered in a timely manner. If a faculty member has not responded to either a pager or cell phone call in a timely manner, please try to reach the clinical faculty again, or contact another faculty member. Leaving a message on cell phone or office phone does not constitute contact.

If an incident or error causes the student to be injured, or expose the student to a blood borne pathogen, the student should seek immediate medical attention at the clinical location, if necessary following the above "Procedure for Reporting Student Clinical Incident/Injury/Exposures" contained within this handbook.

Other Responsibilities of the Clinical Faculty:

The clinical faculty will notify the Clinical Director and/or Program Chair as soon as possible after the medication error or other incident, but no later than the end of the shift in which the medication error or other incident occurred. The Program Chair will notify the Dean of Allied Health, as soon as possible after the medication error or other incident. The Dean of Allied Health will notify the Campus President and the VC Risk Manager.

The student and clinical faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor.

The student and clinical faculty member should then complete the Allied Health Division's Clinical Incident/Accident/Error Information Form (found in the forms portion of this handbook) and FAX the completed form to the attention of the VC Risk Manager at 407.582.1863 as noted on the bottom of the form.

The student, clinical faculty, Clinical Director (if applicable) and/or Program Chair will meet with the Dean of Allied Health and the VC Risk Manager to review the Incident/Accident/Error Information Form within 48 hours of incident. The course work or remediation will be required by the student, to remain enrolled in the Allied Health Program.

Procedure for Pregnant Students

In an Allied Health program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the

sole responsibility and option of a student who is, or suspects, they are pregnant to notify their Clinical Coordinator and/or Program Chair. The College has a commitment to provide resources to a student who discloses that she is pregnant, so she can make an informed decision about her academic pursuits related to her pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See Valencia College Title IX & Equal Opportunity Policy <http://valenciacollege.edu/hr/title-ix/policy.cfm>

In the event a student becomes pregnant in the Cardiopulmonary Sciences program, and the term of the pregnancy is likely to overlap with the student's clinical practicum, it is highly suggested the student speak with her clinical coordinator and/or program chair. It is solely the student's responsibility and choice to speak with the faculty concerning her pregnancy and students should be advised that there are considerable possible health concerns for the fetus, especially during the critical first trimester of pregnancy.

Speaking with a clinical coordinator and/or program chair about the pregnancy and disclosing a due date is solely an attempt to guide and assist the student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. Students are advised that the College will work with and assist pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study. On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, students will work with the College to identify reasonable alternatives to allow the student to continue when possible. It is the student's choice to remain in or discontinue the program should she become pregnant. If you have any questions or concerns regarding this policy, please contact:

Mr. Ryan Kane, Title IX Coordinator/Equal Opportunity Officer

1768 Park Center Drive, Orlando, FL 32835

Phone: 407-582-3421

Email: Rkane8@valenciacollege.edu

Clinical Education Center Rules and Regulations

In order to maintain high standards of patient care, the Program has established the following rules of conduct in conjunction with the general hospital rules and regulations:

1. STUDENTS ARE SUBJECT TO ALL RULES AND REGULATIONS OF THE CLINICAL EDUCATION CENTER.
2. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being imaged. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
3. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
4. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area, should first be discussed with hospital officials (clinical supervisor) before involving the college faculty (clinical coordinators, program director) in the discussion.
5. Report any accident or incident to your clinical supervisor immediately and complete the necessary paperwork.
6. Students will, at all times, present themselves as professionals in the clinical education centers.

7. Students are to be in the clinical area only when they are scheduled to be there.
8. Possession of firearms or explosives, possession or consumption of alcoholic beverages, marijuana or un-prescribed narcotics on clinical site property will result in dismissal.
9. Insubordination to any superior could result in dismissal.
10. Conviction of a felony results in dismissal.

STUDENT SERVICES AND ACADEMIC ADVISING

Although bachelor's students in online programs generally do not need the same Student Services as students in on-campus associate degrees, all of the same services are available to bachelor's students. They are found in the Valencia Catalog at <http://valenciacollege.edu/students.cfm>

Student Resources

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Academic Support Resources

Valencia offers a broad range of services to support student learning. The following link provides information and access to many of these. <http://valenciacollege.edu/learning-support/>

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building, Room 102. You can contact them at 407-582-1523.

Finances

Each term there is a **Fee Payment Deadline**. Students who register and do not pay their fees by this date will be dropped from their classes and will need to attempt registration again with the Late Registration Fee of \$50. Students who initially register after the fee payment deadline also will be assessed the Late Registration Fee of \$50.

Financial Aid

The BSRAD is covered by **financial aid** for students who qualify. Valencia Financial Aid information is provided at <http://valenciacollege.edu/finaid/>. The first step in determining your financial aid eligibility is submission of the FAFSA (Free Application for Federal Student Aid) via www.fafsa.ed.gov. Note that the federal government requires that some applications be reviewed for accuracy through a process called "verification." If you are selected for this process, you will be required to provide additional documentation to Valencia for review. You will be notified through your Atlas e-mail account or by letter which documents you will need to provide to complete your financial aid file. If you are selected for "verification," your application will take longer to review so apply for financial aid as soon as possible.

Federal financial aid regulations permit students on financial aid to **attempt 150%** of the number of credits required for a degree before the student must submit a Satisfactory Academic Progress (SAP) Appeal; thus, students on financial aid seeking the BSRAD can **attempt a total of 192 credits** before having to file a SAP Appeal. This means that financial aid can be suspended while one is making excellent progress toward the completion of the BSRAD and a SAP Appeal would have to be submitted and approved in order for the aid to be continued. Of course, there are other factors that **affect one's financial aid status** such as grades, overall GPA, percentage of courses completed, etc.

Tuition Installment Plan

Valencia also offers a **Tuition Installment Plan (TIP)** that is explained at <http://www.mycollegepaymentplan.com/valencia>. The fee and deadlines for signing up for TIP are provided at that site. You may find the Business Office site to be helpful as well: <http://valenciacollege.edu/businessoffice/>.

Academic Advising

The program advisor, Julia Ribley, provides academic advising for BSRAD students. Contact her with any questions about course selection, registration, degree requirements, and/or progression toward degree. Although e-mail is preferred, you may call her as well. Of course, you can contact her for an appointment if you would like. Because there are only a few bachelor's degrees at Valencia, the bachelor's policies and procedures apply to a relatively-small number of Valencia students so it often is best to ask your questions of the bachelor's program advisor to obtain the answers that apply to bachelor's students.

Degree Audit

Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed, including the foreign language and General Education requirements; the audit excludes all courses not counted in the program.

It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to your degree. If you are considering changing your program, you may run a "what if analysis" degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.

To run your degree audit, follow these steps:

- Log onto Atlas
- Click *Students* tab at top
- Scroll down to *Path to Graduation*
- Select #2 *My Academic Progress (Degree Audit)*
- Select Term: *Select current or next term*
- Next screen should show your degree
- Click *Generate New Degree Audit*
- Select Term: *Select term you began the BS degree*
- Click your major
- Click *Generate Request*

Please review the audit closely and if you have questions, contact Julia Ribley, the program advisor, at jribley@valenciacollege.edu.

Change of Degree Concentration (Community Health, Leadership, Non-Invasive Cardiology)

Should you want to change your degree Concentration, you may do so by completing the Change of Major Form in Atlas:

- Log onto Atlas
- Click *Students* tab at top
- Under Student Forms, select Admission & Records
- Select Change of Major Form

Complete the personal information at the top and the questions related to Change of Program; then sign and date the form at the bottom. You then may take the form to the Answer Center on any Valencia campus or you can e-mail the form to Matthew Runnals at mrunnals@valenciacollege.edu or mail it to:

Matthew Runnals
Admissions Mail Code 4-8
Valencia College
1800 S. Kirkman Road
Orlando, FL 32811

If you take the form to an Answer Center, please write ATC Student for Matthew Runnals across the top of the form.

If you have any questions about the form, you may contact Matthew Runnals.

Alternative Award of Credit

The BS in Cardiopulmonary Sciences degree program consists of a core curriculum (30 credit hours including one (1) elective courses) and a concentration (10 credit hours) which includes specific theory and principles course(s) and a clinical practicum if applicable. Leadership in Healthcare is considered a non-clinical track which does not include a practicum experience. Community Health requires a required service learning experience. Non-Invasive cardiology concentration, and Echocardiography ATC require both laboratory and clinical practice.

If you hold more than one professional certification and you are interested in requesting the Award of Credit for your professional certifications, you should review the Award of Credit Agreement and the corresponding Request form. If you meet the requirements and want to request the Award of Credit, then you may follow the instructions and submit the paperwork for your request.

To locate the links for the Agreement and the Request Form with instructions,

- go to http://valenciacollege.edu/asdegrees/credit_alternative.cfm
- scroll alphabetically to Radiologic and Imaging Sciences
- click on the Request Form and Certifications.

**ALTERNATIVE AWARD OF CREDIT - BSCARDIO
SUMMARY**

| Admission Credential | Advanced Credential | Course(s) |
|--|--|---|
| RRT- Registered Respiratory Therapist (NBRC) *National Board for Respiratory Care | ACCS- Adult Critical Care Specialist | RET 3287 Cardiopulmonary Diagnostics, RET 3354 Medical Pharmacology (6 credits) |
| RRT – Registered Respiratory Therapist (NBRC) | NPS – Neonatal/Pediatric Respiratory Care Specialist | RET 3715 Neonatal Medicine (3 credits) |
| RRT – Registered Respiratory Therapist (NBRC) | RPFT – Registered Pulmonary Function Technologist | RET 3287 Cardiopulmonary Diagnostics (3 credits) |
| RCIS- Registered Cardiovascular Invasive Specialist (CCI) *Cardiovascular Credentialing International | RCS- Registered Cardiac Sonographer or RCCS- Registered Congenital Cardiac Sonographer | Cardiac Ultrasound Concentration (10 credits) RET 4440C (3cr), RET 4441C (3cr), RET 4942L (2cr) and RET 4943L (2cr) |
| RCES- Registered Cardiovascular Electrophysiology Specialist (CCI) | RCS- Registered Cardiac Sonographer or RCCS – Registered Congenital Cardiac Sonographer | Cardiac Ultrasound Concentration (10 credits) RET 4440C (3cr), RET 4441C (3cr), RET 4942L (2cr) and RET 4943L (2cr) |

All BSCARDIO students would have to have the Admission Credential plus the Advanced Credential In order to qualify for Alternative Award of Credit as listed.

Graduation

Valencia graduates students at the end of each Fall, Spring and Summer Full Terms and holds an annual commencement ceremony at the end of Spring Term. Graduates from the preceding Summer and Fall Terms can participate in the Spring Term graduation ceremony.

Early each term there is a **graduation application deadline** for students who plan to graduate at the end of that term. To graduate, you must submit a successful graduation application by the specific deadline listed in the Important Dates and Deadlines Calendar in the online Valencia Catalog:

<http://valenciacollege.edu/calendar/>

To apply:

- sign on to Atlas
- click the Students Tab at the top
- scroll down to Path to Graduation
- click on the Graduation Application
- complete and submit the application

Soon after, you will receive a reply with an acceptance of your application or a denial. With either response, please forward the response to Julia Ribley so that she will know your status—that you are “okay for graduation” or that she needs to look into something for you. Valencia encourages you to participate in the graduation ceremony for you to be recognized and for you to represent your program. Participation in the graduation ceremony and the reception held for BS graduates gives you a chance to meet students and faculty with whom you may have worked throughout your program but whom you may never have met.

Licensure Status

Your professional certification must remain current throughout your enrollment in the BSRAD Program. Any changes in licensure or certification status must be documented by submitting a copy of your current license. If at any time you become uncertified for any reason, or if you are obligated to surrender certification in any jurisdiction for disciplinary reasons, you must inform us of your change of status. It is your responsibility to report this to the Program Chair, Dr. Susan Gosnell.

Change of Name/Address

Any change in name, local address, permanent address (if different from the local address), or telephone number should be reported to the Student Records Office promptly.

Appendix A: Clinical Incident/Accident/Error Information Form

