

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SCHOOL OF HEALTH SCIENCES

**CARDIOVASCULAR TECHNOLOGY PROGRAM**

2013 INTAKE  
STUDENT HANDBOOK

**2013 - 2015**

# STUDENT HANDBOOK

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## **SECTION 1**

### **FACULTY**

## **MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY SCHOOL OF HEALTH SCIENCES**

**Address** Mohawk-McMaster Institute for Applied Health Sciences  
Room 204 – IAHS Campus  
1400 Main Street West  
Hamilton ON L8S 1C7  
(905) 540-4247, ext. 26732  
FAX: (905) 528-8242

**Associate Dean** Lori Koziol  
([lori.koziol@mohawkcollege.ca](mailto:lori.koziol@mohawkcollege.ca))  
Medical Radiation Sciences and Allied Health  
Faculty of Health Sciences  
Telephone: (905) 540-4247 ext. 26745  
Room 204 - IAHS

**Program Secretary** Jennifer Kruger  
([jennifer.kruger@mohawkcollege.ca](mailto:jennifer.kruger@mohawkcollege.ca))  
Telephone: (905) 540-4247, ext. 26732  
Room 204 - IAHS

### **Full-Time Faculty**

Rajinder Virk, ext. 26721  
Room 314 - IAHS  
Program and Clinical Coordinator  
([rajinder.virk@mohawkcollege.ca](mailto:rajinder.virk@mohawkcollege.ca))

David Darling, ext. 21748  
Room 315 – IAHS  
Professor  
([david.darling2@mohawkcollege.ca](mailto:david.darling2@mohawkcollege.ca))

## **SECTION 2**

### **CARDIOVASCULAR TECHNOLOGY PROGRAM**

- 2.1 PROGRAM OUTLINE**
- 2.2 PROGRAM DESCRIPTION**
- 2.3 PROGRAM OUTCOMES**
- 2.4 PROGRAM OF STUDIES**
- 2.5 COURSE DESCRIPTIONS**
- 2.6 AWARDS**

## **2.1 PROGRAM OUTLINE**

### **SEPTEMBER 2013 INTAKE:**

#### **YEAR 1**

<b>Semester 1</b>	September 3, 2014 – December 14, 2013 <b>Study Week</b> – October 21 – October 25, 2013
<b>Semester 2</b>	January 8, 2014 – April 19, 2014 <b>Study Week</b> – February 24, 2014 – February 28, 2014
<b>Semester 3</b>	May 5 – June 27, 2014 (8 wks)

#### **YEAR 2**

<b>Semester 4</b>	September 2, 2014 – December 13, 2014 <b>Study Week</b> – October 20 – October 24, 2014
<b>Semester 5</b>	January 7, 2015 – April 24, 2015 <b>Study Week</b> – February 23, 2015 – February 27, 2015

### **CLINICAL SCHEDULE**

#### **Clinical Practice I**

May 5 – June 27, 2014  
8 weeks full time clinical placement – 37.5 h/week (300 h)

#### **Clinical Practice 2**

March 2 – April 25, 2015  
8 weeks full time clinical placement – 37.5 h/week (300 h)

**Convocation** June 2015

For a list of all important academic dates please see the Student Academics Tab in Mocomotion. You will find a link to Important Academic Dates under the Registration Information section.

<http://www.mohawkcollege.ca/academic-year-important-dates>

## **2.2 PROGRAM DESCRIPTION**

### **Theory**

The Cardiovascular Technology program prepares graduates to assist physicians in cardiovascular diagnosis and treatment. Tests performed include 12 Lead ECG, Holter Monitoring, ECG Event Monitoring, Ambulatory BP Monitoring, Exercise Testing, Cardiac Pacing and Electrophysiology studies.

This program provides competency-based education linking theoretical concepts and clinical application of a broad spectrum of courses and techniques. Students are provided with clinical experience in hospitals and clinics affiliated with the program as well as on site 'hands-on' clinical training during the didactic portion of the program.

This program has been endorsed by the Canadian Society of Cardiology Technologists (CSCT) and the program is based on the CSCT National Occupational Competency Profile.

Graduates of the program are actively recruited by cardiac diagnostic centres in hospitals and cardiology clinics. Opportunities are also available in cardiac rehabilitation centres, research departments and in industry as Application Specialist or Medical Equipment sales. Graduates are also eligible to apply for admission to the Diagnostic Cardiac Sonography program at Mohawk College.

### **Clinical Experience**

All students enter the Cardiovascular Technology program with the understanding that it is a program requirement to complete their clinical training at clinical agencies affiliated with the Cardiovascular Technology program and which may be located throughout Ontario. These agencies have contracted in advance with the college to provide specific experience and resources during the normal clinical semester times; therefore placements are not available at any other agencies or during any other times. Allocation of students to these clinical facilities will be determined by the college in accordance with established practice. The college cannot accommodate any student requests for special consideration. Students must be prepared financially and personally to relocate and/or commute to their assigned clinical placement.

Graduates of the program have the opportunity to become a member of several professional associations dedicated to the promotion, development and standardization of the field of Cardiovascular Technology. Graduates of the program are eligible to write the national certification exam set by the Canadian Society of Cardiology Technologists (CSCT), as well as American certification with Cardiovascular Credentialing International (CCI) for Certified Cardiographic Technicians (CCT).

Graduates find employment in cardiac investigation services provided by hospitals, medical clinics, private offices, and commercial companies.

### **2.3 PROGRAM OUTCOMES**

1. Provide competent cardiovascular testing by applying comprehensive knowledge of cardiology and related disciplines.
2. Complete all work in accordance with legal and ethical requirements of the field, using accepted safety practices, and appropriate terminology specific to the occupation and the industry.
3. Provide quality patient care through all interactions with patients, their parents and families, co-workers, and the community.
4. Critically evaluate the patient's cardiac status using the relevant test procedure and results.
5. Identify emergency equipment, cardiovascular drugs, their use and the role of each member of the cardiac diagnostic team during a cardiac emergency.
6. Operate sophisticated medical equipment to assist physicians in the diagnosis and treatment of cardiovascular disorders.
7. Prepare accurate test reports such as Electrocardiograms, Holter Scans and Exercise tests for the interpreting cardiologist.
8. Apply scientific principles in the operation and evaluation of laboratory equipment and implanted cardiac rhythm management devices and assist with obtaining measurements and monitoring of the patient's hemodynamic parameters.
9. Assist the Cardiologist with invasive and therapeutic procedures utilizing aseptic, operating room and proper patient care techniques.

**The Cardiovascular Technology program outcomes are designed to meet all the core competencies outlined in the Canadian Society of Cardiology Technologist's National Occupational Competency Profile (CSCT NOCP).**



## 2.4 PROGRAM OF STUDY:

The Cardiovascular Technology Program is a 5-semester, 2-year Ontario College Diploma program.

<b>YEAR 1</b>			<b>HRS/WK</b>			
<b>Semester 1</b>	<b>14 weeks</b>		<b>Lecture</b>	<b>Lab</b>	<b>Online</b>	<b>Other</b>
HSCI 10062	Human Anatomy & Physiology 1		3.0		1.0	
HSCI 10063	Introduction to Cardiovascular Technology		2.0	1.0		
HSCI 10064	ECG Theory & Applications		3.0	2.0		
INFO 10161	Informatics for Health Sciences		1.0	2.0		
MATH 10028	Introduction to Research Methods		3.0	1.0		
OPEL XXXXX	General Education 1 Option				2.0	
<i>Plus one of the following:</i>						
COMM LL041	Communications				3.0	
COMM 11040	Communications D		4.0			
<b>Semester 2</b>	<b>14 weeks</b>		<b>Lecture</b>	<b>Lab</b>	<b>Online</b>	<b>Other</b>
HSCI 10070	Holter Monitoring 1		1.0	2.0		
HSCI 10072	Human Anatomy & Physiology 2		3.0		1.0	
HSCI 10105	ECG Interpretation		5.0		1.0	
HSCI CVT18	Cardiovascular Anatomy & Physiology		2.0		1.0	
HSCI CVT29	Cardiovascular Pharmacology		2.0		1.0	
HSCI CVT36	Exercise Testing		3.5	2.0		
<b>Semester 3</b>	<b>8 weeks</b>		<b>Lecture</b>	<b>Lab</b>	<b>Online</b>	<b>Other</b>
CLIN 10055	Clinical Practice I					37.5
COMM 10265	Critical & Innovative Thinking (7 wks)				4.0	
<b>YEAR 2</b>			<b>HRS/WK</b>			
<b>Semester 4</b>	<b>14 weeks</b>		<b>Lecture</b>	<b>Lab</b>	<b>Online</b>	<b>Other</b>
HSCI 10065	Cardiac Devices I		3.0	1.0		
HSCI 10066	Electrophysiology		2.0		1.0	
HSCI 10067	Cardiovascular Diagnostic Techniques		2.0		1.0	
HSCI 10068	Cardiac Rehabilitation Science		2.5	1.0		
HSCI 10069	Introduction to Pediatric Cardiology		3.0		1.0	
HSCI 10080	Holter Monitoring 2		1.0	1.5		
<b>Semester 5</b>	<b>7 weeks didactic/8 weeks clinical</b>		<b>Lecture</b>	<b>Lab</b>	<b>Online</b>	<b>Other</b>
HSCI 10071	Applied Patient Care		2.5	1.5		
HSCI 10073	Cardiovascular Interventional Techniques		3.0		1.0	
HSCI 10075	Cardiac Devices II		4.0	2.0		
HSCI 10144	ECG Interpretation - Advanced		2.0		1.0	
MLSC ML123	Basic Blood Collection		1.5	1.5		
SSCI SS299	Society, Technology & Social Issues		5.0		1.0	
CLIN 10031	Clinical Practice II					37.5

\* deliveries subject to change without notice

## **2.5 COURSE DESCRIPTIONS:**

### **SEMESTER 1 COURSES**

#### **COMM LL041 – Communications**

Communication is an introductory college level English course. Students exiting this course will demonstrate competence in grammar, sentence structure, and writing skills. Successful students in Communication 041 develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students to college level foundational skills.

#### **COMM 11040 – Communications D**

Communication is an introductory college level English course. Through a variety of assignments, successful students in Communication 040 develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students with basic skills to college level foundational skills.

#### **HSCI 10062 - Human Anatomy and Physiology 1**

The student will develop a good understanding of medical terminology, the ability to build, read, spell and comprehend medical terms and medical diagnoses as they apply to each of the body systems. The structure and function of the human body in health and disease and concepts of homeostasis will be covered. This course will focus on body systems involved with movement, coordination, circulation, body defences and respiration.

#### **HSCI 10063 - Introduction to Cardiovascular Technology**

This course will introduce the student to the field of Cardiovascular Technology and how the role of the Cardiovascular Technologist fits with the roles of other health care professionals. Students will be introduced to principles and techniques of patient care and safety as well as the importance of ethics and values in the workplace and society. Legal aspects of informed patient consent, privacy, confidentiality and medical health records will be discussed. Clinical skills practice will include aseptic technique, measurement of patient vital signs and an introduction to spirometry.

#### **HSCI 10064 - ECG Theory and Applications**

Upon successful completion of this course, students will demonstrate theoretical knowledge and practical skills in performing routine electrocardiograms. Students will become familiar with equipment operation and maintenance, trouble shooting, recognition and elimination of artefact and technical errors. They will become familiar with protocols of special procedures and modified ECG testing. Additional ECG procedures will be discussed such as signal-averaging ECG, trans-telephonic monitoring and ambulatory ECG monitoring. Students will also demonstrate suitable skin preparation and Holter hook-up techniques for recording ambulatory ECG.

### **INFO 10161 - Informatics for Health Sciences**

Students will acquire competencies in both Information Literacy and Information Management within the domain of the Health Care field. Students will evaluate information and its sources critically. They will be able to describe the importance of Health Information Systems to clinical practice. They will use Information Technology relevant to their specific profession and Information Technology relevant to other Health Sciences professions.

### **MATH 10028 – Introduction to Research Methods**

This is an introductory course in Statistics. This course discussed the following topics: introduction to Statistics; organizing and graphing univariate and bivariate data; measures of central tendency and variation; regression and correlation; collecting data, experiments and surveys; probability distributions; sampling distributions; confidence intervals and hypothesis testing.

### **OPEL - General Education**

The student will pick a General Education course from the band available.

### **SEMESTER 2 COURSES**

#### **HSCI 10070 - Holter Monitoring 1**

(Pre-requisites: HSCI 10064; Co-requisites: HSCI 10105)

Through theory and practice students will develop an understanding of the concepts of Holter monitoring and scanning. Normal equipment operation, general trouble-shooting and routine maintenance will be discussed. Equipment includes the Holter monitor, recorder, scanner and associated computer interfaces. Using their knowledge of arrhythmias and a database of Holter studies, students will develop basic Holter scanning skills.

#### **HSCI 10072 - Human Anatomy and Physiology 2**

(Pre-requisites: HSCI 10062)

This course is a continuation of Human Anatomy and Physiology 1. Students will continue to build their medical vocabulary. The structure and function of the human body in health and disease and concepts of homeostasis will be covered for the remaining body systems. Areas of emphasis will include the senses, endocrine, digestive, metabolic, urinary, and reproductive systems and genetics.

#### **HSCI 10105 – ECG Interpretation**

(Pre-requisites: HSCI 10064)

This course will provide the student with an understanding of common, uncomplicated and potentially lethal arrhythmias as well as the basic principles of 12 lead ECG Interpretation. Students will develop a systematic approach to analyze the 12 Lead ECG for rate, rhythm, axis, blocks, hypertrophy, ischemia, injury, infarction, pacemakers and electrolyte imbalance. Arrhythmogenesis, clinical significance and treatment of arrhythmias will also be discussed.

### **HSCI CVT18 - Cardiovascular Anatomy and Physiology**

(Pre-requisites: HSCI 10062; Co-requisites: HSCI 10072)

This course provides the student with details of cardiovascular anatomy and physiology. Emphasis includes myocardial excitation, contraction, intracardiac flow, intracardiac pressures, valve function, intrinsic and extrinsic control mechanisms and the control and maintenance of arterial pressure. Students will also be introduced to pathophysiology of the heart and heart disease.

### **HSCI CVT29 - Cardiovascular Pharmacology**

(Pre-requisites: HSCI 10062; Co-requisites: HSCI 10072)

Following a basic introduction to pharmacology, this course introduces the student to pharmacology as it relates to the cardiovascular system. Routine and emergency medications will be discussed as well as agents use for cardiovascular procedures. Topics will include drug classifications, pharmacokinetics, drug delivery, current drug therapy and how these medications affect cardiac testing.

### **HSCI CVT36 - Exercise Testing**

(Pre-requisites: HSCI 10062, HSCI 10063, HSCI 10064; Co-requisites: HSCI CVT18, HSCI CVT29, HSCI 10105)

This course introduces the students to the basics and then more advanced concepts of cardiac stress testing. Topics include exercise physiology and hemodynamics, indications, contraindications, end points of testing, patient care and preparation, exercise protocols, equipment and recording procedures and emergency procedures for stress lab testing. Students will also be introduced to pharmacological stress testing as well as nuclear exercise testing protocols. Through case studies students will develop an understanding of normal versus abnormal exercise reports as well as related sensitivity and specificity.

## **SEMESTER 3 COURSES**

### **CLIN 10055 - Clinical Practice I**

(Pre-requisites: HSCI 10062, HSCI 10063, HSCI 10064 HSCI 10070, HSCI 10072, HSCI 10105, HSCI CVT18, HSCI CVT29, HSCI36)

This course uses the preceptor model to assist the student in gaining specific experiences which enable him or her to develop and enhance competencies in cardiac testing. This is the first clinical experience and involves 300 hours of clinical training at an affiliated training site. The majority of time will be devoted to the ECG and patient preparation for Holter and Stress testing. The student will practice the legal and ethical components of communicating effectively with the client, their families and other members of the health care team.

### **COMM 10265 – Critical & Innovative Thinking**

(Pre-requisites: COMM LL041 or COMM 11040)

This course will explore the growing influence of innovation and critical thinking on a global basis in the 21st century. Students will develop an advanced understanding of their individual role in the workplace through critical thinking and innovative ideas. Students will collaborate in the exploration of roles, responsibilities and issues relevant to the workplace through critical thinking and social innovation. Students will develop advanced communication skills applied to employment-related contexts and successfully complete an e-portfolio for their future employment.

## **SEMESTER 4 COURSES**

### **HSCI 10065 – Cardiac Devices I**

(Pre-requisites: HSCI 10064, HSCI 10105, HSCI CVT18)

This course is designed to introduce the student to the fundamentals of cardiac pacemaker therapy. Topics will include indications for pacing, modes of pacing, pacemaker function, implant and follow-up. Students will develop the necessary skills to analyze pacemaker electrocardiograms (ECGs) and distinguish between normal and abnormal function. Case studies will be used to apply these skills and practice troubleshooting. Laboratory sessions will introduce students to the programmer and its use in routine pacemaker system assessment.

### **HSCI 10066 - Electrophysiology**

(Pre-requisites: HSCI 10064, HSCI 10105, HSCI CVT18)

This course provides advanced study in medical instrumentation, introducing the topic of intracardiac electrophysiology and arrhythmogenesis. The role of a Cardiovascular Technologist during electrophysiology studies will be explored. Intracardiac mapping of the heart using electrodes to determine the most appropriate treatment will be discussed. Students will be introduced to the computerized recording and pacing systems that are used in the diagnosis and treatment of various cardiac arrhythmias.

### **HSCI 10067 - Cardiovascular Diagnostic Techniques**

(Pre-requisites: HSCI 10105, HSCI CVT18, HSCI CVT29)

This course is designed as a detailed examination of cardiovascular hemodynamic principles, waveforms and their monitoring. Hemodynamic consequences of various cardiac disorders will be discussed. Topics will include normal waveforms and the physiology behind their generation, the hemodynamics of coronary disease, valvular disease, pericardial disease and cardiomyopathies. The student will be introduced to the techniques and equipment used in the catheterization laboratory to diagnose and treat coronary artery disease.

### **HSCI 10068 - Cardiac Rehabilitation Science**

(Pre-requisites: HSCI 10062, HSCI 10072, HSCI 10105, HSCI CVT18, HSCI CVT29, HSCI CVT36)

This course will focus on cardiac rehabilitation science. Students will acquire an applied knowledge of relevant risk factors and an appreciation of cardiovascular disease prevention. The function of exercise in disease prevention will be emphasized as well as the role nutrition plays in promoting cardiovascular health. The structure of cardiac rehabilitation exercise programs will be examined. Testing protocols and exercise prescription will also be discussed.

### **HSCI 10069 - Introduction to Pediatric Cardiology**

(Pre-requisites: HSCI 10062, HSCI 10072, HSCI 10105, HSCI CVT18, HSCI CVT29, HSCI CVT36)

This course will provide an introduction to cardiac embryology, fetal circulation, the most common congenital heart defects and corrective surgery. Students will be introduced to the normal pediatric ECG and focus on the most common arrhythmias occurring in children. Diagnostic tools and arrhythmia management for the pediatric population will also be discussed.

### **HSCI 10080 - Holter Monitoring 2**

(Pre-requisites: HSCI 10070, HSCI 10105)

This course will provide the opportunity for students to further develop their Holter scanning skills. Using their knowledge of arrhythmias, pediatric ECG and pacemakers, students will develop advanced Holter scanning skills including pediatric and pacemaker Holter studies.

## **SEMESTER 5 COURSES**

### **CLIN 10031- Clinical Practice II**

(Pre-requisites: CLIN 10055, HSCI 10065, HSCI 10068, HSCI 10069, HSCI 10080)

This course uses the preceptor model to assist the student in gaining specific experiences, which enable him or her to develop and enhance competencies in cardiac testing. The student will spend 300 hours of clinical training at an affiliated clinical site. The majority of time will be devoted to one or more of the following areas: Holter scanning, exercise testing or pacemaker technologies. The student will practice the legal and ethical components of communicating effectively with the client, their families and other members of the health care team.

### **HSCI 10071 - Applied Patient Care**

(Pre-requisites: HSCI 10063, HSCI 10105, HSCI CVT29)

This course will provide the student with a more in depth study of patient care and assessment. Students will practice aseptic technique and maintaining a sterile environment as well as surgical scrubbing, gowning and gloving procedures. Instrument and tray set up for the heart catheterization laboratories will be discussed. Through case studies and an emergency mock code, students will review emergency medical procedures including the use of an automated external defibrillator.

### **HSCI 10073 - Cardiovascular Interventional Techniques**

(Pre-requisites: HSCI 10063, HSCI 10067, HSCI 10069, HSCI CVT18, HSCI CVT29; Co-requisites: HSCI 10071)

This course will continue to explore advanced cardiovascular diagnostic and therapeutic procedures. Emphasis will be placed on angioplasty, atherectomy, thrombolytic therapy, stent procedures, coronary bypass, laser and valvuloplasty techniques.

### **HSCI 10075 – Cardiac Devices II**

(Pre-requisites: HSCI 10065, HSCI 10105)

This course will expand on cardiac pacemaker therapies covered in Cardiac Devices 1 and will introduce the student to cardiac resynchronization therapy and implantable cardiac defibrillators. Indications for the above therapies will be discussed as well as device structure and function. Implantation techniques and device follow up will be discussed as well as guidelines to ensure patient safety. Through the use of case studies, demonstrations and hands-on exercises, programming and troubleshooting techniques will be developed.

**HSCI 10144 - ECG Interpretation - Advanced**

(Pre-requisites: HSCI 10065, HSCI 10069, HSCI 10105)

This course will provide the student an opportunity to advance their ECG interpretation skills on 12 and 15-lead ECG recordings. Analysis will include the ECG in Acute Coronary Syndromes, differentiating causes of ST changes, and differential diagnosis of wide complex tachycardias. Miscellaneous ECG patterns will also be further explored including Brugada syndrome, Wellens syndrome, Long QT syndromes and Pacemaker ECG interpretation.

**MLSC ML123 - Basic Blood Collection**

(Pre-requisites: NONE)

Involves all aspects of safe collection for capillary and venous blood samples. Along with the theoretical aspects, skills practice will involve the use of artificial arms.

**SSCI SS299 – Society, Technology & Social Issues**

(Pre-requisites: NONE)

This course is designed to examine a wide variety of technologies that have influenced society significantly. These technologies may be examined both from an historical perspective and for their immediate impact on people's lives socially, politically, economically and ecologically. Student will explore the associated ethical dilemmas and the implications for the future.

## 2.6 AWARDS

### Year 1 Student Awards:

Various awards may be presented to students, based on annual availability.

### Year 2 Student Awards:

1. **Nancy Heddle Award** – presented to a Year 2 Cardiovascular Technology student in good academic standing, who shows exceptional commitment and dedication to the field of cardiovascular diagnostics, both during the theoretical and clinical portions of the program as well as being involved in the Mohawk College community.
2. **Bakken Education Award (2)** – presented to a student who has achieved academic excellence in the study of Pacemaker Technology.



**SECTION 3**  
**EVALUATION PROCEDURE**

- 3.1 GRADING AND EVALUATION SYSTEM**
- 3.2 PROMOTION**
- 3.3 WITHDRAWAL**
- 3.4 ADVANCED STANDING**
- 3.5 EVALUATION INSTRUMENT AND PROCEDURES**
- 3.6 LITERARY STANDARDS**
- 3.7 GUIDELINES FOR WRITTEN ESSAYS**
- 3.8 PUBLICATION OF GRADES**
- 3.9 HONOURS**
- 3.10 GRADUATION**

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
**GUIDELINES FOR STUDENT EVALUATION**  
**(revised Fall 2004)**

**3.1 GRADING AND EVALUATION SYSTEM**

Through MoCoMotion, Mohawk's web portal, you can look up grades, review your process, change your address, register for a course, send and receive email. Enter your user name and password (top right hand corner of your Fall fee statement). You will be prompted to change your password. Reset and memorize your password.

**Promotion from one level/semester to the next will be determined according to departmental requirements and procedures. Please refer to individual program promotion requirements.**

As of Fall 2004, courses graded will be recorded on student transcripts in **percents**, along with the credit value of each individual course. In addition to percentage grades, the following designations may also be used on student transcripts.

**AC – Attendance Complete / AN – Attendance Not Met:** These designations are provided for courses for which attendance is the only measure of successful completion.

**AU - Audit Student** - Students may request to audit courses provided vacancies exist in the class, and they have received written approval from the Associate Dean, or designate. Such requests must be made and a decision conveyed by the Associate Dean prior to registration. Audit students will not be required to submit assignments or write tests and examinations. A credit will not be granted and the designation of "AU" will be assigned by the instructor at the end of the course. Regular course fees, as stated in College publications, will apply.

**CR-Credit Granted/Credit for Prior Learning Assessment** Academic credit may be granted to a student who can verify that learning acquired through life and work experience is applicable to a College-level program, or specific courses, and has the appropriate balance of theory and practice.

Note:

- a) Students requesting an assessment of prior learning are required to pay the appropriate assessment fee.
- b) Students will not receive a refund if credit is denied.
- c) Students must register in these courses and will receive the designation "CR", or an actual grade on their transcript, as determined by the department awarding credit.

**E - Exemption**

Exemptions from a course will be granted by the Associate Dean if the student can show successful completion of work of at least the same level and scope as defined by the course's module objectives. Normally, these will be courses from another post secondary institution but may also apply to some courses taken at Mohawk. Exemptions are not required for Mohawk course equivalencies. (For further information, students should contact the Registration Centre or their program coordinator).

## **Application for Course Exemption Process:**

### **Step 1: Go to the Mohawk College Online Exemption Form**

- on the Welcome tab of Mocomotion, click on Self Service
- click on Student Information
- click on Exemption Menu
- click on Exemption Request

### **Step 2: Complete the Exemption Form**

- choose the exemption type (General Education or Regular Course)
- choose the course for exemption
- enter the transferring institution/course information

### **Step 3: Submit your request online and print a copy**

### **Step 4: Take your copy and supporting documentation to the location indicated**

### **Step 5: Check status of your Exemption Request**

- click on **Student Exemption Report** under the Exemption Menu
- if your exemption request has been **Approved**, an "E" grade will be posted under "View Your Grades" on Mocomotion (if your exemption request has been Approved for a **General Education** elective course, the exemption will be posted against an OPEL GE10x course code)
- if your exemption request has been **Denied**, the report will indicate the reason for the denial and give you the name of the person who reviewed your request.

#### **Note:**

- a) Students granted exemption are still required to pay full fees.
- b) Students will not receive a refund for these courses, unless they drop below a full course load.
- c) Students will receive the designation "E" on their official transcript.

**I - Incomplete** - This designation may be assigned when the student has not completed the requirements defined in the course outline and the student can be expected to clear the deficiency within a six-week period, as determined by the instructor.

**R / FL - Requirements Met / Requirements Not Met** - These designations are used for courses in which student learning is evaluated against course objectives, but where it would be inappropriate to record an actual grade. Students who successfully complete such a course receive "R" rather than a grade; those who are unsuccessful receive "FL".

**UW - Unofficial Withdrawal** - This designation may be assigned to a student who registers in a course and has not officially withdrawn from a course, but either fails to commence the course or who attends only the initial sessions.

### 3.2 PROMOTION

Grading & Promotion Standards specific to the Cardiovascular Technology Program:

#### Course Requirements

The Cardiovascular Technology (CVT) Program has been granted a program exception to the Mohawk College policy of Program Promotion and Graduation Requirements (AC700): <http://www.mohawkcollege.ca/Assets/Policies/AC700.pdf>. Therefore we will be applying the promotion categories as follows:

60% is required for exception courses.

The Skills courses are R (Requirements Met) or F (Requirements Not Met).

Specific to CVT - 50% is required in the following courses:

- COMM 10265 – Critical & Innovative Thinking
- COMM LL041 – Communications
- COMM 11040 – Communications D
- INFO 10161 – Informatics for Health Sciences
- MATH 10028 – Introduction to Research Methods
- OPEL XXXXX – General Education 1 Option
- SSCI SS299 – Society, Technology & Social Issues

#### Semester Promotion

##### Promotion with Good Standing

Students will be allowed to progress from one semester to the next with attainment of a **minimum Weighted GPA greater than or equal to 70%** (semester promotion grade) **with no failures and no grades below 60% in exception course**. Course registration is subject to course prerequisites.

##### Promotion with Advice

This situation applies to students who achieve a Weighted GPA of 65% to <70%, with no course failures in exception courses. Provided that prerequisites are met, students in this situation may continue into the next term, But are strongly encouraged to seek academic advice from a Program Coordinator, Students Success Advisor and/or Counselor to help them enhance their academic performance. Students need to recognize that one failure has the potential to compromise progression from one semester to the next, and successive occurrences may prohibit the student from achieving graduation status within the timelines prescribed by the POS.

##### Probation

Students who achieve a Weighted GPA of 65 to <70% with course failure(s) or grades below 60% in exception courses will not be promoted. Students who achieve a Weighted GPA of 70% or greater with a course grade below 60% in exception courses will not be promoted. These students may be allowed to progress to the next term with **special authorization** through the mandatory academic advisement process. Students in this category must meet with a Program Coordinator or Student Success Advisor to discuss their academic future. Referral to a Counselor may follow, if appropriate.

Students in this category who have identified with Disability Services and have a Confidential Academic Accommodation Plan must meet with their Disability Services Case Manager.

Refer to Academic Appeals Policy (AC709). <http://www.mohawkcollege.ca/Assets/Policies/C709.pdf>

### Compulsory Withdrawal

Students with a Weighted GPA less than 65% will be required to leave the program. It is strongly recommended that students in this situation seek advisement to explore opportunities for continuing study at the College.

### Graduation

An overall minimum Weighted GPA of 70% is required to graduate. Where courses have been repeated, the highest course mark will be used in the calculation.

### Timelines for Graduation

A student may have a maximum two year absence from the program and on return to the program, the student is required to successfully challenge the prerequisite skills competencies prior to entry into a Clinical semester or Skills course.

### Advanced Standing

A student who was required to withdraw from the program may apply to re-enter the program on an "advanced standing" basis.

- **A student may be accepted only once for Advanced Standing into the program.**
- **Advanced Standing will only be considered for direct entry into the second and subsequent semesters of the program.**

The decision to grant Advanced Standing to a student will be at the discretion of the program. The number of Advanced Standing students that can be accommodated in any given academic semester will be based on the projected clinical and laboratory availability.

## **Cardiovascular Technology Program – 2013 Program of Studies**

### **Semester 1 (Fall 2013) 14 weeks**

<b>Course Code</b>	<b>Course Name</b>	<b>Pre-requisites</b>	<b>Co-requisites</b>	<b>Minimum Requirements</b>	<b>Credits</b>
COMM LL041	Communications			50%	3
COMM 11040	Communications D			50%	4
HSCI 10062	Human Anatomy and Physiology I			60% *	4
HSCI 10063	Introduction to Cardiovascular Technology			60% *	3
HSCI 10064	ECG Theory and Applications			R*	5
INFO 10161	Informatics for Health Sciences			50%	3
MATH 10028	Introduction to Research Methods			50%	4
OPEL XXXXX	Student To Choose One General Education Selection			50%	2

**Semester 2 (Winter 2014) 14 weeks**

Course Code	Course Name	Pre-requisites	Co-requisites	Minimum Requirements	Credits
HSCI 10070	Holter Monitoring I	HSCI 10064	HSCI 10105	R*	3
HSCI 10072	Human Anatomy and Physiology II	HSCI 10062		60% *	4
HSCI 10105	ECG Interpretation	HSCI 10064		60% *	6
HSCI CVT18	Cardiovascular Anatomy and Physiology	HSCI 10062	HSCI 10072	60% *	3
HSCI CVT29	Cardiovascular Pharmacology	HSCI 10062	HSCI 10072	60% *	3
HSCI CVT36	Exercise Testing	HSCI 10062 HSCI 10063 HSCI 10064	HSCI 10105 HSCI CVT18 HSCI CVT29	R*	5

**Semester 3 (Spring/Summer 2014) 8 weeks**

Course Code	Course Name	Pre-requisites	Co-requisites	Minimum Requirements	Credits
CLIN 10055	Clinical Practice 1	HSCI 10062 HSCI 10063 HSCI 10064 HSCI 10070 HSCI 10072 HSCI 10105 HSCI CVT18 HSCI CVT29 HSCI CVT36		R*	8
COMM 10265	Critical & Innovative Thinking	COMM LL041 or COMM 11040		50%	2

**Semester 4 (Fall 2014) 14 weeks**

Course Code	Course Name	Pre-requisites	Co-requisites	Minimum Requirements	Credits
HSCI 10065	Cardiac Devices I	HSCI 10064 HSCI 10105 HSCI CVT18		60% *	4
HSCI 10066	Electrophysiology	HSCI 10064 HSCI 10105 HSCI CVT18		60% *	3
HSCI 10067	Cardiovascular Diagnostic Techniques	HSCI 10105 HSCI CVT18 HSCI CVT29		60% *	3
HSCI 10068	Cardiac Rehabilitation Science	HSCI 10062 HSCI 10072 HSCI 10105 HSCI CVT18 HSCI CVT29 HSCI CVT36		60% *	3
HSCI 10069	Introduction To Pediatric Cardiology	HSCI 10062 HSCI 10072 HSCI 10105 HSCI CVT18 HSCI CVT29 HSCI CVT36		60% *	4
HSCI 10080	Holter Monitoring 2	HSCI 10070 HSCI 10105		R*	2

### Semester 5 (Winter 2015) 15 weeks

Course Code	Course Name	Pre-requisites	Co-requisites	Minimum Requirements	Credits
CLIN 10031	Clinical Practice 2	CLIN 10055 HSCI 10065 HSCI 10068 HSCI 10069 HSCI 10080		R*	8
HSCI 10071	Applied Patient Care	HSCI 10063 HSCI 10105 HSCI CVT29		60% *	2
HSCI 10073	Cardiovascular Interventional Techniques	HSCI 10063 HSCI 10067 HSCI 10069 HSCI CVT18 HSCI CVT29	HSCI 10071	60% *	2
HSCI 10075	Cardiac Devices II	HSCI 10065 HSCI 10105		60% *	3
HSCI 10144	ECG Interpretation - Advanced	HSCI 10065 HSCI 10069 HSCI 10105		60% *	1
MLSC ML123	Basic Blood Collection			60% *	1
SSCI SS299	Society, Technology & Social Issues			50%	3

\*exception courses

### 3.3 WITHDRAWAL

A student will be directed to withdraw from the program by the Associate Dean, on the advice of the Promotion Committee.

Students are required to withdraw from the program when:

- a) they have been unable to complete the academic requirements of the program and the College as outlined in this guide;
- b) their performance in the hospital clinical situation has been graded unacceptable;
- c) they have one or more grades below 60%;
- d) they receive repeated and documented unsatisfactory evaluations with regard to attitude, initiative, group relationships, technical ability and professional department. Lack of integrity is one of the most serious offenses in a health related profession, whether this takes the form of falsifying answers or results, cheating on tests, etc. It will be interpreted as reflection directly on the character of the individual concerned, and the student will be asked to withdraw;
- e) their lack of attendance has been an ongoing concern;
- f) their attendance record does not comply with Department requirements.

Students who are required to withdraw **MUST** complete a "Withdrawal Application" which is available from the Counselling Office. Students are encouraged to make an appointment with a Counsellor or the Student Success Advisor (SSA) to discuss what options might be available to them. **Any pre-paid tuition will be refunded once the Withdrawal Application has been processed.**

### 3.4 REQUIREMENTS AND PROCEDURE FOR ADVANCED STANDING

A student who was required to withdraw from the program may apply to re-enter the program on an "advanced standing" basis. **A student may be accepted only once for Advanced Standing into the program**, however Advance Standing will only be considered for direct entry into the second and subsequent semesters of a program. **Absence from the program is NOT TO EXCEED two years.** The decision to grant Advanced Standing to a student will be at the discretion of the Program. The number of Advanced Standing students that can be accommodated in any given academic semester will be based on the projected clinical and laboratory availability.

Advanced Standing may be denied to a student for any of the following conditions:

- performance during a previous clinical semester has been graded unacceptable (F)
- the student received repeated and documented unsatisfactory evaluations with regard to attitude, communication, or professional department
- lack of integrity – this is one of the most serious offenses in a health related profession, whether this takes the form of falsifying answers or results, cheating on tests, etc. It will therefore be interpreted as reflection directly on the character of the individual concerned

#### **Procedure**

Students wishing to apply for Advanced Standing are required to submit a letter to the Associate Dean, requesting Advanced Standing and indicating the semester they are applying for. This letter should be submitted at least 2 months prior to the commencement of the semester they wish to re-enter. The letter should include the request for Advanced Standing, and indicate if any remedial studies have been completed or are being completed in order to better prepare the student for the semester. Decisions will be made on Advanced Standing requests after the Promotion Meeting for the preceding semester the student wishes to re-enter. Students will then be notified of the results of their application.

When a student has been granted Advanced Standing, the student:

- will be given credit for all theory courses in which they have received a minimum grade of 60% or higher (50% or higher in non-Cardiovascular Technology courses)
- may need to re-take courses to achieve a weighted GPA of 70% for semester promotion or graduation
- is required to re-take:
  - Skills courses
  - any courses for which they received an F grade

If a student has been away from the program for longer than one year, the student would be required to successfully complete challenge exams in all theory courses.

For students applying for Advanced Standing into a clinical semester, allotment to clinical sites will be completed after the regular stream students have been allotted. The allotment procedure for Advanced Standing students will be according to established practice. (revised August 2008)

Note: Any student returning to the program after any type of leave must re-start the Medical Clearance process before proceeding into clinical. The student must make sure all other clinical documents are still valid, or be prepared to renew their documents as required.

### 3.5 EVALUATION INSTRUMENT AND PROCEDURES

Please refer to the individual course outlines. Course outlines are made available to students during the first week of scheduled classes.



## **TESTING PROCEDURES:**

### **Rules for Written Tests**

Attendance at tests/examinations is compulsory. It is the student's responsibility to be aware of the time and place of writing the tests/examinations. Tests and examinations may or may not be scheduled during class time.

1. Tests and exams will be written at the scheduled dates and times, as communicated by the course instructor(s).
2. All requests for special accommodation must be made in advance to the Accessible Learning Services department, who will determine what, if any, accommodation is appropriate. Course instructors and invigilators will not grant any additional accommodation.
3. The course instructor(s) and invigilator have the right to assign student seating in the test room. No individual requests will be accommodated.
4. Test instructions and/or images may be displayed on the whiteboard and/or projection screen at the front of the room. Room lighting will be dimmed while images are being projected. Students are responsible for ensuring that their vision is adequate to see from any seat in the testing room.
5. Students are advised to store their personal belongings in a secure place (e.g. locker) during the test. Items brought into the test room that are not allowed at the desks must be left at either the front or back of the room during the test. Invigilators are not responsible for the security of such items.
6. The following items are allowed at the test desks:
  - a. pencils, pens, highlighters
  - b. erasers
  - c. ruler
  - d. tissues and lozenges
  - e. water in spill-resistant container
  - f. (where pre-approved by the instructor) non-programmable calculator
7. No conversation is allowed once students are seated in the test room, and once the test is in progress, no communication of any sort between students is allowed in the test room.
8. The invigilator is responsible for maintaining an environment appropriate for student evaluation, adhering to the College policies regarding academic honesty and student behaviour.
9. The invigilator will announce the start and end times for the test session. The time allowed includes the time required for the student to fill in the computer scoring sheet if used for that test. No additional time will be given to any student for writing after the test session is over.
10. Where computer scoring sheets are used, the scoring sheet is the official record of the student's answers, not the question paper. It is the student's responsibility to mark his/he answers on the sheet properly within the time allotted for the test. The course instructor is not permitted to make changes to the student's computer scoring sheet even if the student has marked it out of order. Students may obtain a replacement scoring sheet during the test if the original becomes crumpled or has excessive erasure marks.

11. Once the test has begun, if a student has a question for the invigilator, the student should raise his/her hand to signal the invigilator, and then wait for the invigilator to arrive at the desk.
12. Invigilators will not reword questions or provide clues for individual students. If a change is to be made to the test paper, it will be announced to the entire student group.
13. The invigilator will periodically announce the amount of time remaining in the test period.
14. For a test of up to one hour in length, no student may leave during the first twenty minutes. For a test of an hour or more, no student may leave during the first thirty minutes. After that period of time, students who are finished may hand in their test papers to the invigilator, and then leave the room.
15. Bathroom privileges are allowed only for tests of at least an hour in length, and are available only when a second invigilator is available for the test room. An invigilator will accompany the student to and from the washroom.
16. Students who arrive late for a test will be allowed to write the test ONLY if no other student has already left the test room. Late students will not be given any extension of time.
17. Any student who leaves his/her seat during the test without the permission of the invigilator is deemed to have finished the test and must then hand in the test paper.
18. Students should be considerate of their classmates in keeping noise to a minimum. Students whose behaviour is disruptive will be warned by the invigilator. If the student continues the disruptive behaviour, he/she will be deemed to have finished the test. He/she is required to hand in the test paper and leave the test room immediately.
19. Once the invigilator announces that the test session has ended, students must stop all writing immediately, regardless of whether or not they have finished. All test papers must then be handed in to the invigilator immediately without further writing. The invigilator has the right to confiscate the test paper of any student who continues to write after the test session is over, or who fails to hand in the paper immediately.

### **Missed Tests/Exams**

If term tests are missed, the student will receive a mark of "0" for that test. A student who misses a test/examination due to extenuating circumstances may submit details with evidence in writing to the Associate Dean of the department within 2 days of returning to class. **Only truly extenuating circumstances will be considered.** The student will receive a reply from the Associate Dean. This decision concerning specific tests will be final.

If a student has a conflict between a scheduled evaluation and a college varsity or other elite level athletic activity, it is the student's responsibility to submit a letter to the Associate Dean of the Department as early as possible but no later than 2 weeks prior to the scheduled evaluation, informing the Associate Dean of the activity, in order for consideration to be given for the student to write the test on an alternate date and time, or have the test prorated. **Failure to follow the required procedure will result in the assignment of a mark of "0" for that test.**

Any absenteeism from the final examination will be dealt with on an individual basis.

### **Late Assignments**

Where late assignments are accepted, late labs or assignments will result in a deduction of 20% of the maximum possible mark from the student's lab/ assignment mark for each day they are late, excluding Sundays. Failure to complete and submit any labs or assignments during the course may result in an Incomplete grade being assigned at the end of the semester.

### **Review of Term Tests Prior to Final Examinations**

Prior to a final examination, a student may request in writing to their course instructor, an opportunity to review his/her term tests NO LESS THAN 5 SCHOOL DAYS PRIOR TO THE SCHEDULED EXAM. Accommodation of this request may not always be possible, and ultimately is at the discretion of the course instructor.

In the event of a supplemental examination, the same procedure applies for viewing a final examination.

### **3.6 LITERARY STANDARDS FOR ALL SUBJECTS**

Students are required to write in a manner appropriate to the field of work they expect to enter. All written work produced while in this program should be understandable, clear and well-organized, be satisfactorily spelled and punctuated, and show evidence of thorough proof-reading. Students whose work does not, in the teacher's judgment, meet these standards will have their grades withheld until adequate improvements have been made. In such cases, students are advised to seek help from their current Language Studies Instructor or from the Writing Clinic.

### **3.7 GUIDELINES FOR WRITTEN ESSAYS**

#### **MOHAWK COLLEGE CARDIOVASCULAR TECHNOLOGY PROGRAM GUIDELINES FOR WRITTEN ESSAYS**

Sept 2008

Whenever a written essay is to be done in any course during any semester, the following guidelines are to be used, unless your professor states otherwise.

#### **Format**

The essays are to be:

- typed/word processed
- double-spaced
- single sided printing (not back-printed)

There must be:

- a title page
- a reference list
- the student's name and student number on each page

## References

In the course of researching information for an essay, multiple sources of information and various types of reference materials are used. It is important for the author of an essay or scholarly paper to identify any points of information obtained from another source and to give credit to the author(s) of the other source. Failure to do so constitutes academic dishonesty.

Within the text of the essay or formal assignment, material obtained from other sources is identified using the author's surname and year of publication in parenthesis (e.g. Jones 1999). If the original source is quoted verbatim (i.e. word-for-word), then the quoted text is put within quotation marks. If the words of the original source are paraphrased by the essay author while maintaining the essence of the meaning of the original author's words, then no quotation marks are used but the author and publication date must still be inserted to signify that the point was obtained from another source.

Following the text of the essay or assignment, a References list must be included on a separate page. All authors cited directly (as a quotation) or indirectly (paraphrased) must be listed. Do not list sources that were read but not cited.

## Referencing Style

Most allied health sciences journals use the American Psychiatric Association (APA) style method, and this method will be required for essays and other formal written work submitted for evaluation in the Cardiovascular Technology program.

Information about the APA method is available as hard copy or online through the Library (<http://mohawkcollege.ca.libguides.com/CiteYourSources>).

Students may also use the "Ref Works" software currently available through the library to create a bibliography.

Many resources are available for students who need help. Please visit this link for more details: <http://www.mohawkcollege.ca/studentervices/>

## 3.8 PUBLICATION OF GRADES

No final grade or designation will be communicated to a student prior to the Departmental promotion meeting. Providing fees are paid, students will either receive a progress report at the end of the semester, or be advised that grades are available on MoCoMotion. The Registration Centre will provide official and unofficial transcripts of a student's grades at the student's request.

## 3.9 HONOURS – APPROVED HONOURS POLICY

### Honours Graduate

Honours is defined as excellence in academic achievement demonstrated in a specified program of studies approved by the Ministry of Training, Colleges and Universities (MTCU) or a Certificate Program of Studies approved by the Board of Governors of Mohawk College. The designation of Honours Graduate will be conferred on those graduates who have achieved 85% or higher with no failing grades.

In order to receive the Honours Graduate recognition, the program of studies must be completed within the time frame established by the Faculty academically responsible for the program.

**Honours / Dean's Honours**

Dean's Honours will be calculated using a weighted GPA (Grade Point Average). Dean's Honours will be calculated at the end of each semester and awarded to students who have achieved a weighted GPA of 85% with no failures. A congratulatory letter will be sent to the students from the Dean in each year of honours standing.

**3.10 GRADUATION**

Students will be eligible to graduate from a program of students when they pass all of the required courses.

**Convocation Ceremonies**

To apply for convocation, you are required to complete the online Application to Graduate form in order to receive your diploma. This form, and all other convocation information, is accessed through Mocomotion, on the Student Academics tab. Your form must be completed and submitted by the due date listed during your final semester.

If you cannot attend convocation, your diploma/certificate will be mailed to you post the convocation ceremony.

Graduates of the Cardiovascular Technology Program will receive an Ontario College Diploma.

**SPRING CONVOCATION**

Spring Convocation takes place in June each year, dates to be confirmed.

**SECTION 4**  
**ATTENDANCE REQUIREMENTS**

**4.1 DIDACTIC**

**4.2 CLINICAL**

**4.3 BEREAVEMENT AND SPECIAL LEAVES**

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  
**Cardiovascular Technology Program**

**ATTENDANCE REQUIREMENTS**

**4.1 DIDACTIC**

In order to maximize student success, 100% attendance is encouraged. Attendance is required during any faculty-assisted lab time (i.e. practice, testing, etc.).

**College / Campus Closure**

In the event of inclement weather or other emergency situations, be sure to check the Emergency Closure info pages before heading to classes.

Mohawk Closures: <http://www.mohawkcollege.ca/closure.html>

McMaster Closures: <http://dailynews.mcmaster.ca/>

SPECIAL NOTE: The IAHS campus falls under both Mohawk College closures, and McMaster University closures. However, if your classes that day are at the Fennell campus and it is open, you are still expected to attend.

**4.2 CLINICAL**

Students are expected to be present at the clinical site as scheduled by the Clinical Coordinator. Students will be allowed a maximum 2 sick days throughout clinical training. Any days exceeding this maximum must be made up prior to the completion of the program, based on availability and at the convenient of the clinical site. DO NOT assume the current clinical rotation can simply be lengthened to accommodate "make up time". Each circumstance will be dealt with on an individual basis. The site clinical supervisor as well as the Mohawk College Clinical Coordinator must be notified by the student of any absence during the clinical placement. Absenteeism may jeopardize the student's ability to meet the clinical objectives which may result in the student receiving an Incomplete (I) or Failure (F) grade.

**College / Campus Closure**

On days when the College is closed due to inclement weather, students on clinical placement are expected to attend clinical, as the hospitals do not close. Students should use their discretion, taking into consideration traveling conditions. However, time missed must be made up.

**4.3 BEREAVEMENT AND SPECIAL LEAVES**

The Clinical Department and the Cardiovascular Technology Program, Mohawk College must be notified of these situations. These will be dealt with on an individual basis. Appropriate documentation may be required.

**SECTION 5**  
**SAFETY AND SECURITY**

- 5.1 General Safety and Security**
- 5.2 Cardiovascular-Related Safety and Security**
- 5.3 Cardiovascular Lab Dress Code**



## **5.1 GENERAL SAFETY AND SECURITY**

1. Develop safe work habits. Safe habits result from continuous alertness and caution. The safe way is the correct way to perform each task, and safety must not be neglected in the interest of urgency.
2. Know your job. Don't guess. Before proceeding with any laboratory assignment, study the information provided carefully to ensure that you understand thoroughly what is required. If in doubt, ask the instructor for clarification.
3. Report faulty equipment immediately. Do not attempt to make any amateur repairs.
4. Report all unsafe conditions or acts which may prove to be hazardous. All incidents must also be reported immediately. Persons in need of medical aid must be escorted or directed to the Health Services Centre, Room 303.
5. If you feel ill during classes or on clinical rotation, notify the instructor and report to the Health Services Centre for medical aid to protect yourself and others.
6. Prevent the spread of infection. Clean up. Wash hands thoroughly and prepare work area according to the established routine.
7. Return all equipment to the correct place, if not in use. Be orderly and efficient.
8. **Please do not leave your backpacks, bags, or any articles of value unattended.**

### **5.1.2 ELECTRICAL SAFETY**

1. Dry hands before handling any electrical equipment.
2. To unplug an electrical device, grip at the plug, do not twist and pull on the cord.
3. Protect cords to prevent damage to the electrical insulation.
4. During the normal course of work inspect cords, plugs, switches, sockets and outlets to determine damage or wear and tear. Report faulty equipment immediately.
5. In the event of an electrical emergency, switch off the main supply before attempting to touch or remove the casualty. If it is an electrical fire, switch off the main supply, close the door behind you, pull the nearest fire alarm switch, then attempt to control the fire with an extinguisher.
6. Carbon dioxide (CO<sub>2</sub>) or a dry chemical extinguisher may be used for fires on electrical wiring or equipment. (These extinguishers have red cylinders with black nozzles.)

### **5.1.3 TECHNIQUES FOR MOVING PATIENTS**

1. Stand as close as possible to the load.
2. Spread feet apart for balance, and keep floor area clear.

3. Squat down (knees bent) while supporting your spine in a straight line.
4. Grip load securely, keeping your spine straight to support the load.
5. Use your arms and legs to transmit the power to lift.
6. Give only the assistance needed to aid the patient in moving.
7. Always transfer across the shortest distance.
8. Always assist the patient at his weak side, and move him towards his unaffected side, and whenever practical towards you.
9. To prevent slipping, lock all wheels on chairs, beds and stretchers.
10. To aid in transfer and to obtain the patient's co-operation tell him/her what you are going to do in a step-by-step manner, and give simple, short commands.
11. Always get sufficient help for lifting when needed.

#### **5.1.4 FIRE ALARMS AND PROPER REACTIONS TO THEM**

Please visit: <http://security.mcmaster.ca/>

All alarm signals are to be interpreted as indicating an emergency that requires the building to be cleared at once. The college employs a high intensity buzzer, or bell, to warn of emergencies. The buzzer, or bell, sounds continuously to warn of emergencies and also, at the Fennell Campus only, intermittently as a 'stand-by' signal.

##### **Buzzer (Bell) Sound Continuously**

Leave the building by the most direct route. Move quickly and calmly. DO NOT use the elevator, as you could be trapped if the power fails or is switched off.

##### **Buzzer sounds intermittently (Fennell Campus)**

An emergency exists but does not affect the area in which you are located. Remain where you are and continue with your work.

**DIAL 88, McMaster Security** - if you are the person to find a fire / hazardous situation.

##### **Evacuating the Building**

When the buzzer, or bell, sounds continuously, switch off any equipment you are using and proceed calmly to the nearest exit. Do not pause to collect your belongings.

The senior person, teacher, department head, etc., present will be responsible for ensuring:

- a) everyone has left the room
- b) all equipment is switched off, and
- c) doors are shut but not locked.

##### **Emergency Ends**

When the buzzer, or bell, ceases to sound, you may return to your workplace unless a member of the college staff tells you not to do so.

## **Fire Drills**

Fire drills will be conducted from time to time to ensure staff and students are familiar with evacuation procedures. The reaction of everyone to drills should be as prompt and appropriate as for genuine emergencies, in order that safety officials may assess provisions and identify problems.

## **False Alarms**

A false alarm will not only disrupt the activities of the college but also result in dispatch of equipment to the college by the Fire Department. Anyone witnessing the initiation of a false alarm should notify a college security officer at once. The operation of a fire alarm in the absence of a fire is an offence under Section 378 of the Criminal Code which states: "Everyone who willfully, without reasonable cause, by outcry, ringing bells, shouting, using a fire alarm, telephone or telegraph, or in any other manner makes or circulates, or causes to be made or circulated, an alarm of fire is guilty of an offence punishable on summary conviction."

### **5.1.5 LOCK DOWN PROCEDURES**

[http://security.mcmaster.ca/campus\\_emergencies.html](http://security.mcmaster.ca/campus_emergencies.html)

[http://security.mcmaster.ca/campus\\_emergencies\\_guide.html](http://security.mcmaster.ca/campus_emergencies_guide.html)

If you are directly involved, or upon receipt of notification of a lockdown **AND** if exiting the building is not possible or safe, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door if possible. Barricade with available furniture if available
- Cover the door windows. Turn off the lights
- Keep quiet and act as if no one is in the room
- DO NOT open the door (emergency personnel will have a key)
- Notify campus security (if possible) - Give the dispatcher the following information:
  - Your name
  - Your location (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter
  - Number of persons involved
  - Your location
- A volunteer in the group should record names of all persons present
- Wait for Police or Security to assist you out of the building or provide further instructions

### **5.1.6 EMERGENCY TELEPHONE NUMBERS**

**DIAL 88, McMaster Security** - if you are the person to find a fire / hazardous situation.

### **5.1.7 SMOKING POLICY**

Smoking is only permitted in designated areas.

### **5.1.8 CONSUMPTION OF FOOD RESTRICTION**

Eating of food and drinking of beverages is restricted to those areas of the college identified for such activities, i.e. cafeterias, student and staff lounges, and vending machine areas, and is permitted in faculty and staff offices and in rooms in which authorized conference-lunch meetings are taking place.

### **Signs**

"No Smoking" and "No Eating/Drinking" signs will be installed in all instructional areas of the college. When authorized conferences, workshops and meetings with catered food and beverage service are scheduled in instructional areas, the Facilities Scheduling Office will cover the sign prohibiting food and beverage consumption with a sign authorizing food and beverage consumption.

### **Application**

This restriction applies, around the clock, to all students, staff and visitors, and leasees of college space (24 hours per day, 7 days per week).

## **5.2 CARDIOVASCULAR-RELATED SAFETY AND SECURITY**

Cardiovascular Technology students are expected to demonstrate:

- Professionalism, follow the Cardiovascular Technology Lab Dress Code (see 5.3)
- proper use of the equipment found in the Cardiovascular Technology Laboratory
- ability to locate the resource manuals for the electrocardiographs and related equipment
- care and maintenance of the electrocardiograph machines
- ability to leave the Cardiovascular Technology Labs clean, tidy and organized

Only fellow students from your class and your program may be used as patients for electrocardiography.

### **Accident Prevention**

**Please note: No food or drink** is allowed in the Cardiovascular Technology Lab at any time.

Only lab manuals and any required material should be brought into the lab. To avoid clutter and the possibility of accidents, backpacks and extra supplies should be left in student lockers.

Every student is responsible for keeping the lab area clean and safe for self and others. Work areas are to be cleaned after each use. Used linen is to be placed in the linen bags provided. Students who are not respectful of keeping the classroom environment safe and clean may be denied entry.

## **5.3 CARDIOVASCULAR TECHNOLOGY LAB DRESS CODE**

Approved lab attire for scheduled practical classes and practice sessions in the Cardiovascular laboratory must be worn.

**Caribbean blue** scrub suit is the specific color for CVT students

- Mohawk College insignia (arm flash) worn on left arm sleeve
- Student ID in a visible location (front pocket) or on a lanyard
- Closed toe shoes
- Hair is to be up or tied back
- No caps or hats
- Minimal jewelry

**STUDENTS WHO ARE NOT IN COMPLIANCE WITH THE DRESS CODE REQUIREMENT WILL BE DENIED ACCESS OR ASKED TO LEAVE THE LAB FACILITY.**

## **SECTION 6**

### **CLINICAL PLACEMENT PROCEDURES**

- 6.1 Clinical Allotment - Procedures**
- 6.2 Mohawk College Student Dress Code**
- 6.3 Mask Fit Testing Requirements**
- 6.4 Cardiopulmonary Resuscitation (C.P.R.) / AED Certification and First Aid Certification**
- 6.5 Medical Clearance**
- 6.6 Police Clearance**
- 6.7 Summary Chart of Pre-Clinical Requirements**

## 6.1 CLINICAL ALLOTMENT PROCEDURES

The following are prerequisites for clinical practice in all clinical courses and must be completed as scheduled/required by the Cardiovascular Technology Program:

Medical requirements:

- Medical clearance
- Mask fitting – the fee of approximately \$40.00 must be paid by the student. Mask fitting must be renewed every two years (see 6.3).
- C.P.R./First Aid (see 6.4)
- Police clearance (vulnerable sector type).

Non-medical requirements (via eLearn):

- WHMIS annual certificate
- AODA certificate
- Workplace Violence and Harassment certificate
- Fire Safety annual certificate

**Students will not be allowed to attend clinical experience unless all prerequisites are met and validated by ParaMed.**

### Requirements

1. All students enter the Cardiovascular Technology program with the understanding that it is a program requirement to complete their clinical training at clinical agencies which are affiliated with the program, and may be located throughout Ontario. These agencies have contracted in advance with the college to provide specific experience and resources during the normal clinical semester times; therefore placements are not available at any other agencies or during any other times. Allocation of students to these clinical facilities will be determined by the college in accordance with established practice. The college cannot accommodate any student requests for special consideration. Students must prepare financially and personally to relocate and/or commute to their assigned clinical placement.
2. Students will complete two clinical rotations. A clinical rotation may utilize more than one clinical site.
3. Students will be required to commute for some of the clinical rotations.
4. **THERE IS NO APPEAL PROCESS FOR ALLOTMENT.**
5. **Under extenuating circumstances, the Cardiovascular Technology Program reserves the right to alter student clinical placements AFTER COMPLETION of the allotment process.**
6. *Note: Applicants who have been convicted of an offence under the criminal code for which they have not been pardoned may be denied the opportunity to enter clinical/field placement. Once students have been accepted and registered into the Cardiovascular Technology program, a certificate of "Police Clearance" and/or "Consent to Disclosure" may be requested by the clinical/field placement agency.*

All expenses related to obtaining required documentation such as "police clearance" or testing such as mask fit testing for clinical placements is the sole responsibility of the student.

The student is responsible for keeping all requirements met certificates and have them available to present to the Human Resources department of their clinical site on the first day of clinical.

### **Clinical Allotment Procedure**

All students are admitted to the Cardiovascular Technology Program on the understanding that they may be allotted to any of the clinical sites which are affiliated with the program. Students may be required to spend time at multiple clinical sites during a clinical rotation.

### **Clinical Practice I**

1. A list of clinical sites will be posted by March. The projected number of placements at each site will be stated.
2. A specific date will be announced for submission of student clinical site choices.
3. The student submits a list of his/her choices to the Clinical Coordinator. A maximum of three sites is to be included in the submission
  - a. The sites are ranked 1st, 2nd, and 3rd choice
4. One of the clinical sites must be a commute (at least one hour from home or college).
5. Students MUST be prepared to attend any one of their choices.
6. The Clinical Coordinator places each student in one of their choices, and a draft list of the clinical sites is posted, indicating the number of students signed up at each site.
7. For sites that are oversubscribed, the student can then opt to change to an alternate site or await a "draw".
8. This draft list will be posted for a period of 2 days. After 2 days, oversubscribed sites end up in a "draw" situation. Names NOT drawn will select an available site from the list. Should this result in another oversubscribed site, the draw process will be repeated.
9. The Final list will be posted by the end of March.

❖ **All clinical placements are at the discretion of the Clinical Coordinator**

❖ **Under extenuating circumstances, the Associate Dean of the Cardiovascular Technology Program reserves the right to alter student clinical placements AFTER COMPLETION of the allotment process.**

## Clinical Practice II

1. A list of clinical sites will be posted in January. The projected number of placements at each site will be stated.
  2. In the first week of January, the student submits a list of his/her choices to the Clinical Coordinator. A maximum of three sites is to be included in the submission
    - a. The sites are ranked 1st, 2nd, and 3rd choice.
  3. One of the clinical sites must be a commute (at least one hour from home or college).
  4. Students who attended a Hamilton Clinical rotation for their first clinical placement may not select Hamilton as a first choice for the second clinical rotation.
  5. Preference will be given to the allocation of those students who were not placed at one of their top ranked sites during the first clinical rotation.
  6. This is an 8 week block clinical placement. Students should consider their choices carefully and **may be required to relocate if necessary.**
  7. Students MUST be prepared to attend any one of their choices.
  8. Only students with a minimum grade point average of 75% and above will be considered for clinical placements specializing in Cardiac Pacing and Electrophysiology.
  9. Students may only pursue advanced areas of training if they have successfully met all the basic competencies in the areas of ECG, stress and Holter during Clinical Practice I.
  10. The Clinical Coordinator places each student in one of their choices, and a draft list of the clinical sites is posted, indicating the number of students signed up at each site.
  11. For sites that are oversubscribed, the student can then opt to change to an alternate site or await a "draw".
  12. This draft list will be posted for a period of 2 days. After 2 days, oversubscribed sites end up in a "draw" situation. Names NOT drawn will select an available site from the list. Should this result in another oversubscribed site, the draw process will be repeated.
  13. The Final list will be posted by the end of January.
- ❖ **All clinical placements are at the discretion of the Clinical Coordinator**
- ❖ **Under extenuating circumstances, the Associate Dean of the Cardiovascular Technology Program reserves the right to alter student clinical placements AFTER COMPLETION of the allotment process.**



## 6.2 MOHAWK COLLEGE STUDENT DRESS CODE

Identification as a Mohawk College student is mandatory for liability reasons. To this end, a Mohawk College Health Sciences Student Dress Code has been established.

The Cardiovascular student dress code is:

- a) scrub uniform (i.e. either pants and top, pantsuit, or dress - specific colour for Cardiovascular Technology students is **Caribbean Blue**)
- b) white duty or athletic shoes (with closed toe and heel)
- c) white hosiery if wearing a scrub dress uniform
- d) white lab coat/jacket (optional) must be clean and wrinkle-free

A Mohawk College insignia (arm flash), indicating the wearer is a Cardiovascular Technology student, is available from the Health Sciences Campus Store (<http://www.bookstore.mcmaster.ca/>). The insignia must be worn on the left sleeve of the uniform and lab coat, **and must be visible at all times**. Mohawk College Student Identification Badge should be visibly worn on the left chest. Additional identification will be worn according to clinical site policy.

**Personal:** Safety and asepsis should be kept in mind at all times. Hair should be kept neat. If the hair is shoulder length or longer, it should be pinned back. Fingernails must be short, clean, and well manicured.

**Jewelry:** Must be kept to a minimum. Plain wedding band may be worn.

The uniforms may be worn to and from the clinical site, unless the site has a policy against such actions.

Students who are not in compliance with the dress code requirement, may be denied access or removed from their clinical placement.

**SPECIAL NOTE: Please observe the "Fragrance Free" policy which is in effect at all the clinical sites.**

### **Students employed part-time in health care facilities**

Mohawk College Cardiovascular Technology students who are employed in any capacity in a healthcare facility, particularly one which is their clinical training site, are advised that during the time they are working:

1. that they are on site solely as employees of the healthcare facility and have no status as students of Mohawk College;
2. that Mohawk College will assume no liability for them or for their actions during that time; and therefore
3. they must not wear Mohawk College student uniform or identification, or in any way identify themselves as Mohawk College students on placement.

### **6.3 MASK FIT TESTING REQUIREMENTS**

Mask fit testing and training is a requirement for all CVT students and is valid for two years from the date of issue. The masks are for your protection when working with patients in certain types of isolation or during a pandemic event. All students are required to have a valid certificate for the duration of their academic program.

Students who are not in compliance with this requirement, may be denied or removed from their clinical placement.

Mask fit testing will be done through Continuing Education Health Sciences at Mohawk College's IAHS Campus. Mask fit testing must be completed prior to attending clinical. **All expenses related to mask fit testing must be absorbed by the student.**

You cannot eat, drink, smoke or chew gum for 15 minutes prior to the test. Male students are required to be clean-shaven at the time of the test.

Mask fit testing is required every 2 years or sooner if medical conditions or facial structure change significantly so to adversely affect the seal and fit of the respirator or CSA standard Z9404-02. Such conditions include:

- Significant weight gain or loss (includes pregnancy weight gain) i.e. greater than 10%
- Dental changes such as dentures or major reconstruction
- Facial scarring
- Facial cosmetic surgery.

Students are responsible for reporting any of the above conditions to Health Services and undergo re-testing to ensure a proper respirator fit. Students with other medical conditions that may interfere with the application and use of a respirator are responsible for notifying Health Services.

**Students will be required to complete a short Health Questionnaire prior to registration. This questionnaire can be obtained from the Continuing Education Office at IAHS - Room 185.**

To register for Mask fit testing, please call:

Continuing Education Health Sciences  
**905.540.4247 ext. 26258 or ext. 26736**

#### **6.4 CARDIOPULMONARY RESUSCITATION (C.P.R.) / AED CERTIFICATION and STANDARD FIRST AID CERTIFICATION**

All students, including advanced standing, are required to have current C.P.R. Heart and Stroke certification at the **BCLS-HCP level/AED (Health Care Provider level)** prior to semester 2 of the Cardiovascular Technology program.

*In accordance with the Heart and Stroke Foundation of Canada guidelines, annual recertification is the expected standard.*

**Students must be able to provide documentation of current certification prior to entering HSCI CVT36 – Exercise Testing and Clinical Practice 1.**

All students are expected to maintain their C.P.R. certification at the BCLS-HCP level throughout the program. **Please note:** annual re-certification is required.

Students are also required to hold valid **Standard First Aid Certification**.

#### **Where can I go to get my CPR and First Aid Certification?**

##### **Mohawk College**

Standard First Aid, C.P.R.'C/AED – Health Care Provider **HSCI 10088** may be taken through Mohawk College Continuing Education.

<http://www.mohawkcollege.ca/continuing-education/catalogue.html>

<http://www.mohawkcollege.ca/continuing-education/registration.html>

##### **St John Ambulance**

905-387-1880 - Hamilton Office

<http://www.sja.ca/English/Pages/default.aspx>

##### **Canadian Red Cross**

<http://www.redcross.ca/article.asp?id=000620>

<http://www.redcross.ca/crc/documents/What-We-Do/First-Aid-and-CPR/training/cpr-aed-course-2011.pdf>

**\*\*\*CPR Level C will be accepted until June 1, 2014. Afterwards, only Level HCP will be accepted. This means your re-certifications for Clinical Practice 2 must be at the HCP level.**

## **6.5 MEDICAL CLEARANCE**

The Ontario Public Hospitals Act requires all students working in a hospital setting to meet certain criteria related to surveillance for infectious diseases. Detailed medical information, including a record of completion of required immunizations, will be required upon acceptance as a student in the CVT Program.

The medical requirements form is available online at <http://www.mohawkcollege.ca/paramed>.

Some medical requirements (TB testing) must be updated annually, please refer to your ParaMed form for details and ensure all parts are completed in full.

## **6.6 POLICE CLEARANCE**

All students are required to have a Police Records check completed **annually**. The Police Records Check is for Vulnerable Sector Screening (VSS).

Letters of request are available outside the Pre-Placement Office at the IAHS campus, which the student then takes to the police station with their application.

## **6.7 SUMMARY OF PRE-CLINICAL REQUIREMENTS AND DUE DATES**

Students must have all of their pre-clinical (both medical and non-medical) requirements validated by ParaMed prior to the start of their clinical placements. All details, instructions and forms are available at <http://www.mohawkcollege.ca/paramed>. Assistance is also available through the Pre-Placement Office at the IAHS campus.

Note: Any student returning after any type of leave (withdrawal, advanced standing, leave of absence, etc) must re-start the ParaMed process.

### **Special notes:**

- ❖ Clearances are the responsibility of the student. Students must be fully cleared before attending clinical. All clearances must be valid for the duration of the clinical placement. Students who are not in compliance will be denied and/or removed from clinical placement. If a student knowingly allows a requirement or certificate to expire while on placement, this may be considered academic dishonesty and will be dealt with as such. Mohawk College reserves the right to do so at the discretion of the Associate Dean of the program in which the student is registered.
  
- ❖ Proof of current CPR Level C or HCP certification must be provided to the professor of HSCI CVT36 Exercise Testing during the first week of Semester 2. If a student fails to provide this, they will not be permitted to participate in the labs, and will forfeit any corresponding marks.

## **SECTION 7**

### **MOHAWK COLLEGE STUDENTS' RIGHTS, RESPONSIBILITIES & CONDUCT**

- 7.1 STUDENTS EMPLOYED PART-TIME IN HEALTHCARE FACILITIES**
- 7.2 STUDENT RIGHTS AND RESPONSIBILITIES  
- MOHAWK COLLEGE**
- 7.3 STUDENT AND GRADUATE EMPLOYMENT SERVICES**

## 7.1 STUDENTS EMPLOYED PART-TIME IN HEALTHCARE FACILITIES

Mohawk College Cardiovascular Technology students who are employed in any capacity in a healthcare facility, particularly one which is their clinical training site, are advised that during the time they are working:

1. that they are on site **solely as employees** of the healthcare facility and have **no status** as students of Mohawk College;
2. that Mohawk College will assume **no liability** for them or for their actions during that time; and therefore
  - they **must not** wear Mohawk College student uniform or identification, or in any way identify themselves as Mohawk College students on placement.

## 7.2 STUDENT RIGHTS AND RESPONSIBILITIES - MOHAWK COLLEGE

### KNOW YOUR RIGHTS AND RESPONSIBILITIES

All policies and procedures are available on MoCoMotion (Student Tab) or at <http://studentpolicies.mohawkcollege.ca>

The following policies and procedures are also summarized in the Mohawk College "ON TRAK" Student Handbook:

- **Academic Appeals Policy**
- **Academic Honesty Policy and Procedure**
- **Accessibility Planning Policy**
- **Human Rights Policy and Procedure**
- **Incidents of Critical Behaviour**
- **Information Technology Security Policy**
- **Student Behaviour Policy and Procedure \*NEW**
- **Student Complaint Procedure**

### STUDENT POLICIES AND PROCEDURES

Please be advised that these policies and procedures are subject to change. To ensure that you have the most up-to-date information before proceeding, check out the MoCoMotion Main Menu or the College's website:

<http://studentpolicies.mohawkcollege.ca/>

**You are responsible for your actions at all times. Ignorance of the rules, regulations and standards of conduct will not be accepted as a defense against disciplinary action.**

For assistance with the use of these policies and procedures, contact the following office locations:

- Academic Program Offices
- Student Engagement Offices at Fennell, Stoney Creek, IAHS, and Brantford
- Student Services and Success Initiatives (Counselling & Disability Offices) at Fennell and IAHS
- Registrar's Office at Fennell
- Student Services Offices at Brantford, IAHS and Stoney Creek
- Mohawk Students' Association (MSA)
- Mohawk College Association of Continuing Education Services (MCACES)

**Students are protected by Government Legislation, specifically:**

- the Canadian Charter of Rights and Freedoms;
- the Ontario Human Rights Code;
- the Freedom of Information and Protection of Privacy Act (FIPPA).

In addition, Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.

Any records, documents and other material containing information directly related to a student, which are maintained by the college, will be treated as confidential information subject to any provisions or exemptions in the legislation.

**Special notes pertaining to IAHS students:**

- Mohawk College's academic policies will apply to IAHS students.
- The non-academic policies and procedures, which apply to McMaster University students, will also apply to IAHS students when they are studying or socializing on the McMaster campus (including e.g., the Student Code of Conduct, the Sexual Harassment and Anti-Discrimination Policy, the Alcohol Policy, etc.). However, when Mohawk students are within the IAHS, the College's academic policies and procedures will apply.
- Mohawk's Human Rights Policy will govern IAHS students.
- McMaster University's Computer User Policy, Code for Computer and Network Users, will apply to students at the IAHS.

**Visit "Help for students":**

<http://www.mohawkcollege.ca/student-services/>



## **Laptop Expectations**

In order to maintain an appropriate and professional learning environment, students are not to engage in activities unrelated to the classroom learning. Therefore, students are to show respect and limit usage of their laptop. Laptops should only be used to support students' academic studies. Students are not to abuse their laptop privilege by engaging in online materials irrelevant to classroom learning such as games and social networking sites. Earphone use is prohibited in the classroom unless pre-approved by the course professor. Lack of adherence to these expectations may result in student dismissal and will be dealt with on an individual basis.

In addition, all students are expected to become familiar with the following **Information Technology acceptable use guidelines and policies**.

<http://www.mohawkcollege.ca/about/policies/CorpSect10.html>

### **Student Behaviour Policy AC757**

<http://studentpolicies.mohawkcollege.ca/AssetFactory.aspx?did=4386>

## **7.3 STUDENT AND GRADUATE EMPLOYMENT SERVICES**

THE MOHAWK JOB CENTRE has the resources to assist you with your job search. Located in room J137 at the Fennell Campus.

Website:

<http://www.mohawkcollege.ca/JobCentre> or click on the "Jobs" tab in MoCoMotion for all of their resources and to access the jobs posted there.

<http://www.mohawkcollege.ca/jobcentre/students.html>

**SECTION 8**

**PROCEDURES AND GUIDELINES FOR  
PROFESSIONAL CERTIFICATION**

## 8.1 GUIDELINES FOR PROFESSIONAL CERTIFICATION

### **Canadian Certification**

Graduates of the Cardiovascular Technology Program are eligible to apply and write the National Certification Examination for Cardiology Technologists administered by the ***Canadian Society of Cardiology Technologists***.

Exam application forms as well as the exam hand guide and up-to-date information regarding fees can be accessed through the CSCT website @ <http://www.csct.ca>

The following documents are available on the CSCT website:

Exam Handguide - <http://www.csct.ca/ExamHandGuide.pdf>

Exam Application Form - <http://www.csct.ca/ApplicationForm.pdf>

Occupational Profile in Table Format - <http://www.csct.ca/OPTableFormat.pdf>

Occupational Profile (Regular Format) - <http://www.csct.ca/OccupationalProfile.pdf>

The Ontario Society of Cardiology Technologists (OSCT) is the provincial representative group for the CSCT. Details and links to the CSCT examination process can also be found on their website @ <http://www.osct.ca>

Prior to the writing of the CSCT examination, the Cardiovascular Technology Department, Mohawk College will send a list to the CSCT of any students that are eligible to write the certification exams.

### **American Certification**

**Cardiovascular Credentialing International (CCI)** offers an American certification examination for Cardiographic Technicians (CCT). Details can be found on their website:

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

<http://www.cci-online.org/content/examinations-offered>

<http://cci-online.org/content/certified-cardiographic-technician-cct>

### **Additional links:**

For information regarding certification in the United Kingdom please visit the **Society for Cardiological Science and Technology** web site:

<http://www.scst.org.uk/>

This Society was formerly the Society of Cardiological Technicians. The Society is affiliated to the British Cardiac Society

**SECTION 9**  
**STUDENT EVALUATION OF TRAINING**

## 9.1 STUDENT EVALUATION OF TRAINING

To help ensure that the Cardiovascular Technology Program continues to produce top quality, highly trained professionals, a system of student evaluation has been established. The feedback received from the students is extremely valuable to the faculty and staff in the planning of future programming. Student evaluation of other services offered by Mohawk College can also be valuable in identifying problems that the Cardiovascular Technology Program Faculty and Associate Dean may not be aware of. All aspects of the program are evaluated, including didactic training by semester, clinical training by semester, overall program evaluation following graduation, and all other services offered by Mohawk College including library, bookstore, and counseling services.

Following is an example of a Clinical Experience Evaluation.

Confidentiality of student responses will be maintained. However, students **MUST SIGN** completed forms, as anonymous responses do not allow the program administration the opportunity to obtain further relevant information to follow up issues raised.

## CLINICAL EXPERIENCE EVALUATION I

STUDENT:	DATE OF EVALUATION:
CLINICAL SITE:	CLINICAL SUPERVISOR:
SIGNATURE	
DATE AT CLINICAL SITE: (FROM/TO)	

THESE FORMS ARE STRICTLY CONFIDENTIAL AND ARE REVIEWED ONLY BY YOUR CLINICAL COORDINATOR.

THESE FORMS ARE INTENDED TO MONITOR THE PERFORMANCE OF THE PROGRAM IN ORDER TO CORRECT PROBLEMS AND TO IMPROVE THE TRAINING PROVIDED.

PLEASE COMPLETE THIS FORM IMMEDIATELY UPON FINISHING AT THE CLINICAL SITE AND RETURN TO THE CLINICAL COORDINATOR.

SCORE THE FOLLOWING CATEGORIES ON THE SCALE A-E WITH A BEING EXCELLENT AND E BEING VERY POOR

MAKE ANY RELEVANT COMMENTS IN THE SPACE PROVIDED, HOWEVER, AREAS SCORED AS D OR E MUST/SHOULD HAVE COMMENTS.

**KEY:**

**A - EXCELLENT**  
**B - VERY GOOD**  
**C - SATISFACTORY**  
**D - POOR**  
**E - VERY POOR**

CATEGORY	SCORE (circle score of A through E on scale)					COMMENTS
	EXCELLENT		POOR			
<b>A. ORIENTATION</b> 1 • introduced to staff and surroundings 2 • familiarized with student program 3 • located disaster protocols and safety manuals	A	B	C	D	E	
<b>B. COMMUNICATION</b> 4 • felt comfortable asking questions or raising concerns with any staff members 5 • were responses to questions satisfactory? 6 • was feedback on student's progress provided by staff and handled in a professional manner?	A	B	C	D	E	
<b>C. STAFF MOTIVATION</b> 7 • willingness on the part of staff to share relevant information with students 8 • cooperative atmosphere between staff and students	A	B	C	D	E	
<b>D. TRAINING</b> 9 • was the time allotted for training satisfactory? 10 • was information presented in a clear manner? 11 • were you allowed to do technical work in a responsible manner?	A	B	C	D	E	
<b>E. EVALUATION</b> 12 • was your progress evaluated by staff, throughout your clinical experience (either verbal or written)? 13 • was there opportunity for discussion regarding the results of evaluation? 14 • was the evaluation process handled in an objective manner?	A	B	C	D	E	
<b>F. COMPETENCY</b> 15 • did your training in this section prepare you to work as a Technology?	A	B	C	D	E	
<b>G. COMMENTS</b> - required if item is scored D or less - please use back of form for additional comments if necessary						