

**Institute of Emerging Health Professions
Jefferson College of Health Professions**

Perfusion & Extracorporeal Technology Certificate

Student Handbook 2020-21



NOTICE OF EQUAL OPPORTUNITY

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran's status or any other protected characteristic. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

COMMITMENT TO DIVERSITY

Thomas Jefferson University is committed to building and expanding a diverse educational community founded on mutual respect and appreciation for each other. We aspire to create a diverse and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for our intellectual rigor and social fabric. As a scholarly community, we are people of all racial, ethnic, cultural, socio-economic, national, and international backgrounds. We welcome diversity of thought, pedagogy, religion, age, sexual orientation, gender, gender identity, and disability. Our shared responsibility is to enhance the quality of life for all members of the Jefferson community, providing a safe, welcoming, and supportive environment in which to learn, work, and grow.

The Center for Perfusion & Extracorporeal Technology reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the Program, its students or its employees or agents.

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MESSAGE FROM THE PROGRAM DIRECTOR

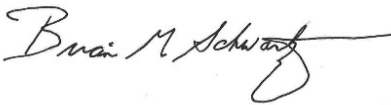
On behalf of the entire Institute of Emerging Health Professions (IEHP), I would like to formally welcome you to our Perfusion & Extracorporeal Technology program. We are extremely excited to have the opportunity of further educating you as you aspire to becoming a cardiovascular perfusionist. Over the next twenty-one months, you will gain the knowledge and clinical skills necessary to making you a competent perfusionist. I hope that you take advantage of all of the resources provided to you by Thomas Jefferson University.

Please thoroughly review the Perfusion & Extracorporeal Technology student handbook and academic policies and procedures of the University, and the Jefferson College of Health Professions. As you embark on this journey, it is important to understand Thomas Jefferson University's expectations on professional conduct and resources. Important University wide policies, including the Community Standards and Student Sexual Misconduct Policy, and information on University Services are found on the [Thomas Jefferson University Student Handbook](#).

As program director, I am confident you will enjoy your entire experience at Thomas Jefferson University. If for any reason you have any questions and or concerns regarding the aforementioned, never hesitate to contact me. The entire institute is here to support you throughout your tenure here at Jefferson.

I wish you the best of luck in both your clinical and didactic studies.

Regards,

A handwritten signature in black ink that reads "Brian M. Schwartz". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Brian Schwartz, CCP, RN, MBA, APN

MISSION STATEMENT

The mission of the Center for Perfusion and Extracorporeal Technology is to train competent, focused and highly-skilled perfusion technicians. Using evidence-based medicine, the program will produce students ready for board examinations and prepare graduates to perform the duties and responsibilities of a cardiovascular perfusionist in a variety of clinical settings.

PROGRAM GOALS

The Center for Perfusion and Extracorporeal Technology will produce competent entry-level perfusionists in the cognitive, psychomotor, and affective learning domains. Graduates will be eligible to apply to take the national certification examinations offered by the American Board of Cardiovascular Perfusion.

LEARNING DOMAINS

1. Cognitive - Mastery of the entry-level body of knowledge regarding the application of clinical perfusion
2. Psychomotor - Mastery of the fundamental and emergency clinical skills necessary for the safe conduct of clinical perfusion
3. Affective - Fluency of professional communication, behaviors and attitudes

PROGRAM ACCREDITATION

The Perfusion and Extracorporeal Technology program is fully accredited through:

Accreditation Committee-Perfusion Education (AC-PE)

6663 South Sycamore Street, Littleton, CO 80120

(303) 794-6283

www.ac-pe.org

TUITION

- Year 1: \$27,000 for 2020- 2021 tuition
Visit www.jefferson.edu/tuition for information regarding additional fees
- Year 2: \$18,000 for 2020-2021 tuition
Visit www.jefferson.edu/tuition for information regarding additional fees

OFFICE HOURS

Program Director Information:

Brian Schwartz, CCP, RN, MBA

Office Hours: Thursday 8am to 3pm or by appointment on alternative days Office

Location: 901 Walnut St., 11th Floor, Philadelphia, PA 19107

Phone Number: 215-503-1111 Email: Brian.Schwartz@jefferson.edu

ADMINISTRATION AND STAFF

- Michael Dryer, PA-C, Dr.PH, Dean, Jefferson College of Health Professions
- Brian Schwartz, CCP, RN, MBA, Program Director Perfusion & Extracorporeal Technology
- Rohinton Morris, MD, Medical Director
- Mark Napoli, CCP, Clinical Coordinator
- Laura Pontiggia, PhD, Director of Academic Programs, IEHP
- Caroline Hample, Education Coordinator, IEHP

- Serena Lofton, Administrative Coordinator, IEHP
- Briana Rodrigues, Administrative Assistant, IEHP

INSTRUCTIONAL AND CLINICAL FACULTY

- George Haynes, MS, Physiology/Pharmacology Instructor
- Debra Priore, PA-C, MHS, CV Anatomy/Pathophysiology Instructor
- Robert Layton, CCP, LP, Clinical Faculty
- Joseph Leo, CCP, LP, Clinical Faculty
- Mark Napoli, CCP, LP, Clinical Coordinator, Clinical Faculty
- Amy Tropea, CCP, Clinical Faculty
- Robert Rios, CCP, Clinical Faculty
- Robert Sheers, CCP, Clinical Faculty
- Charles Yarnell, CCP, LP, Clinical Faculty

INSTRUCTOR RESPONSABILITIES

Didactic Instruction:

Name	Instructor Load
Brian Schwartz, Program Director (609) 413-6027	Perfusion Technology I (4 credits, Fall Year 1) Medical Ethics (3 credits, to be offered online, Fall Year 1) Perfusion Technology II (4 credits, Spring Year 1) Perfusion Basic Science Review (2 credits, Spring Year 2)
George Haynes, MS	Human Physiology I (4 credits, Fall Year 1) Human Physiology II (4 credits, Spring Year 1)
Debra Priore, PA-C, MHS	Cardiovascular Anatomy (3 credit, Fall Year 1) Pathophysiology (4 credits, Spring Year 1)
Carol Beck, PhD	General Pharmacology (3 credits, Spring I year 1)

Clinical Instruction:

Name	Phone	Location
Joseph Leo	(215) 512-8957	Abington Hospital–Jefferson Health
Amy Tropea	(484) 919-9334	Abington Hospital–Jefferson Health
Charles Yarnell	(215) 512-8957	Abington Hospital–Jefferson Health
Vince Graziotto	(609) 412-5911	AtlantiCare Regional Medical Center
Doug Fisher	(215) 206-8491	Children’s Hospital
Nick Spadea	(610) 715-8755	Christiana Hospital
Robert Rios	(856) 693-6349	Cooper University Hospital
Louis Verdetto	Contact Program	Geisinger Wyoming Valley Medical Center
Robert Scheers	(856) 383-0085	Jefferson Torresdale Hospital (Aria)
Marihelen Owens	(404) 274-4161	Johns Hopkins Hospital

Mark Pearson	Contact Program	Newark Beth Israel Medical Center
Elon Trager	(973) 926-2805	St Barnabas Medical Center
Bob Layton	(610) 217-4767	Temple University Hospital
Brian Schwartz, Program Director	(609) 413-6027	Temple University Hospital
Mark Napoli, Clinical Coordinator	(609) 235-4146	Thomas Jefferson University
Angie Monroe	Contact Program	University of Maryland Medical Center
Christa Kampert	(410) 241-1917	University of Maryland St Joseph's Medical Center
Derek Sanderson	(252) 847-3374	Vidant Medical Center

CURRICULUM

YEAR ONE

Semester	Course	Credits
Fall	PER 500 Perfusion Technology I	4
	PER 510 Human Physiology I	4
	PER 520 Cardiovascular Anatomy	3
	PER 690 Clinical Application in Perfusion I	3
	TOTAL CREDIT HOURS	14
Spring	PER 600 Perfusion Technology II	4
	PR 522 General Pharmacology	3
	PER 610 Human Physiology II	4
	PER 540 Pathophysiology	3
	PER 691 Clinical Application in Perfusion II	4
TOTAL CREDIT HOURS	18	
Summer	PER 640 Applications of ECMO & VAD	1
	PER 692 Clinical Application in Perfusion III	12
	TOTAL CREDIT HOURS	13

YEAR TWO

Semester	Course	Credits
Fall	PER 693 Clinical Application IV	12
	PER 530 Medical Ethics	2
	TOTAL CREDIT HOURS	14
Spring	PER 694 Clinical Application in Perfusion V	12
	PER 550 Perfusion Basic Science Review	2
	TOTAL CREDIT HOURS	14

Additional Curriculum Information:

- The [academic calendar](#) for the perfusion program at Thomas Jefferson University will commence the first week of September 2020 and run continuously through May 2022. Students will be introduced into the operating room starting in September of their Year 1. The clinical affiliates for the perfusion program at Thomas Jefferson University will be as follows:
 - Abington Hospital–Jefferson Health: Abington, PA
 - AtlantiCare Regional Medical Center: Atlantic City, NJ
 - Children’s Hospital of Philadelphia: Philadelphia, PA
 - Christiana Care: Newark, DE
 - Cooper University Hospital: Camden, NJ
 - Geisinger Wyoming Valley Medical Center: Wilkes-Barre, PA
 - Jefferson Torresdale Hospital (Aria): Philadelphia, PA
 - Johns Hopkins Hospital: Baltimore, MD
 - Newark-Beth Israel Medical Center: Newark, NJ
 - St. Barnabas Medical Center: Livingston, NJ
 - Thomas Jefferson University: Philadelphia, PA
 - Temple University Hospital: Philadelphia, PA
 - University of Maryland Medical Center: Baltimore, MD
 - University of Maryland St Joseph’s Medical Center: Towson, MD
 - Vidant Medical Center: Greenville, NC

- In order for students to be successful during their clinical rotations, the following courses will aid in their clinical growth:
 - Perfusion Technology I, II
 - Cardiovascular Anatomy
 - Pathophysiology
 - Human Physiology I, II
 - Pharmacology

CLINICAL RESPONSIBILITIES

Students are responsible to complete their clinical requirements over 21 months. Please refer to your Clinical course syllabus for more information. Students are expected to complete the following required amount of days in the operating room:

- PER 690 – 3 days per week
- PER 691 – 3 days per week
- PER 692 – 5 days per week
- PER 693 – 5 days per week
- PER 694 – 5 days per week

ON-CALL RESPONSIBILITIES

Every perfusion student will be responsible for taking call during each of their clinical rotation sites. The amount of on call is dependent upon the clinical site and number of students at each facility. Students will be “on-call” a minimum of one (1) weekend (Friday 3pm to Monday 7am) per month and one (1) day per week (Monday-Thursday 3pm to 7am). It is mandatory that each student “on-call” provides the clinical site with their contact information so they can be notified of emergency procedures during the time they

are “on-call”. The expected “response time” (time from getting notification of the emergency procedure to time of arrival at the clinical site) for any emergency procedure is 30 minutes.

Due to the amount of mandatory clinical hours, didactic courses, and on-call responsibilities, it is **highly recommended that students do not maintain employment during their academic program.**

ATTENDANCE REGULATIONS

- For Didactic Courses:

Attendance/participation is expected in all classes for which a student is registered. The instructor determines attendance/participation requirements for each course as detailed in the course syllabus.

- For Clinical Courses:

Students are permitted to take a maximum number of 10 days off from their clinical course for each year (Fall, Spring, and Summer) of their program. These days include sick days and may not be rolled over. If a student is sick and unable to attend their assigned clinical case, the student must notify the site coordinator by 6:00am day of surgery via text or call. Student must receive acknowledgement from the site coordinator that their message was received. In addition to the aforementioned, the student must notify both the Program Director and Clinical Coordinator by email regarding their clinical absence.

ACADEMIC STANDARDS AND POLICIES

Students will follow the Academic Regulations for Thomas Jefferson University (TJU) and the Jefferson College of Health Professions (JCHP) as detailed in the TJU and JCHP catalog and handbook publications and the specific Policies and Procedures for the Perfusion and Extracorporeal Technology program. It is the responsibility of students to be familiar with and observe the academic regulations of TJU, JCHP and the Perfusion and Extracorporeal Technology program in all matters throughout your academic career at Jefferson.

Students are required to satisfactorily meet all Perfusion and Extracorporeal Technology program specific academic and professional behavior standards. Additionally, It is the expectation that each student will conduct themselves in a manner compatible with the University Community Standards.

Satisfactory Academic Standing

Students’ academic records are reviewed at the end of each term, to evaluate academic standing and satisfactory progress toward program requirements. The Program Director will notify the student when problems in academic performance may jeopardize a student’s good standing. Official notification of probation or dismissal will be in writing and sent directly to the student.

Academic Probation

To remain in good academic standing, students enrolled in the perfusion program at TJU, must earn a minimum of a C- in all coursework and maintain a minimum cumulative GPA (cGPA) of a 3.0. Please note that earning grades below a B consistently will bring a student’s GPA below 3.0. Students will be placed on academic probation if:

- Students earn a D grade in a didactic course
- Students do not maintain a minimum cGPA of 3.0

Students who are placed on academic probation due to earning a D grade will remain on probation until they are able to repeat the course the following year. If a student does not earn a minimum of a C- after

repeating a course, and/or, if a student's cGPA does not rise to the minimum 3.0 after the course repeat, the student will be dismissed from the program.

Students are allowed to retake up to 2 courses in which a D grade was earned. See Repeating Courses policy. During the time at which the student is placed on academic probation, they are allowed to continue with their current course work and clinical rotations until the course can be repeated.

Students who are placed on probation due to cGPA falling below 3.0 will have one full time semester to raise their GPA to the minimum 3.0. At the end of the probationary period, If a student is enrolled in courses totaling fewer than 9 credits during the probationary period, the probationary period will be extended by an additional semester.

At the end of the probation period:

1. If the student achieves the minimum cGPA and/or earned the minimum passing grade in a repeated course, the Student is reinstated to good standing.

-OR-

2. If the student fails to achieve the minimum cGPA or received a grade of less than the minimum required in a repeated course, the student will be recommended for dismissal due to insufficient academic progress.

In extraordinary cases, when the student has made significant progress toward achieving the minimum cGPA and improving academic performance, the program director may recommend granting one additional probationary semester. No guarantee of extension of the probationary period will be given prior to College review. If approved, and at the conclusion of the extended probationary semester, the cGPA is still below the required minimum, the student is dismissed for insufficient academic progress.

Dismissal:

Students may be dismissed from the program under the following conditions:

- A student who earns an F grade
- A student earns a 3rd grade of D
- A student does not earn the minimum grade of C- in a repeated course
- A student fails to meet minimum 3.0 cGPA requirements at the end of a probationary period
- A student violates clinical policies of the program or its affiliates, and/or violation of university policies and behavioral expectations.
- A student does not meet minimum 3.0 GPA upon completion of coursework

Actions related to academic probation and dismissal must be reviewed by the Associate Dean for Student and Academic Affairs of JCHP before action can be taken.

Requirements for Graduation

In order for students to qualify for graduation and receive their certificate, individuals must have met or exceeded the following requirements:

- Achieve a C- or better in all didactic courses

- Earn a final minimum cGPA of 3.0
- Successfully pass all clinical rotations
- Perform a minimum of 150 procedures under the direct supervision of a certified cardiovascular perfusionist (CCP).
- Perform or shadow a minimum of ten (10) pediatric procedures
- Obtain an 80% or better on the Program's exit exam
- All financial obligations to the University have been met

Repeating Courses

A student who receives a grade of below C- (but above an F) in any course required for the Perfusion and Extracorporeal Technology program must repeat the course the next time it is offered. Students may repeat up to two courses one time only.

To repeat a course, students must obtain approval prior to registration from the Program Director. Upon completion of the repeated course the subsequent grade earned will replace the initial grade in determination of cumulative grade point average (CGPA) and in assignment of academic credit; however, the grade for the first attempt will remain on the student's transcript. If a student does not achieve a minimally acceptable grade necessary for progression (minimum C-) after a course is repeated, they will be dismissed from the program. Students are not eligible to apply for readmission when unsuccessful in a course a second time.

Remediation Policy

- **Didactic Remediation:**

A student whose performance in a course is suspected to lead to an overall course grade less than C- in any didactic course may qualify for remediation during the course. The following remediation process will be utilized:

1. Program Director will notify student of academic standing and need for remediation.
2. Student will meet with both the Program Director and didactic instructor to identify academic difficulties and options.
3. Program Director, along with the course instructor, will develop an individualized remediation plan, with specific identified metrics to indicate successful remediation. Didactic remediation may include, but is not limited to:
 - a. Review of study material
 - b. Review of course content and identify areas for concern
 - c. Participation in mandatory meetings with program director or respective faculty to review student's progress toward successful remediation
 - d. Completion of identified assessments, which may include a comprehensive exam, a written assignment, demonstration of competency, etc.

Students who are not attending class or completing and submitting assignments on time will not be eligible for remediation.

Please note that a student who is offered the opportunity for remediation will not receive a grade

higher than a C- for the course.

- **Clinical Rotation Remediation:**

If a student is demonstrating insufficient clinical progress on rotations, the Program director, in coordination with the clinical coordinator, will provide a remediation plan for the student during clinical rotation in a effort to improve the student's performance.

1. The remediation plan will include measurable objectives and deadlines for completion
2. Upon completion of remediation, the Program Director and Clinical Coordinator will independently evaluate the student to determine whether or not the student has been successful in addressing all identified deficiencies and meet all objectives outlined in the remediation plan to successfully pass the clinical course.
3. If the student does not successfully meet the objectives in the remediation plan and earn a (P)assing grade, the student will be subject to dismissal from the program.

Please note that students who are demonstrating professionalism issues or who have violated clinical site, program, or college/university policies are not eligible for remediation.

Readmission

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the Perfusion and Extracorporeal Technology Certificate Program may, within one (1) year of the withdrawal or dismissal, re-apply by submitting a written request directly to the Program Director. Any student dismissed from the Perfusion and Extracorporeal Technology Certificate Program because of academic underachievement and subsequently readmitted must achieve a minimum overall grade of C- in any didactic course and/or a P (pass) overall grade for any clinical rotations in the following term, earn a minimum cGPA of 3.0. If the student fails to do so, they will be subject to dismissal. The Program Director will indicate any additional specific requirements that the student must meet upon readmission.

Leave of Absence

When personal circumstances necessitate a temporary absence from the program and return is evident, a leave of absence may be granted to students who file the Student Status Change form available in the University Office of the Registrar. A leave will be granted for a period from one term to a full academic year. Students considering a leave should first consult with their Program Director regarding possible effects on their academic progress, financial aid and tuition charges. A leave of absence should be arranged in advance. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. Students who fail to return at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission to return. Please refer to the JCHP student handbook for additional information.

For procedures related to medical leaves of absence, please refer to the TJU Student Handbook.

A maximum of 3 leaves of absence will be approved for students during their entire program of study and no more than 2 consecutive leaves. After the student reaches the maximum number of leaves of absence, the student will be withdrawn from the program.

Continuous Enrollment

A student matriculated in a program of the Institute of Emerging Health Professions must maintain continuous enrollment each term until completion of the program, or must request a leave of absence from study by completing the Student Status Change Form. The leave must be approved by the Program Director.

Time to Degree

Students in the Perfusion and Extracorporeal Technology Certificate Program must complete their coursework within three (3) academic years after matriculation. Students who fail to complete their program in the timeline indicated may be dismissed from the program. An extension may be granted in the event of extenuating circumstances, such as documented medical illness. After discussion with the Program Director, the student must petition for an extension.

Changes in Schedule: Course Drop/Add

Please refer to the TJU Student Handbook.

Course Withdrawal

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a [Student Schedule Change form](#) from the University Office of the Registrar with an authorized signature of their program director. Please refer to the Course Withdrawal policy in the TJU student handbook.

Transfer of Credits

The Perfusion and Extracorporeal Technology program **does not** accept any transfer credits for any of the courses within its program. Students are not eligible for non-degree status enrollment in the Perfusion and Extracorporeal Technologist Program.

Academic Integrity Policy

The Administration and Faculty of the Institute of Emerging Health Professions believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic and clinical education. Integrity and honesty are especially valued in the healthcare professions because accurate diagnosis and treatment of patients are greatly dependent upon a health practitioner's honest and capable assessment of symptoms and diagnostic tests. This assessment can be rendered only by the practitioner who has "real" knowledge obtained as a student who answered test questions independently, thereby identifying and correcting mistakes. The successful practitioner can communicate important diagnostic and therapeutic information in writing because, as a student, such skills were developed and/or enhanced by completing writing assignments independently. The practitioner who was dishonest in his or her educational pursuits is at great risk for making diagnostic and therapeutic mistakes and such errors can mean that someone's health care is mismanaged. Because we are committed to educating practitioners who provide the highest quality of health care, the administration and faculty are equally committed to mandating and enforcing the practice of academic integrity by all students. For more information regarding the Academic Integrity Policy, please refer to the TJU Student Handbook, located at www.jefferson.edu/handbook.

ADDITIONAL PERFUSION AND EXTRACORPOREAL TECHNOLOGY POLICIES AND PROCEDURES

Academic Advising

A primary role of the Program Director is to mentor students through the development process across the knowledge, skills and behavior domains of learning. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with the Program Director and/or the IEHP Director of Academic Programs. You are encouraged to schedule meetings with your Program Director whenever you need assistance or guidance throughout the program. If you require assistance beyond faculty advising, the University offer academic support and writing services through the [Office of Student Affairs](#), and counseling services through the [Student Personal Counseling Center](#).

Accommodations for Disabilities

A student may request [accommodation for a disability](#) through the Office of Student Affairs. Information about the process is available online. The University policy on [Disability Accommodations](#) is also available online.

Grading System

At the close of an academic term, each instructor assigns a letter grade indicating the quality of a student's work in the course.

Grades are part of the student's permanent record. Once submitted and entered on the student's transcript, no changes will be made to this record, with the exception of entering the final grade to replace an "I" or correcting an inappropriate grade (refer to Grade Appeal Process).

Grading Scale (Didactic)

Students are expected to maintain a C- minimum within the program at all times. The following grading scale is used for all graded courses.

Letter Grade	Numeric Value	Quality Points	Letter Grade	Numeric Value	Quality Points
A	93-100	4.0	C+	77-79.99	2.3
A-	90-92.99	3.7	C	73-76.99	2.0
B+	87-89.99	3.3	C-	70-72.99	1.7
B	83-86.99	3.0	D	60-69.99	1.0
B-	80-82.99	2.7	F	Below 60	0.0
			WF		0.0

Grading Scale (Clinical)

Based on each student's clinical performance, the following grades will be awarded at the conclusion of each clinical rotation.

P: PASS

F: FAIL

Students will be evaluated on their performance level during each procedure. Evaluation forms will be

submitted and reviewed on a weekly basis by both the Program Director (PD) and Clinical Coordinator (CC). Identified clinical deficiencies will be addressed with the student on an individual basis and will be addressed with student at the time of the noted deficiency. At the conclusion of each semester, the Program Director will review each student's clinical performance using an evaluation form noting the student's competency level for each learning domain.

Student Clinical Work

Because patient well-being is a major concern of the Institute and University, it is necessary that certain actions be taken when a student's clinical practice poses a potential threat to patient health, welfare or safety. Therefore, students are subject to the regulations governing clinical practice and may be placed on probation by the Institute. Students may be recommended for dismissal for unsafe clinical behavior. Unsafe clinical behavior includes, but is not limited to: performing procedures without preceptor oversight, violating HIPAA, violating dress code, unprofessional conduct in the operating room as defined by clinical site, and not reporting medical errors.

While students are involved in their clinical rotations, time spent in the operating room will be tracked daily on each clinical preceptor evaluation form. Time spent in the operating room will be reviewed by the Clinical Coordinator to verify each student is spending adequate time in the clinical setting.

Health Policies

Thomas Jefferson University, Jefferson Institute of Emerging Health Professions requires that all students meet required prerequisite health screening requirements 30 days prior to matriculation. This includes immunizations and PPD. In order for students to enter the clinical area, they need to upload the appropriate documentation of completed health requirements to their Complio (American Date Bank) account or make arrangements with University Health Services to ensure that these requirements are met. There will be NO exceptions granted to this policy. Students are responsible for meeting any additional clearances requested by the clinical site. All costs associated with meeting health and other mandatory requirements for clinical participation are the responsibility of the student.

Dress Code

All students are expected to dress appropriately during on-campus and off-site clinical courses. Overall neat and clean appearance without strong perfume or cologne is expected. Appropriate dress for lecture, seminar and discussion classes is **relaxed** or **professional-casual** (see details below). **Lab attire** is required for laboratory sessions. Student ID badge is worn in all TJU classrooms, labs and library. Depending on the setting, fieldwork placements generally require **professional-clinical** (example: hospital) or **professional-casual** (example: school district). Students follow identification badge procedures established by their fieldwork settings. During one's clinical rotation, students must wear hospital issued scrubs when working in the operating room setting and abide by clinical site dress code. It is the responsibility of the site coordinator to assist students in getting access to approved hospital attire.

Student Support Services

The Office of Student Affairs offers support to students in a variety of ways. Academic Support Services and the Student Writing Center offer workshops and one-on-one consultations to help guide students through their academic career. Students needing accommodations can also contact the Program Director to facilitate the Disability Accommodations process. Policy guidance can be found

at: <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs.html>

Student Grade Appeal

The grade appeal policy and procedure affords recourse to a student who believes they have evidence that an inaccurate final grade has been assigned under identified circumstances. For the detailed grade appeal policy and corresponding procedures, please refer to the TJU student handbook.

Student Grievance Procedures

All students in the Jefferson community have the right to express a grievance when they allege they have been treated in a manner not consistent with the community standards at the university. A grievance may involve a violation of university policy or procedure or improper, unfair, or arbitrary treatment. Please refer to the [TJU Grievance Procedure](#) for more information.

Transcripts

Unofficial transcripts can be printed from [Banner](#).

Official transcripts are available through the [University Office of the Registrar](#).

Academic Calendars 2020-2021

Students can access the program's academic calendar for each specific IEHP program [here](#).

Banner

The [Banner](#) Information System enables students and faculty to access academic records and process routine academic functions. Appropriate security features have been built in to maintain confidentiality of this information. Students are issued a Campus Key upon matriculation which is the universal login credential and personal identifier for accessing University resources such as JeffMail, Canvas, and Banner Web.

Features that are available through Banner include:

- Application for financial aid
- Course registration
- Viewing of course schedules
- Viewing of final grades (unofficial transcript)
- Request for transcript
- Payment of tuition charges
- Viewing and updating demographic information

Student Handbook Acknowledgement Form
Thomas Jefferson University
Institute of Emerging Health Professions
Perfusion and Extracorporeal Technology

My signature below acknowledges receipt of the Perfusion Student Handbook. I understand that I am responsible for reading and abiding by the materials contained within the Perfusion Student Handbook, which contain important information needed during my student experiences at Thomas Jefferson University. Additionally, I understand that it is my responsibility to be familiar with and observe the policies and procedures of the Jefferson College of Health Professions and Thomas Jefferson University.

STUDENT NAME (Printed)

STUDENT SIGNATURE

DATE