

## **Student Information Packet**

# **Electrocardiography Certificate**

Building 2, room 122  
(937) 512-2973  
(800) 315-3000

Dear Prospective Electrocardiography Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome Letter from Chairperson
3. Program Information/Frequently Asked Questions
4. Estimated Cost of the Program
5. Immunization Guidelines for Students and the Student Health Certificate form



## ADMISSION REQUIREMENTS / CHECK LIST

- Step 1    \_\_\_\_\_    Apply to Sinclair Community College. Paper applications are available in the Admissions office, building 10, 1<sup>st</sup> floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2    \_\_\_\_\_    Apply to the Electrocardiography (EKG) Program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3    \_\_\_\_\_    If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to: Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4    \_\_\_\_\_    If you do not have transferable college credit in English Composition and/or mathematics (math must be within the last 5 years), take Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfaq/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5    \_\_\_\_\_    Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. For students greater than 60 miles from Dayton, contact the Advisors by email at [academicadvising@sinclair.edu](mailto:academicadvising@sinclair.edu). Office hours and more information are available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6    \_\_\_\_\_    Note: Courses must be completed with a “C” or better and students must maintain a minimum of 2.0 cumulative GPA in order to receive their certificate of completion.

Dear Prospective Electrocardiography Applicant:

Thank you for your interest in Sinclair Community College and the Electrocardiography Certificate program. This program is offered at the main Dayton campus and at the Atrium Medical Center through our Courseview Campus Center in Mason, Ohio.

This course is intended to provide expanded skills among health care professionals as well as current ALH students to increase marketability for employment. The program is comprised of a lecture, lab and clinical component which are completed within one term and normally offered in the evening. An unpaid clinical requirement is performed within the half of the term at an off-site location where students are required to obtain 12 ECG tracings which is normally performed during the day.

If you have any additional questions regarding the admission requirements or the program, please contact the ALH office at (937) 512-2973 or (800) 315-3000.

Sincerely,



Jennifer L. Spegal, MT, M.Ed., CMA  
Allied Health Chairperson

## **Program Information/Frequently Asked Questions**

### ***What is Electrocardiography?***

Electrocardiographic Technicians trace electrical impulses transmitted by the heart, attach electrodes to the patient's chest, arms, and legs, and then manipulate switches on an EKG machine to obtain a reading. An EKG is printed out for interpretation by the physician. This test is done before most kinds of surgery or as part of a routine physical examination.

### ***What are the Strengths of the Sinclair Program?***

The Life and Health Sciences division at Sinclair offers the Electrocardiography Certificate. The division faculty is knowledgeable in all aspects of electrocardiography profession. The faculty provides academic counseling and job placement information. Upon completion of the curriculum, students receive a short term certificate from Sinclair Community College.

Our program teaches students the principles of electrocardiography including equipment operation, recording and troubleshooting, as well as fundamental principles of cardiovascular physiology and basic EKG interpretation as well as hands-on application of learned skills.

### ***What are the Employment Opportunities and Earnings Potential?***

Due to the prevalence of heart disease and the aging population because older people have a higher incidence of heart disease and other complications of the heart and vascular system, demand for EKG technicians is still needed. However, individuals with additional training such as Holter monitoring and stress testing have more favorable job prospects than those who can perform only a basic EKG. Job opportunities can be located in a number of areas including hospitals, physician offices (especially cardiologists), and medical and diagnostic laboratories. Entry level positions start around \$10.50-\$13.00/hour.

### ***Is Certification Required?***

No. Currently the State of Ohio does not offer certification for ECG Technicians.

### ***Related Careers?***

Related careers include: cardiovascular technologists and technicians, echocardiographers and vascular technologists.

Some information above is provided from the Bureau of Labor Statistics Occupation Outlook Handbook.

## **Additional Program Information**

### **Uniforms**

- You will be required to dress appropriately for a professional setting. Neatly polished dress (street) shoes or clean, neatly kept, white athletic shoes are permitted. Neatly laundered street clothes or white uniforms are permitted. Scrubs are generally permitted, but should be cleared with the clinical site. If scrubs are worn, they must be free of logos that imply employment at any site. A white lab coat is mandatory when street clothes are worn. Students who are inappropriately dressed will not be permitted to complete the clinical portion of the course and will receive a failing grade.

### **Offsite Clinical Requirement**

- The clinical activity requires the student to acquire ten ECG tracings on patients at an approved clinical site that is provided for you. These can be done in as little as four to five hours or take up to twelve hours. Most of these are done working side by side with an EKG Technician at our clinical sites and the experience is both enjoyable and educational as it provides you with the ability to work with patients that have varying body types and conditions. Most students will complete the clinical experience in a single session, but it can be split over two sessions if that proves more practical for the student. There will be approximately seven weeks available to complete the clinical activities, depending on how soon the clinical documentation is presented to the instructor and passing the ECG check-off in lab. There will be no labs after the eighth week of class.

### **Required Health Certificate/Immunizations**

- Due to the potential for clinical exposure to blood and other potentially infectious materials, the student may be at risk for acquiring Hepatitis B infection. Students are advised that most health care careers will require Hepatitis B immunizations and some clinical sites may not accept students that have not had the Hepatitis B series for clinical activities; however Hepatitis B vaccines are not required to complete this course. An optional statement of understanding will be discussed and distributed on the first day of class in replacement of this vaccine series. If the student plans to get the series, it is suggested the first vaccine be obtained prior to the start of the class in order to receive the second vaccine prior to clinicals (which begin the seventh week of the course). This does not exempt any student from the rest of the immunizations and student health certificate.
- A student health certificate must be completed by a physician prior to entry into the clinical setting. This includes a physical exam, tuberculin test, chest x-ray if the tuberculin test is positive, and a rubella immunization or proof of a titer for rubella. If the individual has had any or all of these tests performed within the past 12 months (TB test - 6 months), the results of these tests are acceptable if accompanied by the physician's signature verifying the results.
- It is suggested the physical and immunizations be obtained prior to the start of the class in order to have them completed prior to clinicals (which begin the seventh week of the course). If the health certificate is not received at that time, the student will not be scheduled for a clinical rotation and will not receive a certificate of completion. Clinical rotation will not be permitted without a health certificate.
- If a copy of the student's immunization record is not available through family or the doctor's office, in some cases a copy of that record may be obtained, for a fee, through the public school district where the student first entered. These records are available often even decades in the past, i.e. some places still have records dating back to the 1950s and 1960s. There may be a delay in receiving these copies, so checking prior to the start of class would be advised.
- Students are strongly encouraged to copy of all health records, submit the copy to the instructor and retain the original forms. Records can only be reissued directly to the student and are not transferrable from instructor to instructor in order to preserve confidentiality of medical information. Copies of medical information are not always available, and the student may be required to obtain new forms for other classes.

## Estimated Cost of Program

### For Montgomery County, Ohio residents:

Tuition: 3 credit hours x \$51.20/per credit hour	\$153.60*
Books:	90.00
Uniform: (see below**)	Varies
Physical/Immunizations:	200.00
Travel (Required for clinical rotation):	<u>50.00</u>
	<b>\$493.60</b>

### For outside Montgomery County and inside Ohio; and out of state military residents:

Tuition: 3 credit hours x \$82.70/per credit hour	\$248.10*
Books:	200.00
Uniform: (see below**)	Varies
Physical/Immunizations:	200.00
Travel (Required for clinical rotation):	<u>75.00</u>
	<b>\$588.10</b>

### For outside of Ohio residents:

Tuition: 6 credit hours x \$160.20/per credit hour*	\$480.60*
Books:	90.00
Uniform: (see below**)	Varies
Physical/Immunizations:	200.00
Travel (Required for clinical rotation):	<u>75.00</u>
	<b>\$820.60</b>

\* Tuition based on winter 2011 rates

\*\*Specialized uniforms are not required for ECG clinical activity; however, the student is required to wear neatly laundered scrubs or street clothes consisting of a white shirt or blouse and white or very dark slacks. None of the clothing worn may contain any identifying marks. A plain white uniform or a plain lab coat is always acceptable. The student will also be required to wear an identification badge which will be provided during class.

## Quarter versus Semesters Tuition & Costs Comparison

### When we switch to semesters, what will my tuition be?

Using the tuition rates for Winter 2012 as an illustration\*, the converted semester tuition costs per credit hour would be:

Residency Type	Tuition Cost
Montgomery County Resident rate	\$87.90 per credit hour
Other Ohio Resident rate	\$135.15 per credit hour
Out-of-State/International Resident rate	\$251.40 per credit hour
Residency Type	Cost for 12 credit hours
Montgomery County Resident taking 12 credit hours	\$1054.80
Other Ohio Resident taking 12 credit hours	\$1621.80
Out-of-State/International Resident taking 12 credit hours	\$3016.80

### That seems like it's a lot more than in quarters. I thought it wasn't going to cost more?

On an annual basis the amount you are paying in tuition *will not* change,\* it's just divided differently. If we look at a Montgomery County student taking 12 credit hours per term:

Quarter Cost	Semester Cost
Fall Quarter = \$703.20	Fall Semester = \$1054.80
Winter Quarter = \$703.20	Spring Semester = \$1054.80
Spring Quarter = \$703.20	
<b>Annual Tuition Total = \$2109.60</b>	<b>Annual Tuition Total = \$2109.60</b>

### Since I am paying more at one time it might be harder for me to come up with that all at once. Is there a payment plan I can join?

Yes! Sinclair offers a payment plan called FACTS. This plan will allow you to split your total payment up into smaller chunks. If you register and sign up for FACTS before June 16, 2012 you will be able to split your tuition costs for the Fall 2012 semester into 5 payments. This is an excellent way to budget your payments. For more information on FACTs, please see: <http://www.sinclair.edu/services/bursar/facts/>

### How will being on semesters affect my financial aid?

Just as with tuition, the most important thing you must remember about financial aid under semesters is that it will now be applied 2 times rather than 3. If we assume nothing has changed about your financial aid eligibility, you will still be receiving the same amount of financial aid. So just as your tuition bill is larger, the amount of financial aid being applied to your account per term will also be larger.

### That should also mean a larger refund check, right?

Remember, the overall amount of refund you receive *will not* be larger. You're receiving the same amount - just split into 2 payments rather than 3.

**QUARTERS:** refund is budgeted to last 10 weeks or 2.5 months

**SEMESTERS:** refund should be budgeted to last 16 weeks or 4 months

### Seems like everything is about equal. Is there any cost savings under semesters?

Yes! Two semesters means you only buy books two times instead of three.

SINCLAIR COMMUNITY COLLEGE  
ALH 107/108 – INTRODUCTION TO ELECTROCARDIOGRAPHY

**STUDENT HEALTH CERTIFICATE**

This certificate must be completed and signed by a licensed physician (Doctor of Medicine or Doctor of Osteopathy). All students must have this form completed and returned to the ALH 107/108 Electrocardiography Instructor by the fifth week of the quarter. Examining physician should check health status and the ability to participate in physical activities.

STUDENT NAME: \_\_\_\_\_  
Last Name First Name Middle Name

**HEALTH STATUS: (Check all which apply)**

- \_\_\_\_\_ Free of communicable disease and in good physical and mental health.
- \_\_\_\_\_ Has a physical abnormality, defect, disease, or emotional problem which might interfere with the student's attendance and progress in the course, and is listed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ This condition is temporary. Date of release: \_\_\_\_\_

\_\_\_\_\_ This condition is permanent.

- \_\_\_\_\_ Under continual medical treatment for mental or pathological condition of which the program faculty should be informed. (This would include any long-term prescription drugs the individual may be receiving for the treatment of diabetes, epilepsy, depression, etc.)

Please explain and/or list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued)

**THE FOLLOWING TESTS/IMMUNIZATIONS ARE REQUIRED:**

1. PPD SKIN TEST: (Tine Test NOT acceptable)

Date: \_\_\_\_\_ (within past year)

Reaction: \_\_\_\_\_ (Positive reaction requires chest x-ray)

2. RUBELLA TITER:

Date: \_\_\_\_\_

Results: \_\_\_\_\_ immune \_\_\_\_\_ not immune

Date of vaccine, if not immune: \_\_\_\_\_

3. TETANUS, DIPHTHERIA:

Initial series dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of last booster: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

2. VARICELLA TITER (Optional):

Date: \_\_\_\_\_

Results: \_\_\_\_\_ immune \_\_\_\_\_ not immune

Date of vaccine, if not immune: \_\_\_\_\_

OTHER REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stamp or Print Physician's Name and Address

**TO THE PHYSICIAN:**

Please sign above and return form to student or mail directly to:

Sinclair Community College  
Allied Health Instruction, room 2122  
444 West Third Street  
Dayton, OH 45402-1460

SINCLAIR COMMUNITY COLLEGE  
ALH 107/108 – INTRODUCTION TO ELECTROCARDIOGRAPHY

**IMMUNIZATION GUIDELINES FOR STUDENTS**

- I. The following immunizations must be current and documented on the Student Health Certificate by the fifth week of the quarter.
1. PPD SKIN TEST (Mantoux Test)  
A Tine Test is not acceptable. Positive PPD reactors should have a baseline chest x-ray and therefore be evaluated if symptoms develop.
  2. RUBELLA VACCINE OR TITER  
Susceptibility to rubella is determined by proof of immunization or laboratory confirmation of rubella antibodies. History of disease is NOT reliable.  
  
Pregnant students should not be immunized. Other female students should be advised that pregnancy should be prevented for at least three months after vaccination.
  3. TETANUS AND DIPHTHERIA ADULT VACCINE (Td)
    - a. The student should be able to give a reliable history of receiving a series of three Td (or DTP) immunizations. If history is vague, especially if born prior to 1945, she/he should receive a primary series of two doses of Td, with a month intervening, and the third dose one year after the first dose. Students immunized may be admitted into ALH 107/108 – Electrocardiography with the understanding that the student will complete the series as requested.
    - b. BOOSTER  
The recommended dose (0.5 ml) of Td (adult) every 10 years. If a dose is administered sooner as part of wound management, the next booster is not needed for another 10 years. For persons whose immunizations are still incomplete following wound management, the remainder of recommended series should be given.
- II. The following immunizations are not required.
1. INFLUENZA VACCINE  
Students with chronic diseases such as diabetes and those diseases affecting the cardiopulmonary system are at risk and should be considered for annual immunization.
  2. VARICELLA (CHICKEN POX) TITER  
Students with no known exposure (or in doubt) **should be** considered for titer.
  3. POLIO VACCINE  
Routine immunization of those persons 18 years of age or older, regardless of polio immunization status, IS NOT RECOMMENDED.
  4. SMALLPOX VACCINATION  
NO LONGER RECOMMENDED UNDER ANY CIRCUMSTANCES.

SINCLAIR COMMUNITY COLLEGE  
ALH 107/108 – INTRODUCTION TO ELECTROCARDIOGRAPHY

**HEPATITIS B VACCINE POLICY**

Due to the potential for clinical exposure to blood and other potentially infectious materials, the student may be at risk for acquiring Hepatitis B infection.

On entering the Sinclair Community College ALH 107/108 – Electrocardiography course, each student will be given information on Hepatitis B infection and the Hepatitis B vaccine.

The student is responsible for all fees related to taking the vaccine. Students declining the vaccine may limit their access to clinical sites and thereby be unable to “pass” the clinical portion of the course.

As a replacement to receiving the vaccine prior to ALH 107/108 clinical activities, a Hepatitis B Statement of Understanding will be presented and discussed during the first session of the class. As stated, this does not guarantee that it will be accepted by all possible clinical sites.

This policy releases Sinclair Community College ALH 107/108 – Electrocardiography course from liability in the event the student acquires Hepatitis B.

SINCLAIR COMMUNITY COLLEGE  
ALH 107/108 – Principles of Electrocardiography

**HEPATITIS B VACCINE POLICY**  
**STATEMENT OF UNDERSTANDING**

The Hepatitis B Vaccine can be received from the student's physician of choice, employer, or county health department. The Hepatitis B Vaccine is given in a series of three (3) injections as follows:

1. First injection at time of request.
2. Second injection one month after the first injection.
3. Third injection three to six months after first injection.

The Sinclair Community College ALH 107/108 – Principles of Electrocardiography student is responsible for:

1. Cost of the vaccine injections (3).
2. Timely completion of the series of injections.
3. Immunity blood testing following the series.
4. Notification to the College of the dates the injections were received.

I understand that due to my clinical exposure to blood and other infectious materials, I may be at risk of acquiring Hepatitis B infection. The risks and effects of Hepatitis B have been explained to me. I have been informed of the possible side effects involved in taking the Hepatitis B vaccine. I have been given an opportunity to ask questions about the disease and the vaccination.

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

SINCLAIR COMMUNITY COLLEGE  
ALH 107/108 – INTRODUCTION TO ELECTROCARDIOGRAPHY

**NOTIFICATION OF HEPATITIS B VACCINE AND IMMUNITY TEST**

\_\_\_\_\_, a Sinclair Community College ALH 107/108 –  
Electrocardiography student, has:

(Please check one)

\_\_\_\_\_ received the Hepatitis B Vaccine series on:

First injection \_\_\_\_\_ (date)

Second injection \_\_\_\_\_ (date)

Third injection \_\_\_\_\_ (date)

and has completed post-injection antibody titre/immunity on \_\_\_\_\_ (date)

\_\_\_\_\_ has Hepatitis B antibody titre/immunity testing which is indicative of immunity without vaccine injections.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Agency/Office

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Date