



Cleveland Clinic

School of Health Professions

Cardiovascular Perfusion Program

**Cleveland Clinic School of Health Professions
Cardiovascular Perfusion Program**

9500 Euclid Ave. J4-604

Cleveland, OH 44195

Supplemental Handbook

Class of 2027

The Cardiovascular Perfusion – Certificate Program is an approved by the Ohio State Board of Career Colleges and Schools. School Registration No. 2165. If you have questions, please contact the Cleveland Clinic **School of Health Professions** at 9500 Euclid Avenue | JJ21, Cleveland, OH 44195 or 216-444-5678

Contents

Academic Policies	3
<i>Criteria and Procedures for Continuance in the Program Probation</i>	<i>3</i>
<i>Clinical Fail Procedure</i>	<i>4</i>
<i>Procedure for Academic Dismissal</i>	<i>4</i>
Important Phone Numbers	4
Instructional Resources	4
Inclusions by Reference	5
Lockers and Locks	5
Perfusion Advisors – Academic Counseling	5
Professional Code of Conduct	5
Program Evaluation	6
Textbooks	6

Academic Policies

Criteria and Procedures for Continuance in the Program Probation

Probationary status means that a student is in noncompliance with the academic standards of the Cardiovascular Perfusion Program. Students on probation may not graduate from the Cardiovascular Perfusion Program.

Grounds for Academic Probation - A student may be placed on probation and notified in writing if:

1. Failure to maintain a 3.0 GPA or better in all academic courses.
2. Student violates the attendance policy for the program
3. Student fails a Clinical experience.

Procedure for Academic Probation - Students are placed on probation as follows:

1. The student will receive written warning from the Program Director that their behavior violates either an academic policy or a failed clinical experience.
2. After consulting with the Academic Committee, the Program Director will notify the student in writing that they are on academic probation. Students may be placed on written probation with no prior warning if the Perfusion Faculty or Program Director judges the violation to be serious or if multiple violations have occurred.

Removal of Probationary Status - Students come off probation as follows:

1. The student raises their GPA to 3.0 or better academically.
2. The student satisfies the clinical policy for a failure experience.

Students will be notified in writing when the academic probationary status has been removed.

Dismissal

Dismissal from the Cardiovascular Perfusion Program means that the student can no longer take academic or clinical courses towards the completion of the curriculum.

Grounds for Dismissal - The following are grounds for dismissal from the program.

1. A final score of less than 80% in any class or the didactic final.
2. A failure to pass the clinical wet lab final.
3. A failure to satisfy the clinical policy for a failure experience.

Clinical Policy:

- a. A total of six failed cases.
- b. A second failed case within a 10-case span of the first, prior to January and a 20-case span after January while on clinical probation.
4. A failure to satisfy academic probationary issues within two semesters of receiving it.
5. A failure to comply with the attendance policy.

Students that are dismissed from the program are not eligible for readmission or reinstatement in future years.

Clinical Fail Procedure

1. When a clinical failure grade has been issued to a student, the preceptor must notify the clinical coordinator, the program director, or associate program director of the failing grade within 48 hours or the case will not count against the students' performance.
2. The preceptor, clinical coordinator and the program director must meet within five business days of the date of the failing grade to evaluate the reasons for the failure. (In the absence of the program director, the assistant program director or the department director will take his/her place. In the absence of the clinical coordinator, the assistant program director will take his/her place.)
3. The student will be notified of the decision by the academic committee within 24 hours and arrangements will be made for the student to meet with the committee to discuss the failure.
4. The student will be notified in writing of the academic committee's decision and the student will be placed on probation.
5. The committee's decision to place the student on probation is not appealable.

Procedure for Academic Dismissal

Students will be academically dismissed as noted below:

1. After consulting with the Academic Committee and the Perfusion Faculty, the student will receive written notice of their dismissal.
2. The student will be notified, within one week, of a hearing date and time.
3. The Program Director will preside over the hearing. Other faculty and staff members involved with presenting the charge will be present.
4. The student will have the opportunity to hear the charges and respond. The involved student may bring witnesses to the hearing after notifying the Program Director. The witnesses will be allowed to speak at the discretion of the Program Director.
5. The student will be notified in writing within one week after the hearing as to whether the student is dismissed, on probation or in good standing.

Important Phone Numbers

Medical Emergencies

Code Blue (Not breathing, no pulse, not responsive): 111

Medical Emergency Team (All other medical requests): 122

Police Emergency: 4-2222

Cardiovascular Perfusion Program: 216-444-9215

Instructional Resources

Classroom and Resources: Room J3-628

Student Area: Room J4-932

Inclusions by Reference

The PPDC/AC-PE Consensus Curriculum is included in this handbook by reference and is available at the Program office for examination.

An electronic version of the Curriculum can be found here: [AC-PE Approved Cardiovascular Perfusion Curriculum](#)

Lockers and Locks

POLICY

Locker facilities are provided for students who work in departments where there is no designated area where they may secure personal property when working.

LOCKER ASSIGNMENT PROCEDURE

- Lockers and combination locks are issued by the Program Director who is responsible for maintaining an accurate record of their students' locker assignments.
- Students who withdraw or are dismissed from the program must surrender the locker and return the lock to the Program Director.

GENERAL PROVISIONS

- It is each student's responsibility to keep their locker and the locker room neat and clean. Food, beverages, and any contraband articles are prohibited in lockers and/or locker rooms.
- CCF retains the right to conduct administrative inspections of lockers and locker rooms at any time. Misuse of these facilities by students may be cause for disciplinary action.
- Combination locks to lockers are provided by CCF. Personal locks are not permitted and, if used, will be removed from the locker and replaced by a CCF lock.
- CCF is not responsible for personal property that is lost or stolen. All students are encouraged to leave valuables at home, secure their lock, and refrain from giving their lock combination to other individuals.

Perfusion Advisors – Academic Counseling

The faculty members are available to all students in the Perfusion Program curriculum by appointment. Every student is assigned a faculty advisor with whom the student may consult for curricular, programmatic or personal issues.

Professional Code of Conduct

All students in the Cardiovascular Perfusion Program are expected to adopt the behaviors and attitudes of a professional person as specified by the American Board of Cardiovascular

Perfusion and the Cleveland Clinic Foundation. Violations of the Professional Code of Conduct include but are not limited to:

1. Treating peers, faculty, staff and patients with disrespect, contempt or in a discriminatory or aggressive manner.
2. Failure to abide by the regulations of the Cleveland Clinic Foundation including dress codes.

3. Using language which is abusive, slanderous, derisive or inflammatory in interactions with patients, peers, staff, faculty and the general public.
4. Failure to respect the rights and duties of others in the classroom, clinical settings and meetings within the Program.
5. Failure to adhere to principles of human and patient rights that govern behavior in interactions with patients and the public.
6. Illegal possession or the use of, or intoxication from any substance that potentially alters one's ability to function during any learning experience that is part of the Perfusion curriculum.
7. Theft.
8. Falsification of records.
9. Breach of HIPAA policies.
10. Harassment in the form of actions or behaviors that cause a person to have a reasonable apprehension that harm is about to occur.
11. Academic misconduct including but not limited to cheating, plagiarism, illegal copying and failing to report incidences of academic misconduct of others.
12. The use of cell phone within the operating room while operating the heart lung machine.

Program Evaluation

The Cardiovascular Perfusion Program has an ongoing process of continuing review, which includes the assessment of national credentialing examination performance of graduates, program retention/attrition, graduate satisfaction, employer satisfaction, job placement, faculty and preceptor student evaluations, student exit interviews, clinical cases available, and program resource assessment. This information is reviewed by the program's Academic Committee. In addition, student and program outcomes are assessed by the program's Advisory Committee whose primary objective is to ensure the program is meeting the needs and expectations of the students, graduates, physicians, and administration of the Heart, Vascular, and Thoracic Institute of the Cleveland Clinic and the community.

The program is also reviewed by the Ohio State Board of Career Colleges and Schools every 2 years as an approved program.

Textbooks

Books are available through [Floyd Loop Library](#):

Required:

Gravlee, Glenn P., et al. Cardiopulmonary Bypass and Mechanical Support: Principles and Practice 5th Edition. Wolters Kluwer, 2025. ISBN: 1-9752-2130-3

Bartels, K. et al. Hensley's Practical Approach to Cardiac Anesthesia 5th Edition. Wolters Kluwer, 2024. ISBN 9781975209100

Lilly, Leonard S. Pathophysiology of Heart Disease 7th Edition. Wolters Kluwer, 2021. ISBN: 9781975120597

Recommended:

Karimov, J, Fukamachi, K, and Gillinov, M. Advances in Cardiovascular Technology: New Devices and Concepts 1st Edition. Elsevier. 2022. ISBN: 978-0323958783

Englert, J. et al. The Manual of Clinical Perfusion 3rd Edition. Perfusion.com Publications, 2023. ISBN: 9798822918573

May, L. Eliot. Pediatric Heart Surgery 6th Edition. Maxishare, 2021.

Mongero, Linda and James Beck. On Bypass: Advanced Perfusion Techniques. Springer-Verlag New York, 2010. ISBN: 978-1588296368

Topol, Eric. Cleveland Clinic Heart Book. Hyperion, 2000. ISBN: 978-078864959