ALVIN COMMUNITY COLLEGE

Neurodiagnostic (NDT) Program

Advanced Technical Certificate

2019 Application Deadline July 1

For more information
http://www.alvincollege.edu/Neurodiagnostic-Technologist-NDT
2019 GENERAL PROGRAM AND APPLICATION INFORMATION

The Program Begins Fall Semester of 2019

• For complete requirements and course information, please see our Alvin Community College Catalog. http://www.alvincollege.edu/Programs-Degrees/Course-Catalogs
• Only Applicants who have been accepted into Alvin Community College with official transcripts on file will be considered.
• Application Period begins April 1.
• Early Acceptance Application Deadline is May 1.
• Final Application Deadline is July 1.
  • Approximately 2-4 Weeks after each application deadline, we will email you whether you are conditionally accepted, on the alternate list, or neither of these.
  • Email is the official means of communication from ACC to students.
• After acceptance, applicant must complete a physical examination, meet immunization requirements, pass a background check, clear drug screening, provide proof of medical insurance, and attend the NDT Program Orientation. Details on when and where to complete these will be provided in the acceptance Email.

**General Program Commitment (subject to change)**

<table>
<thead>
<tr>
<th>Weekly Commitment</th>
<th>On-Campus</th>
<th>Clinical Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester Fall 2018</td>
<td>M/W/F (Day)</td>
<td></td>
</tr>
<tr>
<td>2nd semester Spring 2019</td>
<td>Tuesday Morning (ENDT 2320)</td>
<td>M/W Full Day (ENDT 1463)</td>
</tr>
<tr>
<td>3rd Semester Summer 2019</td>
<td>Tuesday ( ENDT 2215 and 2425)</td>
<td>M/W Full Day (ENDT 2463)</td>
</tr>
<tr>
<td>Final Semester Fall 2019</td>
<td>One Thursday Evening Course- ENDT 2210</td>
<td>M/T/Th Full Day (ENDT 2661)</td>
</tr>
</tbody>
</table>

Clinical Requirement

• Students will rotate through about 4-5 hospitals in the Medical Center and Greater Houston Area
• Student must provide own transportation to the clinical sites and pay for parking/public transportation (where applicable)
• Clinical Sites are chosen and assigned by the Clinical Coordinator

NDT Program Director Contact Information
Kelly Truitt, B.A., R.EEG/NCS T. ktruitt@alvincollege.edu

Alvin Community College Neurodiagnostic Technology Program
3110 Mustang Road, S109, Alvin, Texas 77511 (281) 756.5610
# NDT PROGRAM APPLICANT CHECKLIST

<table>
<thead>
<tr>
<th>Directions for Submission:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> All forms labeled “Return this form” (bottom left) need to be included <strong>with the application</strong> and submitted by July 1, 2019.</td>
</tr>
<tr>
<td>2. <strong>ATC Admission Requirements:</strong> Associate Degree or higher in a Health field and licensed/registered in the degreed field. <strong>Copy of proof of license/registry needs to be included with this application along with copy of CPR Card- AHA Healthcare Provider.</strong></td>
</tr>
<tr>
<td>3. Application Packet can be submitted as a PDF by Email or given to: Shannon Wise, Administrative Assistant Tel: 281-756-5610 Fax: 281-756-5606 <a href="mailto:Swise@alvincollege.edu">Swise@alvincollege.edu</a> Office Location: ACC “S” Building Room S108</td>
</tr>
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</table>

<table>
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<tr>
<th>Application Form</th>
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<tbody>
<tr>
<td>Consent for Release of Information/Drug Screen/Acknowledgment of Technical Standards</td>
</tr>
<tr>
<td>Personal Statement Form</td>
</tr>
<tr>
<td>2 Letters of Reference</td>
</tr>
<tr>
<td>NDT Program Applicant Checklist (this form)</td>
</tr>
<tr>
<td>Proof of License/Registry in degreed field</td>
</tr>
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<td>Copy of CPR Card- AHA Healthcare Provider</td>
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**Documents for Alvin Community College- Initial to confirm transcripts are on file**

<table>
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<tr>
<th>Official College Transcripts on file at Alvin Community College</th>
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</table>

**Hep B Round 1 Date Received:**

__________

**Hep B Round 2 Date Received:**

__________

**Immunization and Vaccine Records**

Hepatitis B Vaccine: Proof of completion of the hepatitis B vaccination series or serologic confirmation of immunity to hepatitis B is required as a condition of full acceptance to the program.

This is a series of 3 shots and can take up to 6 months to complete. We must see documentation of at least the first two immunizations at time of application. Documentation of the third vaccination must be provided at orientation.

*Post-vaccination antibody titer testing may be required.*

*Return this Form*

Alvin Community College Neurodiagnostic Technology Program
3110 Mustang Road, S109, Alvin, Texas 77511 (281) 756.5610
ALVIN COMMUNITY COLLEGE
ADVANCED TECHNICAL CERTIFICATE
NEURODIAGNOSTIC PROGRAM
APPLICATION FOR ADMISSION

(Please print in ink or type)

Last Name ___________________________________ ACC Student ID# __________________
First Name _______________________________ Middle Name ________________________
Suffix (Jr., II, etc) __________________________ Other last names ___________________
you have had ___________________________________________________________

Mailing Address
Street , PO Box, rural route, etc __________________________ City __________________________ State ______ Zip ______

Permanent Address (if different)
Street , PO Box, rural route, etc __________________________ City __________________________ State ______ Zip ______

Home phone # (_____ )________________ - __________________ Work phone # (_____ )________________ - __________
Mobile phone # (_____ )________________ - __________________ Pager # (_____ )________________ - __________
County of residence __________________________________________________________
Emergency Notification (spouse, parent, guardian, etc): ________________________________
Address
Street ___________________________________ City __________________________ State ______ Zip ______

Telephone # (_____ )________________ - ______________________________

Citizenship: [ ] U.S. Citizen [ ] Permanent Resident Alien [ ] International Student

PERMANENT RESIDENT ALIEN INFORMATION
Country of Citizenship __________________________ Resident Card Number __________________________

Are you currently enrolled in a college or university? [ ] YES [ ] NO
If yes, name of institution & city/state: ______________________________________________________________
List all courses in which you are currently enrolled:

________________________
________________________
________________________
________________________

COLLEGES / UNIVERSITIES ATTENDED (Vocational, 2-year and/or 4-year)
School name/city/state __________________________________________ Major & Degree earned __________________________ Dates attended __________________________

________________________
________________________
________________________
________________________

CREDENTIALS / LICENSES

Do you have any of the following degrees: [ ] Associate Degree Nursing [ ] Respiratory Care [ ] Electroneurodiagnostic [ ] National Registry Paramedic

Type __________________________ Institution name __________________________ City __________________________ State ______ Zip ______ Dates attended __________________________

Legal signature of applicant __________________________ Date __________________________

I certify that information given on this application is correct and complete to the best of my knowledge. I understand that miss-representation or omission of information will make me ineligible for admission to, or continuation in, the Alvin Community College Neurodiagnostic Technology Program. If applying online, signature will be obtained at an information meeting. I understand that an offer of admission will require compliance with the Activity Standards and Immunization Requirements outlined in this application. I understand that if selected for admission to this program, my acceptance is conditional on successfully completing a background check conducted by Alvin Community College. I understand that my acceptance to the program is contingent upon the successful completion of any outstanding prerequisites (if applicable) and that verification must be provided to the program prior to matriculation. I understand that all documents submitted to Alvin Community College will be retained permanently by the Program regardless of my admission status.

Return this form

Alvin Community College Neurodiagnostic Technology Program
3110 Mustang Road, S109, Alvin, Texas 77511 (281) 756.5610
CONSENT FOR RELEASE OF INFORMATION

My signature below indicates that I have read the policy on Criminal Background Screening for the Neurodiagnostic Technology program. This form provides my consent for the results of criminal background checks to be released to the Alvin Community College program director. I certify that I do not have any criminal history that would disqualify me from a clinical rotation or prevent me from obtaining Neurodiagnostic Technology licensure.

DRUG SCREEN

My signature below certifies that I have read, understand and agree to accept the Alvin Community College Health Program’s Policy for Drug Screening.

TECHNICAL STANDARDS - ACKNOWLEDGEMENT
PHYSICAL REQUIREMENTS/WORKING CONDITIONS

I acknowledge receipt of the form Technical Standards for Neurodiagnostic outlining the physical requirements of the training program and the duties of the Neurodiagnostic Program at Alvin Community College.

By my signature below, I confirm my physical ability to fulfill the responsibilities of the program and any positions which I may be offered following graduation with or without reasonable accommodation.

Prospective Student's Name (Print): ____________________________

Prospective Student's Signature: ____________________________

Date: ____________________________

Return this form
Neurodiagnostic Technology Program

PERSONAL STATEMENT

(Please attach a separate sheet of paper if necessary)

1. Please explain in your own words why you wish to enroll in the NDT Program.

   

   

   

   

   

   

2. Please tell us about experiences in your life that have led you to a career in health care.

   

   

   

   

   

   

Return this form
Letter of Reference

Applicant: __________________
____________________________________________________

Following is a list characteristic which we feel are required for a student to successfully complete a training program in the Neurodiagnostic Technology Program. We would appreciate your cooperation in completing this form, and returning it to the College at your earliest convenience.

3. More than satisfactory
2. Satisfactory
1. Unsatisfactory
NO Not observed, or no basis for judgment

<table>
<thead>
<tr>
<th>ABILITIES/SKILLS</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NO</th>
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Accountable for one’s actions
Has the capacity to direct the activities of others
Motivated to pursue actions independently
Capable of responding or conforming to changing or new situation
Arranges by systematic planning for optimal efficiency
Assured in one’s abilities & skills
Completes tasks with minimal supervision
Contributes knowledge & opinions in an articulate manner
Expresses self clearly in writing
Maintains composure/able to function
Positive approach to work/coworkers
Ability to perform psychomotor skill
Ability to get along with peers and coworker
Ability to get along/teachers/supervisors
Demos common sense, tact, empathy to patient
Ability to apply theory to practice
Ability to analyze problem/formulate solution
Follows through on assignments

Additional information – Use to amplify or add to characteristics rated previously. Please indicate applicant’s strengths and those qualities that require further development.

Strengths ____________________________________________

Qualities that require further development. ________________________________

Return this form

Alvin Community College Neurodiagnostic Technology Program
3110 Mustang Road, S109, Alvin, Texas 77511 (281) 756.5610
Page 2: Letter of Reference

Relationship to applicant  ____ Advisor
                         ____ Teacher
                         ____ Supervisor
                         ____ Other: Please indicate ________________________________

How long have you known the applicant? ________________________________

How well do you know applicant? _______________________________________

Do you ____ Highly Recommend
                         ____ Recommend
                         ____ Recommend with Reservations
                         ____ Not Recommend

Signature: ________________________________ Date: _______________________

Name: __________________________________________________________________

Title: __________________________________________________________________

Institution: __________________________________________________________________

Address: __________________________________________________________________

Telephone Number: (____) ________________________________________________

Please return this evaluation form to:

Alvin Community College
Neurodiagnostic Technology
3110 Mustang Road
Alvin, TX 77511-4898

Return this form
Letter of Reference

Applicant: ____________________________________________________________

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Strengths ____________________________________________________________

Qualities that require further development. __________________________________

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3110 Mustang Road, S109, Alvin, Texas 77511 (281) 756.5610
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____________________________________________________________________

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Do you ____ Highly Recommend
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  ____ Recommend with Reservations
  ____ Not Recommend

Signature: ___________________________________________ Date: ____________

Name: ____________________________________________________________________________

Title: ____________________________________________________________________________

Institution: _______________________________________________________________________

Address: __________________________________________________________________________

Telephone Number: (_____) __________________________________________________________

Please return this evaluation form to:

Alvin Community College
Neurodiagnostic Technology
3110 Mustang Road
Alvin, TX 77511-4898

Return this form
Alvin Community College
Technical Standards for Neurodiagnostic Technology Program

General Job Description

Qualified applicants are expected to meet all admission criteria as well as essential functions. **Students requesting reasonable accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission.** The student is expected to contact the ADA counselor in the new ESC (Enrollment Services Center) to file the appropriate forms documenting the need for accommodations.

<table>
<thead>
<tr>
<th>FUNCTIONAL ABILITY CATEGORY</th>
<th>REPRESENTATIVE ACTIVITY/ATTRIBUTE</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS MOTOR SKILLS</td>
<td>• Move within confined spaces</td>
<td>Stand to perform patient preparation for NDT exam. Raise/ lower arms and bend at waist or knees while applying electrodes and sensors.</td>
</tr>
<tr>
<td></td>
<td>• Sit and maintain balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stand and maintain balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reach above shoulders</td>
<td></td>
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<tr>
<td></td>
<td>• Reach below waist</td>
<td></td>
</tr>
<tr>
<td>FINE MOTOR SKILLS</td>
<td>• Pick up objects with hands</td>
<td>Grasp electrodes and sensors with hands during patient preparation.</td>
</tr>
<tr>
<td></td>
<td>• Grasp small objects with hands</td>
<td>Type patient information into NDT software with keyboard. Document on paper tech notes. Change settings computer software with computer mouse.</td>
</tr>
<tr>
<td></td>
<td>• Write with pen or pencil</td>
<td>Troubleshoot equipment by turning knobs and changing wires then observing improvements.</td>
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<tr>
<td></td>
<td>• Key/type</td>
<td></td>
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<tr>
<td></td>
<td>• Pinch/pick or otherwise work with fingers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Twist</td>
<td></td>
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<tr>
<td></td>
<td>• Squeeze with finger</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL ENDURANCE</td>
<td>• Sustain repetitive movements</td>
<td>Sitting in chair for long periods. Repetitive key strokes on keyboard while staging and scoring a NDT exam.</td>
</tr>
<tr>
<td></td>
<td>• Maintain physical tolerance for 8 or 12 hour periods</td>
<td>Sit or stand for 8-12 hours shifts. Stand and perform repetitive procedure(s) on patients such as CPR.</td>
</tr>
<tr>
<td></td>
<td>• Ability to perform activities day, afternoon, evening and night</td>
<td></td>
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<tr>
<td>PHYSICAL STRENGTH</td>
<td>• Push and pull 25 pounds</td>
<td>Assist patient from bed to chair. Hoist patient up in bed. Move patient from stretcher to bed and back.</td>
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<tr>
<td></td>
<td>• Support 25 pounds</td>
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<td>• Lift 25 pounds</td>
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<td></td>
<td>• Carry equipment/supplies</td>
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<td></td>
<td>• Use upper body strength</td>
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<td></td>
<td>• Squeeze with hands</td>
<td></td>
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<tr>
<td>MOBILITY</td>
<td>• Twist</td>
<td>Bend to change equipment settings on floor, at knee level, waist level, chest level, eye level, above head. Make rapid adjustments if needed to ensure patient safety. Respond to patient quickly.</td>
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<tr>
<td></td>
<td>• Bend</td>
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<td></td>
<td>• Stoop/squat</td>
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<td></td>
<td>• Move quickly</td>
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<td></td>
<td>• Climb</td>
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<td></td>
<td>• Walk</td>
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</tbody>
</table>
| HEARING | • Hear normal speaking level sounds  
• Hear faint voices  
• Hear in situation when not able to see li  
• Hear auditory alarms | Hear audible alarms. Hear patient over intercoms. Hear patients in dark rooms. |
| VISUAL | • See objects up to 20 inches away  
• See objects up to 20 feet away  
• Use depth perception  
• Use peripheral vision  
• Distinguish color  
• Distinguish color intensity  
• See objects and read in low lighted areas | Read patient chart to determine correct therapy. Visually assess patient color to assess for hypoxia. Read settings on monitors and other equipment. Visually assess for changes in dimly lighted patient and control rooms. Confirm settings visually such as with ventilator display. |
| TACTILE | • Feel vibrations  
• Detect temperature  
• Feel differences in surface characteristics  
• Feel differences in sizes, shapes  
• Detect environmental temperature | Assess patient by feeling for patient pulse and O2 Saturation using pulse oximetry. |
| SMELL | • Detect odors from patients  
• Detect smoke  
• Detect gases or noxious smells | Assess for noxious odors originating from the patient or environment (example gas leak or smoke). |
| READING | • Read and understand written documents | Read and interpret physician orders, physician, therapist and nurses notes. Read from a computer monitor screen. Gather data reasonably accurate, and in a reasonable amount of time to ensure safe and effective patient care relative to other care givers. |
| MATH COMPETENCE | • Read and understand columns of writing  
• Read digital displays  
• Read graphic printouts  
• Calibrate equipment  
• Convert numbers to and/or from the Metric System  
• Read graphs  
• Tell time  
• Measure time  
• Count rates  
• Use measuring tools  
• Read measurement marks  
• Add, subtract, multiply, and/or divide whole numbers  
• Compute fractions  
• Use a calculator  
• Write numbers in records | Read and interpret patient graphics charts and graphic displays. Perform basic arithmetic functions in order to calculate head measurements using 10-20 system. Convert time given in minutes into hours and minutes. |
| EMOTIONAL STABILITY                          | • Establish appropriate emotional boundaries  
• Provide emotional support to others  
• Adapt to changing environment/stress  
• Deal with the unexpected  
• Focus attention on task  
• Monitor own emotions  
• Perform multiple responsibilities concurrently  
• Handle strong emotions | Provide for safe patient care despite a rapidly changing and intensely emotional environment. Perform multiple tasks concurrently. Maintain enough composure to provide for safe and effective patient care despite crisis circumstances. |
| --- | --- | --- |
| ANALYTICAL THINKING                         | • Transfer knowledge from one situation to another  
• Process information  
• Evaluate outcomes  
• Problem solve  
• Prioritize tasks  
• Use long-term memory  
• Use short-term memory | Evaluate different sources of diagnostic information to help arrive at a patient diagnosis. Evaluate priorities in order to provide for the most appropriate care. Appropriately evaluate data in order to notify physician and nursing when necessary. |
| CRITICAL THINKING                           | • Identify cause-effect relationships  
• Plan/control activities for others  
• Synthesize knowledge and skills  
• Sequence information | Evaluate different sources of diagnostic information to help arrive at a patient diagnosis and treatment. Evaluate data in order to formulate an appropriate action plan. |
| INTERPERSONAL SKILLS                        | • Negotiate interpersonal conflict  
• Respect differences in patients, fellow students, and members of the healthcare team.  
• Establish rapport with patients, fellow students, and members of the healthcare team. | Communicate effectively with disagreeable patients, family doctors, and nurses and other staff in order to attempt to meet therapeutic goals for the patient. |
| COMMUNICATION SKILLS                        | • Teach  
• Explain procedures  
• Give oral reports  
• Interact with others  
• Speak on the telephone  
• Influence people  
• Convey information through writing | Communicate effectively and appropriately with doctors, nurses, patients, family, and other staff in order to provide for most effective and efficient patient care. |
IMMUNIZATION REQUIREMENTS
To enter Neurodiagnostic Technology Program at Alvin Community College the following immunizations/tests are required. (Required by State Law/Clinical Facilities)

PRIOR TO APPLICATION:

**Hepatitis B Vaccine:** Proof of completion of the hepatitis B vaccination series or serologic confirmation of immunity to hepatitis B is required as a condition of full acceptance to the program.
This is a series of 3 shots and can take up to 6 months to complete. We must see documentation of at least the first two immunizations at time of application. Documentation of the third vaccination must be provided.

*Post-vaccination antibody titer testing may be required.*

AFTER ACCEPTANCE:

**Tuberculin Test (PPD):** * Once in the program, repeat testing will likely be required.
Should be done close to the time you begin the program to last throughout the academic year

*Chest x-ray required if PPD is positive* (include signed copy of chest x-ray results).

**Varicella (Chicken pox):**
Vaccination with two doses of Varicella vaccine administered 4-8 weeks apart.

*OR*
Serologic test positive for Varicella antibody. (Attach laboratory proof of varicella immunity)

**MMR (measles mumps and rubella)**
Vaccination with two doses of MMR vaccine administered at least 28 days apart

*OR*
Serologic test positive for MMR antibodies. (Attach laboratory proof of MMR immunity)

**TDaP (Tetanus, Diphtheria, Pertussis):**
Immunization for TDaP administered on or after 18th birthday. (Vaccination MUST include Pertussis)

**Seasonal Flu:** REQUIRED ANNUALLY
A seasonal flu vaccine is required prior to October 1st for continued clinical participation.
The purpose of this policy is to:

1. Comply with clinical affiliates who may require a student background check as a condition of their contract
2. Promote and protect patient/client safety

Conduct of Criminal Background Check

Background checks will be conducted as a condition of full acceptance into Neurodiagnostics program. The results will be accepted for the duration of the student’s enrollment in the Neurodiagnostics program if the participating student has not had a break in enrollment at the college and if the student has had no disqualifying allegations or convictions while enrolled. Alvin Community College will designate the agency selected to do the criminal background screening. Results of the background check will be sent directly to the program director at each college. The student will pay the cost of the background directly to the agency. The student will sign a form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical rotations.

Unsatisfactory Results

A student with a significant criminal background screen will be ineligible to enroll in the Neurodiagnostics program. All criminal background information will be kept in confidential files by the investigating agency and the program director will have access to these files. A student who is convicted of a criminal offense while enrolled in the program must report the offense to the program director within three days of the conviction.

Student Rights

Students sign a release form that gives the program director the right to receive their criminal background information from the agency. If the student believes his or her background information is incorrect, the student is responsible for providing the evidence of the inaccuracy of the information to the investigating agency. The student will not be able to enroll in the Neurodiagnostics program until the question is resolved. The inability to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course.
Neurodiagnostic Technology Program

**POLICY FOR DRUG SCREENING**

**PURPOSE**

- Promote And Protect Patient/Client Safety
- Comply With Clinical Affiliates Drug Screen Requirements
- Detect Illegal Drug Use

**DEFINITION**

**Non-Negative Drug Screen:** A non-negative drug screen means a medically acceptable drug test, approved by Alvin Community College, the results of which indicates the use of illegal drugs.

**Illegal Drugs:** Illegal drugs include those drugs made illegal to possess, consume, or sell by Texas and Federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug prescribed for another person.

**DRUG SCREENING PROCEDURE**

Drug screening is conducted on all student applicants after conditional acceptance into the program. A non-negative drug screen will bar admission to the program for a minimum of 12 months. The results of the drug screen are generally accepted for the duration of the student’s uninterrupted enrollment in the program unless allegations are made to support reasonable cause that the student is not free of illegal drug use; with reasonable cause the student may be required to submit to further drug screening at his/her own expense. Alvin Community College will be responsible for designating and approving the drug screening procedures. The student must complete drug screening at the scheduled time. An unscheduled drug screen will result in an additional expense to the student and conducted at a time and place designated by the college. The student must pre-pay for the drug screen as directed by the Program. The student is required to complete a release directing the company/agency conducting the drug screen test to send the results directly to the Program Director.

The results reported by the company/agency conducting the drug screen is final unless the student with a non-negative drug screen, within 10 days of learning of the non-negative drug screen, requests review of the results from the company/agency who originally administered the drug screen. Once the company/agency reports their review finding, the results are final and not appealable.

**POLICY**

When the college determines that a student has a non-negative drug screen, the student is not allowed to attend any clinical agency/rotation for a minimum of twelve months and may affect his/her re-admission to the program. The student with the non-negative drug screen is required to withdraw from the clinical course and all concurrent health, nursing or allied health programs. Prior to returning to the program, the student must re-apply and be accepted to the program (including re-testing), have a negative drug screen, and provide satisfactory documentation to the college of successful drug counseling and treatment, all at the expense of the student. When a student with a non-negative drug screen is accepted back into the program he/she will be subjected to unannounced random drug screening at their expense.