EKG Technician Certification Program

This comprehensive 50 hour program prepares students to function as EKG Technicians.

This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

This is an in-person course. No externship is available.

EKG technicians work in healthcare facilities with doctors and technologists and specialize in electrocardiogram (EKG) testing for patients. EKG machines are complex devices that monitors the heart's performance. This is done by attaching wires and electrodes to a patient's chest, arms and legs.

Note: This class prepares you to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This program includes classroom lectures, hands-on activities and laboratory practice.
Program Prerequisites

1. Must be 18 or older (verified by driver’s license or birth certificate),
2. Completed a high school diploma or GED (or higher post-secondary degree),
3. WorkKeys Reading (level 4) & Math (level 3) - Waived if you have a post-secondary degree (Associate’s degree or higher) or with prior medical experience; military, EMT, allied health fields.

Student Information

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Application Materials Checklist

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<th>Material Name</th>
<th>Description of Material Received</th>
<th>Initials</th>
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<tr>
<td>Proof of Age</td>
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<td>Education</td>
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<td>WorkKeys</td>
<td>– applied math and reading for information</td>
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Program Use Only

Application Received: All Materials Received:  
Funding Agency: Advising Form: Completion Letter Sent:  

Please submit your application and materials to:

UNM Continuing Education  
Attn: Health Careers  
1634 University Blvd, NE  
Albuquerque, NM 87102-1711  
e-mail: streviso@unm.edu  
FAX: (505) 277-8975

Please call (505) 277-6025 or e-mail streviso@unm.edu for more information.
Policies
An applicant to the EKG Tech Certification program is expected to participate fully in activities required for course completion. Attendance is recorded and 100% attendance is required. Required skills and abilities include, observation, communication, motor and behavioral maturity. The applicant must be able to participate actively in all demonstrations, laboratory exercises and classroom activities.

Readiness Assessments
The WorkKeys assessment system is used to determine those skill levels. The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in two key areas:

- Reading for Information—measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience.

- Applied Mathematics—measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

Verification of this assessment is required.

- Each WorkKeys assessment has a score level range. WorkKeys scores indicate your ability to perform more complex skills as the score levels increase.
- The assessments take about 45 to 55 minutes each.
- **This requirement is waived for those with an Associate’s degree or higher or with prior medical experience; military, EMT, allied health fields.**
Human Subjects Policies

Assumption of Risk and Consent to Procedures* Initials __________
You will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor.

Your Rights
You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I have read the above Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

Printed Name __________________________________________
Signature __________________________________________ Date __________

Requirements for Success

Attendance Initials __________
Students are expected to attend all EKG classes as scheduled. Arriving late or leaving early is strongly discouraged. Students are expected to notify their instructor(s) ahead of time if they know they must miss class. A student who misses two classes without approval will meet with the Program Supervisor to review the course expectations. Probation or withdraw from the program are possible consequences. This is an intense training and it is difficult to keep up after missing class. Students are also expected to let their instructor know when they miss class due to illness. The provided sign-in sheets are the official record of attendance. Signing for another student is unacceptable and a violation of the Student Code of Conduct.

Studying and Grades Initials __________
Students are expected to come to class prepared to take notes, to spend time studying every day, to actively participate in class, and to pass regular quizzes and exams with a grade of 70% or higher. Final exam MUST have a score of 70% or higher to pass the exam.
Professionalism in Healthcare Fields

Professionals in healthcare are highly regarded as committed to quality care with compassion, well-trained in their job and provide confidentially for their patients and clients. Workplace readiness demand that your attitudes and actions demonstrate this level of professionalism. Understanding the role and responsibilities of your position builds the trust of those in your care.

Attitudes and skills in these areas will be part of your training:

- Mature responsibility and show a passion for your work
- Interpersonal and business communication
- Problem solving and critical thinking
- Working productively in a team
- Give appropriate, timely feedback to classmates and instructors
- Be friendly and a team player
- Developing good and safe work habits and workplace
- Discipline
- Show a willingness to learn and volunteer for new tasks

The HIPAA Privacy Rule from HHS.gov

http://www.hhs.gov/hipaa/for-professionals/index.html

Understanding and abiding the HIPAA Privacy Rule will be held to the highest standard as a student and in your future workplace. The rules apply to you and for you throughout this course.

These national standards are established to protect individuals’ medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patient’s rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

The Privacy Rule is located at 45 CFR Part 160 and Subparts A and E of Part 164.

The HIPAA Security Rule establishes national standards to protect individuals’ electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.
Personal accountability and obligations matter. Conduct yourself in a professional manner before, during and after classes. Report any behavior, activities or situations that would be considered less than professional to your Program Supervisor.

**Student Code of Conduct**

It is important for all students to be aware of conduct that is required by UNMCE in order to participate in UNMCE programs and services. Violations or disruptions to the classroom environment will be dealt with swiftly with consequences including withdrawal from the program. A detailed Student Code of Conduct policy is available in the UNMCE Registration Office or on the following UNM website: http://pathfinder.unm.edu/code-of-conduct.html

The UNM Continuing Education campus is a tobacco-free campus. A designated smoking area is available on the north side of the Conference Center.

Student sanctions or disciplinary procedures maybe invoked under the Student Code of Conduct policy. Any conduct considered to adversely affect UNMCE’s educational function, to disrupt the community on campus, to interfere with the rights of others to pursue their education or to conduct their University duties and responsibilities, or to participate in University activities, may result in student sanctions or disciplinary actions that may include disenrollment. UNMCE may take disciplinary action for an offense against the Code of Conduct when the offense occurs on UNMCE premises or at any UNMCE-sponsored events, including trips, lectures, conferences or UNMCE activities held at other facilities. When matters are in dispute, UNMCE follows all University policies on due process.

University policy states that students are expected to conduct themselves professionally and to refrain from disruptive behavior. Examples of disruptive student behavior include, but are not limited to:

- Consistently being late to class or leaving class early
- Verbally abusing another student, the instructor, or staff
- Inappropriate remarks, obscene or offensive language
- Aggressive, bullying or angry behavior
- Taking over the lecture or making remarks out of turn
- Dominating classroom discussion
- Bringing non-students to class, including children and pets
- Refusing to participate in class activities
- Physically confronting another person
- Coming to class under the influence of alcohol and/or drugs.
Students who experience abusive or disruptive behavior should report the incident to the course instructor and/or the Program Supervisor.

**Dishonesty in Academic Matters**

Initials ______________

According to the *University of New Mexico website*: https://policy.unm.edu/regents-policies/section-4/4-8.html

Academic dishonesty is a violation of UNM's Student Code of Conduct. Academic dishonesty as defined by that Code, includes, but is not limited to:

"dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records."

**UNM Policy 2240: Respectful Campus**

Initials ______________

The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

- that enhances productivity and draws on the diversity of its members; and
- is free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual.

"The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment."

The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct and, when necessary, to discipline behavior which violates this policy.

Behavior that is inconsistent with the UNM Respectful Campus Policy 2240; shall not be tolerated. This includes but is not limited to:

- disruptions during class such as interrupting the lecture,
- rude or disrespectful comments toward any participants,
- challenging the content as being incorrect or unrelated discussions to the material covered
- lack of preparation for class by not having books, notes, supplies or needing other assistance impacts the working classroom environment.
- suggestive or obscene letters, notes, invitations,
- derogatory comments, epithets, slurs or jokes,
- impeding or blocking movements, touching, or any physical interference with normal work
- threats or insinuations that lack of sexual favors will result in reprisals, withholding support for appointments, promotions or transfers, change of assignments, or poor performance reviews.
Equipment and Materials
Tuition covers textbook, course manual, lab materials & supplies and required needle stick insurance. Students will be using a variety of phlebotomy and other laboratory and medical equipment and materials in class from practice arms and needles to medical equipment for vital signs and EKG machines. Students will be trained in the proper and safe use of equipment and supplies, and are expected to use and take care of equipment and dispose of supplies properly. Upon successful completion of the course, the certification exam will be scheduled within two weeks of the course ending.

I confirm that the information I submit for acceptance into the EKG Technician Certification Program at UNM Continuing Education is accurate and that I have read and understand the above information.

Printed Name

Signature  Date

*Course Curriculum is developed and provided by CCI – Condensed Curriculum International. Content and standards will be maintained according to CCI approval and on course content matter CCI has final approval.