



# St. Vincent College of Health Professions Coronavirus (COVID-19) Contingency Operations Plan



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### **Purpose**

The purpose of this St. Vincent College of Health Professions (“College”) Contingency Operations Plan (“COP”) is to outline the College’s approach to responding to the Coronavirus Disease (“COVID-19”) pandemic declared by the World Health Organization. The paramount priority is to safeguard enrolled students without compromising the educational mission of the College or its respected programs.

### **Scope**

The purpose of this COP is solely limited to College operations as they relate to education and training. College students and faculty must adhere to all safety precautions as required by Ascension, Ascension St. Vincent, or Ascension St. Vincent clinical departments. Below are additional online resources.

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
- ISDoH: <https://www.in.gov/isdh/28470.htm>

### **Communication**

Official communication regarding COVID-19 precautions and practices will come from Ascension, Ascension St. Vincent, or medical imaging departments. Official communication regarding College operations in response to COVID-19 will come from the College President, Dean of accreditation and Compliance, and/or any faculty member of the College. All Official communication regarding COVID-19 will come via email, memoranda, meeting or other lines of communication as deemed appropriate.

### **College Operations**

- I. Routine Operations: The College will continue to operate normally, both didactically and clinically, until such decision is made to suspend College operations.

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- A. Student Absences (Non-COVID-19): Absences during normal College operations that are not related to COVID-19 are subject to existing policies and procedures including but not limited to the student’s personal time off (“PTO”), didactic material missed, maintaining academic and clinical requirements, and meeting satisfactory academic standards.
  - B. Student Absences (COVID-19): Absences that are directly related to COVID-19 when the student is under mandated or self-quarantine will not result in loss of PTO. However, the student will be responsible for learning didactic material missed and is subject to academic and clinical requirements and meeting satisfactory academic standards. The course instructor must provide the student with a link to join the course in Google should the students desire. All formative and summative academic tests will occur on site when the student is no longer under quarantine.
    - 1. If the absence is less than 2 calendar weeks, the existing course end dates will remain in effect. Students will not be permitted to make up lost clinical time except as permitted under the program’s Attendance and Punctuality policy.
    - 2. If the absence is 2 calendar weeks or longer, the College will implement a Modified Curriculum in which the clinical course end dates will be extended commensurate with duration of time absent.
  - C. Faculty Absences: When faculty members are absent during normal College operations, regardless of reason, it is the faculty member’s responsibility to communicate such absences to students and other faculty members as relevant. The absent faculty member will coordinate with the program director and other program faculty the manner and timing of didactic material presentation, which may include rescheduling class days, requiring students to attend a class/classes at a different location with another faculty member, or presenting material remotely if permitted by appropriate accrediting bodies (see below). Faculty absences from work are subject to appropriate Ascension St. Vincent policies and procedures as applicable to associates.
  - D. Clinical Site Backup Strategy: When clinical sites do not permit on-site student clinical participation, the program will reassign affected students to other clinical sites to the extent clinical site capacity and availability of exam/procedure resources are not exceeded and student supervision is maintained.
- II. **Suspended College Operations:** Suspension of College operations may include on-site didactic courses, laboratory participation, clinical assignments, or any other relevant on-site College operations.
- A. Scope/Conditions:
    - 1. A decision to suspend College operations can only be made by the College President upon recommendation from the Dean of Accreditation and Compliance.

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2. Suspended College operations will last for a minimum of two weeks and may last longer if declared by the College President.
  3. During suspended College operations, students are not permitted to be on site while in the role of a student except when explicitly permitted.
  4. Students, faculty and relevant clinical management will be officially notified of suspended College operations by the Dean of Accreditation and Compliance.
  5. Student PTO will not be affected except when a student is not presented during remote online presentations of didactic course material (see section 3.h).
  6. Each College program will determine if didactic material will be presented remotely, if permitted by appropriate accrediting bodies (see below).
  7. Program directors will communicate with program advisory committees regarding the implementation of the suspended college operations, Interim Remote Learning plan if implemented, and the opportunity to provide feedback and voice concerns.
  8. Faculty absences from work during suspended College operations are subject to appropriate Ascension St. Vincent policies and procedures as applicable to associates.
- B. Decision Criteria:
1. In deciding to suspend College operations, the College President may consider but is not limited to the following:
    - a) Recommendations from the CDC, ISDoH, and other government/advisory agencies
    - b) Ascension St. Vincent mandated practices
    - c) The number of students currently affected by COVID-19
    - d) The number of COVID-19 cases locally and in Indiana
  2. Academic Calendar:
    - a) Didactic Time: On-site didactic time missed because of COVID-19 will not be made up if didactic course material can be presented remotely as stipulated herein section 3. Should didactic material not be presented remotely, each College program will determine how and when such didactic material will be presented including how many academic hours will be made up following the program's scheduled end date as a result.
    - b) Clinical Time: Each College program will independently determine clinical time missed because of COVID-19 will be made-up. If clinical make-up time is necessary, the make-up time will occur following the program's scheduled end date. Each program will establish a written plan detailing how many clinical hours may be missed because of COVID-19 without being made up, when clinical make-up time will occur, and how clinical rotation schedules are affected

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as a result (see appendices herein). The program must adhere to appropriate accreditation standards and certifying body requirements for student eligibility with respect to missed and made-up clinical time. See appendices here-in for program-specific Interim Learning Plans.

3. Course Grading:
  - a) Each program will determine if course grades affected by COVID-19 will change as a result. Programs may change the course grade criteria or make the course Pass/Fail. Any changes in the course grade as stipulated in the program's course syllabus will be communicated by the Program Director to program students and faculty to coincide when the change takes effect. Pass/Fail courses are not factored into calculation of grade point average ("GPA").
  - b) See appendices here-in for program-specific Interim Learning Plans.
4. Academic Credit:
  - a) Academic credit for courses affected by COVID-19 will not be adjusted as a result. Students will be given full academic credit for didactic, lab or clinical time missed because of COVID-19 that will not be made up following the program's scheduled end date as a result.
5. Tuition:
  - a) Because students receive full academic credit for courses affected by COVID-19, tuition and fees will not be adjusted as a result.

III. Distance (Remote) Presentation of Didactic Material: In the event of suspended College operations or student absences during normal College operations, College programs may choose to present didactic course material online according to the following conditions.

- A. Remote presentation will be determined on a program-by-program basis as stipulated. See appendices herein for program-specific Interim Learning Plans.
- B. Remote presentation is approved by appropriate institutional and program accreditation bodies and the Indiana Commission on Higher Education.
- C. Remote presentation of course material must occur under the following conditions;
  1. Course presentation must be synchronous ("real-time")
  2. Programs will use Google as the presentation platform
  3. Remote presentations will not be recorded by program faculty. However, students may record presentations for their own personal use if permitted by the course instructor.
  4. Remote presentations will occur during normally scheduled course dates and times as stipulated in the course syllabus

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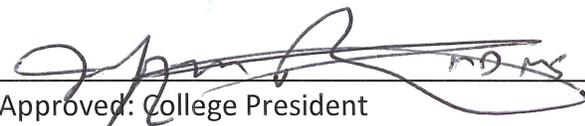
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5. Remote presentation only applies to didactic courses; lab and clinical courses requiring on site participation will not be presented remotely.
  6. No course content will be removed from the course and must be covered.
- D. Student communication with faculty:
1. The students can communicate with the faculty in real time during Google remote lectures by unmuting their PC/laptop microphone, using their cell phone, or using the chat feature.
  2. Instructors will be available through Canvas, email or cell phone as means of communication with the students.
  3. The students will be able to request remote meetings through Google with their instructors based on availability of the student and instructor.
- E. Technical Difficulties:
1. Students unable to join the session
    - a) If a student is unable to join the Google Hangout session due to technical difficulties, the student needs to notify the instructor immediately.
    - b) The student should call the Ascension St. Vincent Help Desk at 317-338-8345 for help troubleshooting the issue.
    - c) If the student misses more than 15 minutes of the lecture, PTO will be deducted due to the absence.
  2. Instructors unable to join the session:
    - a) If an instructor is unable to join the Google session due to technical difficulties, the instructor will send an email or text message to the students stating the reason for the delay and communicate when the course time will be made up.
    - b) The instructor should call the Ascension St. Vincent Help Desk at 317-338-8345 for help troubleshooting the issue.
- F. The course instructor will communicate with students the date, time and instructions for accessing remote presentations.
- G. Students are required to participate in all remote presentations. PTO will be reduced according to program policy if students do not participate in the remote courses session.

**Term**

This COP will remain in effect until such time the College President decides to terminate it. Students and faculty will be officially notified when the COP is no longer in effect.

  
Approved: College President

6/9/20  
Date

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**Appendix A**  
**Interim Learning Plan -- Radiography Program**

**I. Regulatory**

**A. Accrediting Bodies**

- a. Accrediting Bureau of Health Education Schools (“ABHES”)
  - i. Permits distance education delivery of didactic courses without formal approval until May 31, 2020.
  - ii. Permits institutions to submit a request for temporary approval of distance education after June 1, 2020.
  - iii. “Requires that programs must continue to demonstrate that students complete the required coursework as a basis for program completion in compliance with applicable federal, state and credentialing requirements. There is no blanket waiver of the expectations relative to completion of clinical experiences.”
  - iv. [https://www.abhes.org/news\\_item/coronavirus-update/](https://www.abhes.org/news_item/coronavirus-update/)
- b. Joint Review Committee on Education in Radiologic Technology (“JRCERT”)
  - i. Permits distance education delivery of didactic courses without formal approval until December 31, 2020.
  - ii. Advocates for a return of students to clinical settings as soon as the facilities allow.
  - iii. Permits reassignment of students, evening and weekend assignments, or assignment shifts up to 10 hours.
  - iv. Permits decisions made that may impact the students’ graduation date.
  - v. <https://www.jrcert.org/news/m.blog/1029/jrcert-coronavirus-update>

**B. Certifying Agencies**

- a. American Registry of Radiologic Technologists (“ARRT”)
  - i. No change in exam eligibility requirements including;
    1. Clinical competencies performed on actual patients and simulated.
    2. Completion of academic requirements to graduate from the program and earn at a minimum an associate degree.
  - ii. <https://www.rrrt.org/pages/covid-19-update>

**C. Governing Agencies**

- a. Indiana Commission on Higher Education, Board of Proprietary Education (“ICHE”)
  - i. Requires only that institutions inform ICHE regarding their response to COVID-19.
    1. <https://www.in.gov/bpe/2491.htm>
  - ii. Advised that institutions should implement remote instruction.
    1. [https://www.in.gov/che/files/COVID-19%20Guidance\\_3-30-2020.pdf](https://www.in.gov/che/files/COVID-19%20Guidance_3-30-2020.pdf)

**II. Didactic Curriculum:**

**A. Courses Presented Remotely:**

1. Spring 2020:

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- i. Medical Terminology II, RAD 121
  - ii. Radiographic Anatomy & Physiology II, RAD 122
  - iii. Radiographic Positioning II, RAD 123
  - iv. Image Analysis, RAD 223
  - v. Registry Review, RAD 224
- B. Assessment of student participation and academic progress/achievement of course goals.
  1. Student participation during remote presentations is mandatory. Absences will result in PTO being reduced according to the time missed.
  2. Online participation will be evident in Google once signed into the meeting.
  3. The instructor will assign a variety of assignments that could include, but not limited to written papers, review questions, worksheets, presentations, group projects, short quizzes, etc. to assess that academic progress is being made and the course objectives have been met.
  4. The sequence of didactic content will be presented as outlined in the course syllabus.
- C. Educational Resources:
  1. Students will have access to their physical textbooks.
  2. Students will have access to Canvas, where additional learning resources may be shared, as needed.
  3. Students will have access to PowerPoints through Canvas.
  4. Students will have access to their instructors to ask for additional educational resources, when needed.
- D. Overseeing of Courses:
  1. The courses will be overseen by the course instructors.
  2. The course instructor will be responsible for scheduling, inviting students, teaching all remote Google lectures, grading all assignments submitted through Canvas and communicating with students.
- E. Changes in Course Syllabi:
  1. Medical Terminology II, RAD 121
    - a) No changes in scheduled dates didactic content is presented.
    - b) No change in scheduled dates of assessment of student progress.
    - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
  2. Radiographic Anatomy & Physiology II, RAD 122
    - a) No changes in scheduled dates didactic content is presented.
    - b) No change in scheduled dates of assessment of student progress.
    - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
  3. Radiographic Positioning II, RAD 123
    - a) No changes in scheduled dates didactic content is presented.

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- b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives or course end date.
  - d) Removed lab simulation of GI/GU content.
  - e) Tabled lab assessment of trauma imaging until summer 2020.
  - f) Uploaded revised syllabus and syllabus agreement to Canvas.
4. Image Analysis, RAD 223
- a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
5. Registry Review, RAD 224
- a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
  - d) Uploaded revised syllabus and syllabus agreement to Canvas.
- III. Clinical Curriculum:
- A. Courses Affected:
- 1. Clinical Education II, RAD 129
    - a) Suspended ~240 clinical hours (3/17/20 – 5/22/2020)
    - b) Removed cumulative clinical competency requirement of 12
    - c) Removed final clinical coordinator evaluation
    - d) Removed technologist/area evaluations after 3/13/20
    - e) Converted course grade to Pass/Fail
    - f) Uploaded revised syllabus and syllabus agreement to Canvas
  - 2. Clinical Education V, RAD 229
    - a) Suspended ~240 clinical hours (3/17/20 – 5/22/2020)
    - b) Removed final clinical coordinator evaluation
    - c) Removed technologist/area evaluations after 3/13/20
    - d) Simulated clinical competencies needed to meet graduation and ARRT requirements
    - e) Converted course grade to Pass/Fail
    - f) Uploaded revised syllabus and syllabus agreement to Canvas
  - 3. Clinical Education III, RAD 139
    - a) Suspended ~200 clinical hours (6/1/20 – 6/26/2020)
    - b) Removed cumulative clinical competency requirement
    - c) Converted course grade to Pass/Fail
    - d) Syllabus not revised; Uploaded COVID-19 syllabus and syllabus agreement to Canvas
- B. Clinical Time
- 1. Review of Regional Program Clinical Hours

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- a) SVCHP: ~2000 hours
  - b) Ivy Tech ~1600 hours
  - c) IUPUI ~1300 hours
  - d) Ball St. ~1200 hours
2. Clinic Time Missed Under COVID-19 Suspension of Clinical Operations:
- a) Up to 800 hours
    - (1) No mandatory make-up time for cohort
    - (2) Additional clinical time will be required for students who do not meet competency requirements by schedule end date
      - (a) No minimum time, student must only meet competency requirements
      - (b) Up to a maximum of 8 weeks, 40 hours/week in summer term
  - b) Greater than 800 hours
    - (1) Mandatory make-up time will be required for entire cohort
      - (a) Minimum make-up time will be the number of clinical hours missed exceeding 800 hours
3. Additional Clinic Time Schedule/Assignment Management
- a) Clinical Coordinators will establish a make-up schedule
    - (1) Monday through Friday
    - (2) between 7:00 am and 9:00 pm not to exceed 10 hours per day
  - b) Clinical Coordinator will establish an assignment area schedule

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**Appendix B**  
**Interim Learning Plan – Diagnostic Medical Sonography Program**

**I. Regulatory**

**A. Accrediting Bodies**

- a. Accrediting Bureau of Health Education Schools (“ABHES”)
  - i. Permits distance education delivery of didactic courses without formal approval until May 31, 2020.
  - ii. Permits institutions to submit a request for temporary approval of distance education after June 1, 2020.
  - iii. “Requires that programs must continue to demonstrate that students complete the required coursework as a basis for program completion in compliance with applicable federal, state and credentialing requirements. There is no blanket waiver of the expectations relative to completion of clinical experiences.”
  - iv. [https://www.abhes.org/news\\_item/coronavirus-update/](https://www.abhes.org/news_item/coronavirus-update/)
- b. Joint Review Committee on Diagnostic Medical Sonography (“JRC DMS”)
  - i. Permits distance education delivery of didactic courses without formal approval.
  - ii. Advocates for a return of students to clinical settings as soon as the facilities allow.
  - iii. Suggest that if suspended from clinical sites, and no other sites are available, keep documentation during the disruption and if there are any deviation from requirements for students to graduate then the JRC-DMS Board can evaluate on a case by case basis.
  - iv. Permits decisions made that may impact the students’ graduation date.
  - v. States that simulation cannot be substituted as a clinical competency.
  - vi. States additional guidelines that only apply to DMS Students whose scheduled graduation date is from April 24, 2020 to October 31, 2020.
    1. <https://www.jrcdms.org/forms/JRC DMS Programs Graduating Class -COVID19.pdf>
  - vii. <https://www.jrcdms.org/>

**B. Certifying Agencies**

- a. American Registry of Diagnostic Medical Sonography (“ARDMS”)
  - i. No change in exam eligibility requirements.
  - ii. <https://www.ardms.org/important-notice-regarding-covid-19/>
- b. American Registry of Radiologic Technologists (“ARRT”)
  - i. No change in exam eligibility requirements including;
    1. Clinical competencies performed on actual patients and simulated.
    2. Completion of academic requirements to graduate from the program and earn at a minimum an associate degree.
  - ii. <https://www.rrt.org/pages/covid-19-update>

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C. Governing Agencies

- a. Indiana Commission on Higher Education, Board of Proprietary Education (“ICHE”)
  - i. Requires only that institutions inform ICHE regarding their response to COVID-19.
    1. <https://www.in.gov/bpe/2491.htm>
  - ii. Advised that institutions should implement remote instruction.
    1. [https://www.in.gov/che/files/COVID-19%20Guidance\\_3-30-2020.pdf](https://www.in.gov/che/files/COVID-19%20Guidance_3-30-2020.pdf)

IV. Didactic Curriculum:

A. Courses Presented Remotely:

1. Spring 2020:
  - vi. General Sonography II
  - vii. OB/GYN Sonography II
  - viii. Vascular Technology II
  - ix. Ultrasound Physics II

B. Assessment of student participation and academic progress/achievement of course goals.

1. Student participation during remote presentations is mandatory. Absences will result in PTO being reduced according to the time missed.
2. Online participation will be evident in Google once signed into the meeting.
3. The instructor will assign a variety of assignments that could include, but not limited to written papers, review questions, worksheets, presentations, group projects, short quizzes, etc. to assess that academic progress is being made and the course objectives have been met.
4. The sequence of didactic content will be presented as outlined in the course syllabus.

C. Educational Resources:

1. Students will have access to their physical textbooks.
2. Students will have access to Canvas, where additional learning resources may be shared, as needed.
3. Students will have access to PowerPoints through Canvas.
4. Students will have access to their instructors to ask for additional educational resources, when needed.

D. Overseeing of Courses:

1. The courses will be overseen by the course instructors.
2. The course instructor will be responsible for scheduling, inviting students, teaching all remote Google lectures, grading all assignments submitted through Canvas and communicating with students.

E. Changes in Course Syllabus:

1. General Sonography II, DMS 131
  - a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.

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- c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
- d) Scan labs were substituted with image analysis assignments and worksheets
- e) No changes were made to syllabus.
- 2. OB/GYN Sonography II, DMS 132
  - a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
  - d) Scan labs were substituted with image analysis assignments and worksheets
  - e) No changes were made to course syllabus.
- 3. Vascular Technology II, DMS 133
  - a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives or course end date.
  - d) Selected scan labs were substituted with image analysis assignments and worksheets
  - e) Tabled segmental pressure scan labs until summer 2020.
  - f) No changes were made to course syllabus.
- 4. Ultrasound Physics II, DMS 134
  - a) No changes in scheduled dates didactic content is presented.
  - b) No change in scheduled dates of assessment of student progress.
  - c) No changes in course grade criteria, content, objectives, and assessments of student learning, or course end date.
  - d) No changes were made to course syllabus.
- V. Clinical Curriculum:
  - A. Courses Affected:
    - 1. Clinical Practicum II, DMS 129
      - a) Suspended ~144 clinical hours (3/17/20 – 5/22/2020)
      - b) Removed cumulative clinical competency requirement
      - c) Removed technologist/area evaluations after 3/13/20
      - d) Converted course grade to Pass/Fail
      - e) Uploaded revised syllabus and syllabus agreement to Canvas
    - 2. Clinical Practicum III, DMS 219
      - a) Suspended ~160 clinical hours (6/1/20 – 6/26/2020)
      - b) Removed cumulative clinical competency requirement
      - c) Converted course grade to Pass/Fail

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3. Clinical Observation, DMS 119
  - a) Suspended (6/1/20 – 6/26/2020)
    - (1) Clinical observation schedule was rearranged to accommodate this change
    - (2) All clinical sites were still visited and observed
      - (a) MFM Carmel and Vein Solutions were only observed for 4 hours instead of 8 hours each resulting in 8 less clinical hours for the course
- B. Clinical Time
  1. Review of Regional Program Clinical Hours
    - a) SVCHP: ~1900 hours
    - b) Ivy Tech ~1600 hours
    - c) IUPUI ~1160 hours
    - d) USI ~2000 hours
  2. Clinic Time Missed Under COVID-19 Suspension of Clinical Operations:
    - a) Up to 400 hours
      - (1) No mandatory make-up time for cohort
      - (2) Additional clinical time will be required for students who do not meet competency requirements by scheduled end date
        - (a) No minimum time, student must only meet competency requirements
        - (b) Up to a maximum of 8 weeks, 40 hours/week in summer term
    - b) Greater than 400 hours
      - (1) Mandatory make-up time will be required for entire cohort
        - (a) Minimum make-up time will be the number of clinical hours missed exceeding 400 hours
  3. Additional Clinic Time Schedule/Assignment Management
    - a) Clinical Coordinators will establish a make-up schedule
      - (1) Monday through Friday
      - (2) between 7:00 am and 9:00 pm not to exceed 10 hours per day
    - b) Clinical Coordinator will establish an assignment area schedule

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