

2020

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

Prospective Student Information Guide

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saintlukeskc.org/DMS



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Saint Luke's Hospital Mission Statement

The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

Saint Luke's Hospital Vision Statement

The Best Place to Get Care,
The Best Place to Give Care

Saint Luke's Hospital School of Diagnostic Medical Sonography

The Best Place to Get an Education,
The Best Place to Give an Education

ACCREDITATION

The Saint Luke's School of Diagnostic Medical Sonography is an accredited Allied Health Program in good standing with the Joint Review Commission of Diagnostic Medical Sonography (JRCDSM) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to take the National Registry Examination (ARDMS) to become a Registered Diagnostic Medical Sonographer.

JRC-DMS

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 8666-738-3444
www.jrcdms.org

CAAHEP

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

Our sponsoring institution, Saint Luke's Hospital, is accredited by The Joint Commission.

The Joint Commission

One Renaissance Boulevard, Oakbrook Terrace, IL 60181
Phone: 630-792-5000
www.jointcommission.org

FACULTY

Tiffany Johnson- Director of Sonography Education, Program Director
Ghazal Brojerdi-Nejad- Clinical Coordinator, Faculty, Abdominal Sonography
Zach Tyler - Faculty, Ultrasound Physics & Instrumentation
Brooke Lardner- Faculty, Obstetrical and Gynecological Sonography
Lisa Deuschle- Faculty, Vascular Sonography
Trish Jackson- Faculty, Pediatric and Neurosonography
Melissa Southard- Faculty, Breast Sonography
Tiffany Smitheran – Faculty, Abdominal Sonography

PROGRAM DESCRIPTION

The School of Diagnostic Medical Sonography is an 18-month program that prepares you to be an entry-level diagnostic medical sonographer.

You will receive classroom instruction in the theoretical principles of ultrasound and collecting and analyzing patient information. You will also be exposed to a wide range of state-of-the-art equipment and a large volume of cases.

Clinical and didactic classes meet 40 hours per week, Monday-Friday.

The core curriculum includes:

- Physics
- Abdominal sonography
- OB/GYN sonography
- Vascular ultrasound

GOALS

1. To maintain the standards set forth by the Joint Review Committee on Education in Diagnostic Medical Sonography by providing the community with entry-level sonographers who have successfully passed the national registry.
2. To provide the students with the clinical and academic learning experiences that will produce a competent entry level Diagnostic Medical Sonographer for a diverse health care community.
3. To promote the critical thinking practices of the student by challenging them to a variety of examinations within the clinical setting.
4. To encourage the successful negotiation of the program by fostering a positive learning environment through a systems feedback mechanism that is both appropriate and given in a timely manner.
5. To provide the student with the opportunity to develop skills to effectively identify the needs of the patient and to address those needs in a timely and empathic manner.
6. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

SKILL STANDARDS

There are a number of physical, mental, aptitude and emotional skills, which are essential in the duties and responsibilities of a medical radiographer as well as a student in the School of Diagnostic Medical Sonography program. Applicants must meet the following requirements.

1. The ability to manipulate portable imaging equipment and other medical/technical equipment.
2. The ability to physically operate all technical imaging equipment.
3. The physical ability to assist in lifting patients from a cart, bed, or wheelchair to the sonographic table.
4. The ability to lift, bend and stoop.
5. The ability to visually observe (see) the patient at a minimum of 20 feet. The ability to read the requisition in the execution of a radiographic procedure. The visual acuity to see the ultrasound monitor.
6. Auditory perception is required in the care and management of the patient. The student must be able to respond to the auditory needs of the patient and also respond to the auditory communication of the physician(s), nurse(s) and co-worker(s).
7. The ability to orally communicate.
8. The ability to maintain an emotional state appropriate to function in times of stress and in emergency situations.
9. Possess the physical stamina (endurance) to maintain the 40 hours per week commitment to the program.
10. Possess the aptitude for reading comprehension and have basic knowledge of intermediate and college algebra.
11. The ability to perform CPR and emergency patient evacuation procedures.
12. The general health of the student should be sufficient for them to carry out all of the duties and responsibilities of a student radiographer.
13. The ability to perform multi-tasks assignments efficiently and with indirect supervision.
14. Have a basic understanding of computers operation, Windows operating systems and Internet.

STATEMENT ON POLICY CHANGES

Because of constantly changing conditions and circumstances, the School of Diagnostic Medical Sonography reserves the right to make changes in policy and procedures in the program as may be deemed necessary and appropriate.

ADMISSION REQUIREMENTS

Eligible applicants must have a high school diploma or high school equivalent and **must** meet one of the following credentials:

Credentials:

- A 4-year degree
 - * To include 8 additional credits in Science, Math, and Physics, and the required prerequisites
- Radiologic Technology or Registry Eligible
- RN or Eligible
- Physical Therapy or Registry Eligible
- Respiratory Therapy or Registry Eligible
- Graduate of approved 2-year Accredited Allied Health Program with appropriate certification/licensure

In addition applicants must have the following college pre-requisites:

College Pre-Requisites with a "C" or higher:

- College Algebra, Statistics or higher college math
- College Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology
- Introduction to Patient Care (approved course) or Certified Nursing Assistant Certification
- Oral or Written Communications

International (Foreign) Student Requirement:

- English as a second language: TOFEL Test Scores

Observation:

- Each applicant must complete **16 hours** of observation in a general sonography department.

Observation Reflection Paper:

- All applicants must submit a 2-page, double spaced, typed job shadow reflection paper
- At a minimum, the reflection paper must address the following:
 - Explain the exams observed during your job shadowing opportunities
 - What is the role of the sonographer?
 - What characteristics do you possess that you believe will make you successful as a student and a sonographer?

Qualified Applicants will be selected based on:

- The above pre requisites
- Minimum 3.0 GPA (cumulative)*
- Reference Form Scores
- Prior Clinical Experience
- Interview Score

***GPA is cumulative of all post secondary education**

ADMISSIONS PROCEDURE

The school accepts 4-6 students annually. Each applicant is scored based on:

- Official transcripts with a minimum cumulative 3.0 GPA*
- Reference forms
- Prior clinical experience/health care experience
- Observation/job shadow
- Interview scores

***GPA is cumulative of all post secondary education**

The top 15 applicants (top 15 highest scores based on above criteria) who meet the admission requirements will be selected for an interview with the selection committee. The interview will be conducted using the behavioral-based interview method.

All applicants will receive written notification regarding their acceptance or denial of admission for the current program.

Applicants who accept a position in the program must pass a criminal background check, drug test, tobacco screening, and must provide documentation of degree or registry, CPR Certification, MMR and Hepatitis B Vaccination before final admission into the program.

OBSERVATION INFORMATION

Saint Luke's School of Diagnostic Medical Sonography requires **16 hours** of observation / job shadowing in **Diagnostic Ultrasound** for all applicants.

You may complete your job shadow at any hospital; however, you must have the observation site complete a letter, on hospital letterhead, to include your name, the date, and time you observed.

CERTIFICATION ELIGIBILITY

The ARDMS is required to evaluate the moral character of each sonography graduate candidate before taking the national board registry. The evaluation process assures the community that the applicant engages in moral, professional and ethical conduct set forth by the standards of the American Registry for Diagnostic Medical Sonographers.

- Any behavior that resulted in a conviction, a misdemeanor or a diversion, must be disclosed.
- Applicants with a prior felony conviction cannot apply to the program, prior to ARDMS approval.
- If the incident occurred as a juvenile, contact the County Clerk's office to confirm that the file has been sealed. If it was not sealed, the student must disclose the incident(s).
- **Individuals with prior convictions must be approved by the ARDMS through the Pre-Certification Eligibility process before the application can be considered for the program.**

Please contact the ARDMS for further information and clearance. <http://www.ardms.org/>

TOBACCO USAGE POLICY

Saint Luke's Health System is a tobacco free organization and does not hire anyone who uses tobacco products.

Effective August 1, 2011, only non-tobacco users will be hired by Saint Luke's Health System. This policy also includes students in all Saint Luke's owned programs. Therefore, students cannot use any tobacco products.

This includes:

- Cigarettes
- Cigars
- Pips
- Smokeless tobacco
- "E-cigarettes" or any other vaping product
- Smoking cessation products including nicotine gum or skin patches
- Any other products which contain any amount of tobacco or nicotine

All individuals that have been offered a position within the Saint Luke's Schools of Diagnostic Medical Sonography, Echocardiography or Radiologic Technology must comply with this policy.

All accepted students will be tested for nicotine during their post-offer, pre-program physical screening process. Offers of positions to prospective students of any program who test positive for nicotine will be rescinded. A positive test for nicotine due to the applicant's use of nicotine replacement therapy will also result in the applicant's offer being rescinded.

Students are also prohibited from using any tobacco products once they have entered any education program. Any student who uses tobacco is in violation of this policy and will face disciplinary action up to and including termination from the program. If a student is directly observed using tobacco products, they will be required to complete a nicotine test with the Employee Health Department. In the event this test is positive, they will face disciplinary action up to and including termination from the program.

Any student who gains employment with Saint Luke's Health System during or after their educational program must retest for nicotine during their Employee Health pre-employment physical. If this results in a positive test, the offer of employment will be rescinded.

There are no exceptions to any segment of this policy.

REGISTRY ELIGIBILITY

Saint Luke's Hospital School of Diagnostic Medical Sonography Program graduates will be eligible for several national registry examinations upon graduation.

The sonography students will be eligible to take numerous registry boards, all of which are sponsored by the Registry of Diagnostic Medical Sonography:

- | | | |
|----|--------------------------------|-------------|
| 1. | Physics/Vascular Physics (SPI) | 3. Abdomen |
| 2. | Obstetrics/Gynecology | 4. Vascular |

TRANSFER CREDITS

The DMS program does not accept transfer students. DMS program students cannot complete required coursework outside of the instruction offered by the school.

INSTRUCTION VIA DISTANCE EDUCATION OR EXPERIENTIAL LEARNING

The School of Diagnostic Medical Sonography does not allow instruction via distance education or experiential learning. All instruction must be completed on-site.

ADVANCED PLACEMENT

Advanced placement is not offered at Saint Luke's School of Diagnostic Medical Sonography

INTERNATIONAL STUDENT REQUIREMENTS

Students applying at Saint Luke's School of Diagnostic Medical Sonography are required to have a reading, writing, and conversational knowledge of the English language.

Determine if you will be considered an (international) foreign student

Applicants are considered to be an international student if English is not their native language (or if English is one of the official languages of their native country but not necessarily the first language of the majority of the population).

Students who have already been enrolled in courses at other US academic institutions without the completion of an English proficiency test are still considered foreign when applying to the Saint Luke's School of Diagnostic Medical Sonography. English proficiency must be demonstrated prior to applying for the program.

English Language Proficiency

All international applicants for the Saint Luke's School of Diagnostic Medical Sonography whose native language is not English must demonstrate an established level of English language proficiency through the TOEFL (Test of English as a Foreign Language) format.

International applicants who are native citizens of the following countries **do not** have to submit TOEFL scores: United States, Great Britain, Ireland, Australia, New Zealand, or the English-speaking provinces of Canada.

Applicants from other regions not listed above **do** need to submit TOEFL scores.

Test scores must be original forms sent directly from the administering agency to the Saint Luke's School of Diagnostic Medical Sonography. Photocopies will not be accepted.

International (Foreign) Student Application Requirements

Students for whom English is a second language must satisfy all of the following requirements in order to apply for the Saint Luke's School of Diagnostic Medical Sonography:

- An official score report from the Test of English as a Foreign Language (TOEFL) which evaluates how well you combine your listening, reading, speaking and writing skills.

Internet-based TOEFL Scores	
Section	Minimum Score
Reading	23
Listening	23
Speaking	23
Writing	19
Total Score	88

- Proof of U.S. Citizenship or lawful permanent residency.

Foreign Education Credentials Evaluation (Transcript Evaluation)

All international applicants must have all foreign transcripts (high school and college) evaluated by World Education Services OR Educational Credential Evaluators. The evaluation must include course-by-course evaluation, grade evaluation, grade point evaluation, and indicate the degree earned in U.S. terms (bachelors, masters, etc.). An official copy of the evaluation is required.

Please note: Transcripts and grades earned outside of the U.S. must be evaluated, even if the transcript is written in English.

- Official Transcripts and Official Course by Course Evaluation of Foreign Transcripts by a U.S. Evaluation Service must be submitted with application.

All three of the above steps must be submitted by the application deadline.

ESTIMATE OF COSTS FOR CLASS OF 2020 – 2022 (Fees are subject to change)

Application Fee	\$ 25
Matriculation Fee	\$ 100 to reserve student's placement in the program.
Tuition Fee	\$ 5,500 - for the 18-month program
Other Costs:	
Book Fee (approx.)	\$ 1,200 - Students are required to purchase all books prior to the start of the program
Membership Fees (approx.)	\$ 200 - Students become members of four professional societies
Trajecsys Clinical Records Program	\$150 – paid directly to Trajecsys
National Registry - ARDMS Board Examination Fees (SPI, ABD, OB/GYN)	\$200 (SPI Physics Registry) \$250 each (Specialty Registries)

1. Matriculation fee is to be submitted with acceptance letter.
2. Tuition payment schedules must be completed prior to start date of program.
3. Books must be purchased by the first day of the program.

All tuition must be paid in full by the designated due dates. All tuition must be paid in full prior to graduation. Certificates and Grades will be held until all fees are paid in full.

ALL tuition and fees are subject to change annually with the approval of Administration.

FINANCIAL AID

The Saint Luke's Hospital Diagnostic Medical Sonography Program does not participate in Title IV funding, therefore, students are not eligible to apply for federal loans or Pell grants.

The program does have contact information for Meritize Lending, an independent student lending agency. Saint Luke's Health System nor Saint Luke's School of Echocardiography have any affiliation with this institution. All communications, interactions, and responsibilities are solely between the student and Meritize. Students may contact Meritize for more information at www.meritize.com. Students may gain pre-approval for funding with Meritize at <https://apply.meritize.com>.

WITHDRAWAL POLICY

If a student wishes to withdrawal from the Diagnostic Medical Sonography Program, they must submit, in writing, to the program director, their wish to relinquish their place in the program, along with the effective date. Tuition will be refunded in accordance to the refund policy located in the enrollment agreement.

THREE-DAY CANCELLATION

An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Should a student withdraw from the program, they are eligible for a refund in accordance with the following refund schedule*:

Refund Due by Semester

Tuition Payment Schedule	Before the end of Semester 1 –	Before the end of Semester 2 –	Before the end of Semester 3 –	After Semester 4 Begins
Payment Option 1 (Full Payment)	\$ 3,300.00*	\$ 2,200.00*	\$ 825.00*	\$ 0.00
Payment Option 2 (Yearly Payment)	\$ 687.00*	\$ 137.50*	\$ 0.00	\$ 0.00
Payment Option 3 (Quarterly Payment)	\$ 68.75*	\$ 0.00	\$ 0.00	\$ 0.00
Payment Option 4 (Monthly Payment)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

** Refund is contingent upon tuition payments being current.*

Students withdrawing from the program must issue a dated, written statement to the Program Director of the School of Diagnostic Medical Sonography describing their intent to withdraw and request a refund. Students will receive a pro-rated refund 45 days after the written withdrawal letter is submitted to the program director. Refund will be in accordance with the

above refund policy. Books purchased for the Diagnostic Medical Sonography program are considered a non-refundable expense.

**No refund will be given to 3rd party payer.
Students that are dismissed from the program will not receive a refund.**

HEALTH INSURANCE

Students are not eligible for health insurance through Saint Luke's Hospital unless they are hired by the system as full or part-time employees.

The program **requires** that students obtain and maintain health insurance for the duration of the program. Students will be required to submit a copy of insurance coverage on the first day of the program.

GRADING SCALE:

All clinical and didactic course work is given a grade based on the following scale:

Letter Grade	%	Performance Description	Grade Point
A	100-92	Excellent	4.0
B	91-85	Above Average	3.0
C	84-80	Satisfactory	2.0
F	Below 80	Failing	0.0

GRADUATION REQUIREMENTS

In order to graduate and complete the program from the Saint Luke's School of Diagnostic Medical Sonography, the student shall be able to:

1. Use oral and written communication.
2. Listen to and act on information that impacts patient exams
3. Communicate effectively with patients, peers, supervisors, and other hospital personnel
4. Demonstrate the knowledge of human structure, function and pathology.
5. Anticipate and provide patient care and comfort.
6. Maintain patient confidentiality as mandated by HIPAA and SLH Security.
7. Apply principles of body mechanics.
8. Apply appropriate critical thinking skills in the demonstration of patient care and procedures.
9. Operate sonographic equipment and accessory devices.
10. Modify standard procedures to accommodate for patient condition and other variables.
11. Recognize emergency situations and respond appropriately using sound judgment.
12. Demonstrate competency in the taking of a blood pressure, assessing a pulse and respiration.
13. Evaluate sonographic images for appropriate image quality.
14. Assume responsibility for their actions as they impact patients
15. Demonstrate clinical competency throughout the program.
16. Complete all required clinical competencies with an 80% or better.
17. Complete all make-up time per program policy and procedure.
18. All program fees must be paid in full.
19. All courses must be completed with a semester average of 80% or better.
20. Students must complete the required number of credit hours to satisfy graduation requirements

If the above terminal competencies are met, the student will attend the graduation ceremonies and have a certificate from the Saint Luke's School of Diagnostic Medical Sonography conferred onto them.

CLINICAL ROTATIONS

1. Saint Luke's Hospital
2. Saint Luke's Hospital Vascular Lab
3. Saint Luke's Maternal-Fetal Medicine
4. Saint Luke's Imaging Center
5. Saint Luke's South
6. Saint Luke's East
7. Saint Luke's East Breast Center
8. Children's Mercy Hospital

Degree Verification

Saint Luke's School of Diagnostic Medical Sonography requires verification of Degree or Registry completion prior to start of the September program.

Please confirm what degree you will earn, the degree granting institution, along with the month and year you will earn this degree or the Registry you will be eligible to obtain for prior to the September of the program year.

Degree or Registry _____

Institution _____

Expected Date of Completion (Month/Year) _____

(month)

(year)

Signature _____

Date _____

APPLICATION CHECKLIST

Application	
Application Fee	
Official High School Transcript or High School Equivalent	
Official College Transcripts (All)	
16 hour Observation Verification	
2-page, typed, double spaced observation reflection paper	
2 Reference Forms	
Copy of Degree/Registry <u>or</u> Degree/Registry Completion Verification Form	
TOFEL (If Applicable)	
Immunizations	
CPR Certification	

Please send all correspondence and transcripts to:

Saint Luke's Hospital
Radiology Department
Attn: Diagnostic Medical Sonography Program
4401 Wornall Road
Kansas City, MO 64111

If you have any questions you may contact:

Tiffany Johnson, Program Director, 816-932-2788, tjohnson@saint-lukes.org
Ghazal Brojerdi-Nejad, Clinical Coordinator, 816-932-2786, gbrojerdinejad@saint-lukes.org