

UNIVERSITY OF KANSAS

SCHOOL OF HEALTH PROFESSIONS

**Certificate in Diagnostic Ultrasound
Technology (General and Vascular)**

STUDENT POLICY AND PROCEDURE MANUAL

**2018-2019
Academic Year**

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Table of Contents

<u>Subject</u>	<u>Page</u>
Welcome	6
Accreditation	7
Health Profession's Student Handbook	7
Policy Changes	7
Institutional Opportunity & Access (IOA)	7
School of Health Profession Mission Statement	7
Ultrasound Technology Program Mission Statement	8
University of Kansas Mission Statement	8
University of Kansas Health System Vision & Mission	8, 9
Radiology Mission Statement	9
Radiology Vision	9
University of Kansas Hospital Values	9, 10
Philosophy of Educational Programs	10
Diagnostic Ultrasound Technology General/ Vascular Program Philosophy Statement	10
Program Goal & Objectives	10, 11
Admissions Policy	12
Admissions Procedures	12
Personal Interviews	12
Student Roles and Responsibilities	13
Student as a Role Model	14
Special Qualifications	14
Clinical Rotations & Class Schedules	15
Academic Evaluations	16
Clinical Procedure Log	17

Clinical Objectives	17
Clinical Tracking Log	17
Competency Assessments	17
Clinical Performance Evaluations	18
Didactic & Clinical Competencies	19
Clinical Competency Deadlines	19
Clinical and Academic Requirements	19
Progress Report	19
Student Work Policy	19
Disciplinary, Suspension and Dismissal Policy	20
Tuition and Fees	21
Background Check	21
Financial Aid	22
Transfer Policy	22
Housing	22
Dress	22
Professional Appearance	22
Telephone	23
Internet/Email/Cell phone	23
Excused Absence Policy	23
Lateness (Tardy)	24
No Call/No Show	24
Medical Leave	24
Vacations	25
Health Care	25
Overage	25

Meetings	25
Holidays	25
Withdrawals	25
Dismissals	25
Graduation	25
Call Duty	26
Student Records	26
Medical Liability Insurance	26
Library	26
Time Sheets	26
Lunch/Breaks	26
Text Books	27
Funeral Leave	27
Appointments	27
Conduct	27
Patient Privacy/HIPAA	27
Student Assistance Program	28
Lockers	28
Military/Jury Duty	28
Student Parking	28
Student Health Services Fee	28
Ultrasound Imaging Procedures	28, 29
Personal Safety Rules	29
Student Supervision Policy	30
Department Policies	31
Smoking and Eating Policy	31
Cheating and Plagiarism	32

Inclement Weather or Emergency Conditions	33
Foreign Student Policy	34
Sexual Harassment Policy	35
Accommodation of Individuals with Disabilities	35, 36
Copy Right Policies	37
Appeals Procedure	38
Assistance Program	39
Student Exposure	39, 40
Immunization Policy	40, 41
Communicable Diseases	41
Flu Shot	42
TB	42, 43
Student Pregnancy Policy	44
Student Rights and Responsibilities	45
Patient Rights	45
TLC	45
Faculty	46-48
Advisory Committee	49
Selection Committee	49
Discipline Committee	50
Courses Catalog	50

WELCOME

From both co-program directors, clinical coordinators, medical director, faculty and staff of ultrasound, we would like to congratulate and welcome you to the University of Kansas program of diagnostic ultrasound. This program is eighteen months in length and commences in early September each year.

This *Policy and Procedure Handbook* has been prepared to let you know what is expected and required of you and your responsibilities as a student, co-worker and patient representative.

We would like to extend a special welcome to any problems or concerns you may have during the program and address any questions that you may have during and after the program.

Sincerely,

Vicky Martin MHSA, RDMS, RVT, RT (R)
Ultrasound Supervisor
Co-Program Director – Diagnostic Ultrasound Technology - General & Vascular

Candace S. Houghton CRA, RDMS, RVT, RT (L)
Radiology Operations Manager
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Sarah Nielsen BSRT (R), RDMS, RVT
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Vascular Clinical Coordinator

Jill Jones MD, RDMS, RVT
Assistant Professor of Radiology
Medical Advisor
Ultrasound Section Chief

ACCREDITATION

The University of Kansas Diagnostic Ultrasound Technology General / Vascular Program is accredited with The Commission on Accreditation of Allied Health Education Programs and The Joint Review Commission for Diagnostic Medical Sonography.

SCHOOL OF HEALTH PROFESSIONS STUDENT HANDBOOK & other helpful links

The School of Health Professions student handbook can be found at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

The student handbook is our effort to inform you about services, policies, and solutions. We hope this information will help you find the right place to begin looking for answers and opportunities. Ultimately, it will be up to you to decide which opportunities to pursue and when to ask for help with your concerns.

POLICY CHANGES

The education programs of the University of Kansas reserve the right to make changes without prior notice to any of the policies stated in this manual. This manual is available on the program's website at <http://www.kumc.edu/school-of-health-professions/ultrasound.html> as well as in hard copy form in the co-program director's office.

Institutional Opportunity and Access

The Office of Institutional Opportunity and Access (IOA) is responsible for administering the University of Kansas equal opportunity and non-discrimination policies and procedures, as well as, encouraging a campus climate of respect and understanding of all aspects of the human experience. To accomplish these duties, the IOA offers assistance and protective measures to students, faculty, and staff who report acts of harassment, discrimination, sexual misconduct, sexual violence, and retaliation; provides information about health, safety, advocacy, and support resources for members of the Lawrence and Edwards campuses; performs formal investigations to detect, discontinue, and prevent violations of the Non-Discrimination Policy and Sexual Harassment Policy; and ensures University compliance with state and federal civil rights laws. Find more at <http://ioa.ku.edu/>.

SCHOOL OF HEALTH PROFESSIONS

Mission Statement

To serve the citizens of Kansas, the region, the nation and develop tomorrow's leaders through exemplary education, research and service.

*DIAGNOSTIC ULTRASOUND TECHNOLOGY PROGRAM
General/Vascular Mission Statement*

The University of Kansas's Diagnostic Ultrasound Technology General/Vascular Program will promote patient well-being, ensure patient safety, and offer the highest quality of care by providing an environment dedicated to educational instruction and clinical experience in the field of Diagnostic Medical Sonography and Vascular Technology.

*THE UNIVERSITY OF KANSAS
Mission Statement*

Education

The KU Medical Center educates health care professionals to primarily serve the needs of Kansas as well as the region and the nation. The Medical Center offers high-quality educational experiences to a diverse student population through a full range of undergraduate, graduate, professional, postdoctoral and continuing education programs.

Research

The KU Medical Center strives to advance the health sciences through internationally recognized research programs in strong basic, clinical, and translational sciences, as well as drug discovery, health services research and public health.

Patient Care

The KU Medical Center provides exceptional patient care with a focus on quality care and outcomes through hands-on student training, residency programs, affiliations with hospitals and clinics throughout the state, Telemedicine and Telehealth consultations, and student- and faculty-operated clinics to care for the underserved and uninsured.

Service

The KU Medical Center serves the citizens of Kansas, the region and the nation by developing, implementing and promoting model health care programs, and through numerous charitable, philanthropic and mission-oriented endeavors.

THE UNIVERSITY OF KANSAS HEALTH SYSTEM

Our Vision

To lead the nation in caring, healing, teaching and discovering.

Our Mission

As an academic health system serving the people of Kansas, the region and the nation, The University of Kansas Health System will enhance the health and wellness of the individuals, families and communities we serve by:

- *Providing efficient, value-added, effective, patient-centered care and outcomes that are second to none*

- *Working with institutions across the continuum of care to advance optimal outcomes*
- *Preparing future healthcare professionals to efficiently and effectively manage care and outcomes*
- *Discovering and deploying new approaches that transform the way care is delivered*

*DEPARTMENT OF RADIOLOGY
Mission Statement*

“The Department of Radiology is committed to providing excellence in patient-centered radiologic care and consultation in a technologically superior environment integrating high quality radiological education and research.”

RADIOLOGY VISION

“Radiology is committed to providing exceptional care in an environment that embraces learning with unsurpassed clinical care”.

*UNIVERSITY OF KANSAS HOSPITAL
VALUES*

Our core values drive our decisions, our actions and our care.

- **Excellence.** Excellence in every aspect of patient care and outcomes, as well as system performance, is achieved through a focus on accountability, consistency, safety, efficiency, continuous improvement and teamwork. We achieve greatness through the active use of our skills, talents and passion, the application of established best practices and the discovery of new approaches for delivering care and service valued by our patients.
- **Compassion.** Every action we take in the care and service of our patients, their families and each other reflects kindness, sensitivity, concern and professionalism and works to reduce the suffering associated with disease and the care process.
- **Diversity.** Our success is gained by actively promoting diversity in our people, those who bring a wide array of thoughts, ideas and experience to the work we do and the capacity to respect the diversity of those who seek our care and with whom we work.
- **Innovation.** Through learning and discovery, agility, creativity and the introduction of new knowledge and approaches across the system, we work each day to efficiently advance the health, wellness and safety of patients and meet the current and future needs of our patients, their families, the community and our team.
- **Integrity.** Every decision we make will be transparent and reflect our ethical values, respect and commitment to our patients, our learners, our team and the communities we serve. Through words and actions, our system supports the professional responsibility of each team member to identify and communicate concerns inconsistent with safe care and a safe working environment.

- Evidence-based decision making. Decisions are based on the best available evidence, data, information and knowledge. As new discoveries are made and new knowledge shared, the health system integrates these into the decision-making process to advance excellence in every aspect of safe, patient-centered, efficient and value-added care, outcomes and infrastructure.

PHILOSOPHY OF THE EDUCATIONAL PROGRAMS

The philosophy of the radiology programs is to produce competent technologists through requisite education and clinical experiences. Graduates should be able to correlate their academic and clinical knowledge to perform quality diagnostic examinations. Academic performance is evaluated by standard testing methods, and clinical evaluations reflect the student's ability to perform the technical aspects of the diagnostic procedure as well as to care for the patient's physical and emotional needs.

DIAGNOSTIC ULTRASOUND TECHNOLOGY GENERAL / VASCULAR PROGRAM PHILOSOPHY STATEMENT

The University of Kansas Diagnostic Ultrasound Technology General and Vascular Program will strive to ensure that the sonographer in training acquires the knowledge, skills and competencies necessary to enter the profession of Diagnostic Medical Sonography. This is accomplished through didactic and clinical training, as well as practical experience with a diverse patient population. Graduates will be able to safely perform high quality ultrasound procedures, and thereby actively contribute towards excellent patient care. Performance is evaluated by standard testing methods and a competency based monitoring process that evaluates the sonographer in training's technical competence and ability to promote the well being of the patient.

Upon completion of the program the graduate will have satisfied all prerequisites necessary to apply for available professional certification and registration.

GOALS OF THE DIAGNOSTIC ULTRASOUND TECHNOLOGY GENERAL / VASCULAR PROGRAM

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

"To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

OBJECTIVES OF THE DIAGNOSTIC ULTRASOUND TECHNOLOGY GENERAL / VASCULAR PROGRAM

The objectives of the University of Kansas's Diagnostic Ultrasound Technology General and Vascular Program are to create an environment that provides the students with the knowledge, skills and competencies necessary to enter the professional practice of Diagnostic Medical Sonography and Vascular Technology. Upon successful completion

of the program the graduate will have satisfied all prerequisites needed to apply for certification and registration with the American Registry of Diagnostic Sonographers. The student will achieve this by demonstrating:

1. Use of effective interpersonal communication skills with patients and patient families by providing knowledge about the procedure and addressing any patient concerns or questions.
2. Ability to perform patient assessments and evaluation.
3. Knowledge of the “Rights of Patients” and their families, regarding privacy, dignity and confidentiality while providing comfort and promoting safety.
4. Accuracy in determining the most appropriate exam/procedure plan for conducting Diagnostic exams and/or procedures, precise and efficient decisions regarding patient procedures and care.
5. Performance of exam/procedure plans following established protocol, modifies exam/procedure plan when necessary according to patient’s disease process and condition and physical circumstances under which the procedure must be performed.
6. Performance of only those exams/procedures that are medically indicated, restricting practice to validated and appropriate tests.
7. Careful evaluation of exam/ procedure plan results, determining if exam/procedure plan goals have been met and then provides physician with written or oral preliminary report.
8. Ability to document, clear and precise, diagnostic images and data used by the interpreting physician and for archiving purposes necessary for the continuity and accuracy of care, and quality assurance.
9. Ability to participate in the quality assurance action plan by performing and analyzing required quality assurance procedures.
10. Ability to discern if outcome measurements from assessments are in accordance with established guidelines and protocols.
11. Use of effective interpersonal communication, along with the knowledge of the rights of co-workers, physicians and administrators.

ADMISSIONS POLICY

Applicants for admission to the program of diagnostic ultrasound and vascular technology should apply online on the program's website at <http://www.kumc.edu/ultrasound.html>

Any questions, please contact one of the co-program directors

Vicky Martin MHSA, RDMS, RVT, RT (R) at vmartin@kumc.edu
913-588-6821
Division of Ultrasound
3901 Rainbow Boulevard, Mail Stop 4032
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3901 Rainbow Boulevard, Mail Stop 4032
Kansas City, Kansas 66160-7234

ADMISSIONS PROCEDURE

The Selection Process

- A. Only completed application packets will be reviewed by the interview committee. Submitted material will be rated or scored depending on content.
- B. A personal interview with the applicant will be scheduled, generally in the month of March.
- C. After completion of the interview, the applicant will be given an opportunity to tour department and speak to an enrolled student in the program.
The applicant may be called in for a second interview.

Personal Interviews

1. Personal interviews will be conducted by each interview committee member. The person(s) conducting the interview will ask a series of questions. Committee members will rate the applicants on a number assigned to the endorsement category.
i.e. 5 Accept
1 Do not accept
2. After the completion of all applicant interviews, the Admissions Committee will review all scores and ratings from interviews and submitted materials and determine accepted and alternate student(s).
3. After the Admissions Committee has concluded, the applicants will receive an e-mail with an attached "Letter of Acceptance, Alternate or Non-Acceptance." If the applicant receives a "Letter of Acceptance" he/she will need to send a "Letter of Intent" within the time period specified in the acceptance letter.

STUDENT ROLES AND RESPONSIBILITIES

TITLE

Student, Diagnostic Ultrasound Technology General / Vascular Program

DEFINITION

The Diagnostic Ultrasound Student will become an important part of the Ultrasound team. The student will receive didactic and on-the-job training under the direct supervision of a Registered Diagnostic Medical Sonographer, Registered Vascular Technologist and a Radiologist. This program is designed to provide the student with the knowledge and skills to perform accurate diagnostic scans.

AREA OF TRAINING

Training and didactic class work will be provided through the School of Health Professions at the University of Kansas Health System in the Ultrasound Division, Interventional Radiology, Neurology, Medical Office Building (MOB), the Center for Advanced Fetal Care (CAFC) in the MOB, Breast Imaging and Imaging Departments at the Westwood Campus.

RESPONSIBLE TO

The student will be responsible to the Radiologists, Perinatologists, Co-Program Directors/ Clinical Coordinators, and Staff Sonographers.

RESPONSIBILITIES

The student will be responsible for his or her own actions. The student will be responsible to adhere to the school's policies and procedures.

The student will maintain a professional attitude towards peers, sonographers, technologists, physicians, nurses, patients and their families.

The student will become an integral part of the health care team. It will be their responsibility to conduct themselves in a manner that is mature and professional.

The student will seek counsel for academic and clinical problems, which may arise throughout their training.

THE STUDENT AS A ROLE MODEL IN A HEALTH CARE INSTITUTION

Students are important members of the health care team in a teaching institution, and are often regarded by patients as a most important and caring contact during hospitalization. It is not unusual for patients to regard a student as a legitimate health care provider, although students are urged to dissuade patients from this conclusion. It is therefore incumbent upon every student to serve as a role model for their patients, not only in appearance, but also in their observance of accepted standards of healthy lifestyle. Students are therefore expected to refrain from smoking in accordance with medical center policy. The use of alcoholic beverages in the school or hospital is absolutely forbidden, with violations of this institutional regulation bringing disciplinary action.

SPECIAL QUALIFICATIONS OF THE DIAGNOSTIC ULTRASOUND TECHNOLOGY STUDENT

The Ultrasound Student must have manual dexterity, visual acuity, sufficient hearing and speech, and good physical coordination in positioning patients and operating ultrasound equipment. Students must have full utility of arms, hands and fingers to perform examinations and operate equipment. This is necessary for the ability to help patients up off examination tables and to assist patients and other sonographers with lifting patients out of wheel chairs. The student must be able to push all the Ultrasound machines and maneuver this equipment plus patient equipment in the patient's room.

Visual acuity is necessary for performing diagnostic procedures by producing, assessing, and evaluating ultrasound images. Hearing and speech needs to be sufficient to communicate effectively and efficiently with all customers (i.e. patients, patient's family, co-workers, physicians, and all other members of the health care team).

CLINICAL ROTATIONS AND CLASS SCHEDULES

Student shifts will be 7:00 AM until 5:30 PM.

Holiday shifts (The week of a Holiday) will be 7:00 AM until 4:30 PM (9 Hour Days).

Evening Shift will be 2:00 PM until 11: 30 PM, Monday through Thursday.

Tuesday through Friday will be the assigned days for clinical/academic training, unless a holiday falls within a specific week. The holiday will be an assigned day off and the remaining four days will be assigned clinical/academic training days.

During the month of June, the senior rotation for clinical/academic training will move to Monday through Thursday.

The University of Kansas, Kansas City, Kansas Campus closed due to inclement weather during a semester may need to be made up before formal graduation will occur.

Late shift clinical rotation: The student will be assigned evening shift and weekend rotations during the latter part of the program depending on the student's clinical competency level.

Clinical rotations and class schedules are subject to change.

Each student will have a copy of the program's course schedule and student requirements. The student must refer to course schedule and requirements for class schedules, holidays, vacation and clinical deadlines.

Each student will maintain clinical logs.

* Hours, class days and times are subject to change due to the instructors' schedule and patient care.

STUDENT ACADEMIC EVALUATIONS

1. Students will receive a copy of objectives identifying necessary competency levels for each course.
2. The evaluation system is consistent with the objectives. A variety of testing methods: multiple choice, true/false, short answer and essay are used by the instructors to reliably measure achievement.
3. Students will be given a written examination upon the completion of the course. It is the choice of the Instructor to test during the course.
4. Instructors maintain an attendance and grade record for each course. This record is reviewed and maintained by the Program Director upon completion of each course.
5. Students must maintain an overall GPA of 2.5 on a 4.0 scale according to the grading scale provided on the attendance records. A total of three unexcused absences from any course automatically constitute a grade of "F" for the course.
6. The grading scale is as follows:

90 - 100	A	(4.0)
80 – 89	B	(3.0)
70 – 79	C	(2.0)
60 – 69	D	(1.0)
Below 60	F	
7. The breakdown for didactic and clinical grading is as follows:
Didactic-10% Homework and Quizzes, 40% Unit Tests and 50% Course Final
Clinical-70% Check List, 10% Comp Out and 20% Rotation Evaluations
8. The co-program director is primarily responsible for student counseling regarding progress in the program.
9. Instructors are strongly encouraged to counsel the student(s) when academic performance is below acceptable standards before reporting the non-acceptable performance to the Program Director.
10. Students are continuously encouraged by the Program Director to schedule individual instruction when necessary.
11. The faculty of the Diagnostic Ultrasound Technology General / Vascular Program provides proper guidance for the student through the entire program period. A system of due process for review of unfavorable evaluations, disciplinary actions and suspension and dismissal is provided and established according to University, Departmental and Health System Guidelines.

CLINICAL PROCEDURE LOG

The student is required to log every procedure observed or performed ranking each from 1 to 5 according to clinical involvement. The logs are to be turned in to the co-program directors monthly. The student rotating off the main campus is required to maintain the procedure log at the current clinical site until the end of the student's rotation. The student is responsible for returning procedure logs to the main campus along with other patient health information, in a closed container, to the co-program director's office, room 2102.

CLINICAL OBJECTIVES

The student will receive a copy of the objectives/expectations for each clinical rotation. This will be given to the student during orientation and should be reviewed prior to the beginning of the rotation.

CLINICAL TRACKING LOG

The student is required to log each required number of successful competency assessments, comp out evaluation and performance evaluations representing each phase of the clinical rotation on the Clinical Tracking Log. Required information for tracking purposes are the patient's medical record number, procedure date and score received. The tracking logs are stored in the control area Room 2103 and are locked up after hours.

COMPETENCY ASSESSMENT CHECK LISTS & COMP OUT

The student will be required to pass a predetermined number of competency assessments for each clinical procedure to evaluate his/her competency level before the student is eligible to perform the procedure with minimal observation. The prerequisite for this clinical assessment is the successful completion of the corresponding didactic subject (ex. Small Parts Course – Subject, Thyroid. The Clinical Coordinator(s) and/or Co-Program Director will review the competency assessment checklists prior to each clinical rotation. The student will be evaluated by the supervising sonographer and the Radiologist and a score of 80% or more is required before the assessment can be accepted onto the student's clinical tracking log. After the required number of assessments has been acquired the student is encouraged to comp-out on the procedure under sonographer's observation. To accomplish this, the student must successfully pass all required competencies without sonographer assistance and gain approval from the supervising Radiologist. The student is then allowed to advance to the next phase of the rotation, scanning with minimal sonographer supervision.

STUDENT CLINICAL PERFORMANCE EVALUATION

1. The student's clinical performance will be evaluated by the clinical sonographers, clinical coordinators and/or the co-program director.
2. The student will be graded on his/her performance based on specific performance standards and objectives. A grade of 4 - 0 is available for each objective.
3. The evaluation form is completed by the supervising sonographer, signed off by the interpreting Radiologist and corresponding Clinical Coordinator and returned to the Co-Program Director for review. The Clinical Coordinator(s) will then figure percentage grades for each section and determine the total grade for the entire evaluation. A grade of 80% or higher is required before the evaluation is considered successfully passed, with the last evaluation requiring a score of 100% by the end of the rotation.
4. It is the responsibility of the student to review the evaluation with a Co-Program Director and/or Clinical Coordinator(s) and sign it to indicate its review and acceptance.
5. A predetermined number of passing evaluation forms are required with a score of 100% for the last evaluation before the clinical rotation is considered successfully completed.
6. All evaluation forms are filed in the student file in the program director's office, room 2102.

DIDACTIC AND CLINICAL COMPETENCIES

The student is expected to receive 75 percent or greater in each didactic course. If a student drops below 75 percent on any one test he/she will be given a verbal and written warning with additional remedial work. The Program Director and/or Instructor of the course will determine the appropriate remedial work. The additional work will not affect the current grade; however, the student must demonstrate satisfactory understanding of the course material to continue in the program. If a student drops below 75 percent on any 2nd test and / or any one final course grade he/she will be placed on academic probation and will continue being assigned remedial work. If a student receives a final course grade below 75 in two courses the student will be subject to dismissal from the program.

The student is expected to receive 80 percent or better in each clinical rotation. The student will be placed on clinical probation if they fall below 80 percent in any one clinical rotation. If the student falls below 80 percent in a second clinical rotation the student will be subject to dismissal from the program.

CLINICAL COMPETENCY DEADLINES

The clinical competency requirements must be completed according to the student clinical schedule handed out at the beginning of the program. Failure to meet required deadlines for each clinical rotation will be subject to a 2% penalty per week for each outstanding competency (checklist, comp out & evaluations).

CLINICAL AND ACADEMIC REQUIREMENTS

At the time of graduation, the student will have completed approximately 100 hours of orientation, 350 hours of didactic course work, 40 hours of lab and over 2000 hours of clinical training totaling an approximate total time of 2700 hours. *

*These hours are subject to change as each course progresses.

PROGRESS REPORTS

The co-program director will meet with the student approximately every twelve to fifteen weeks to review completed and current academic and clinical standings and progress. Disciplinary status will be reviewed if applicable along with attendance and tardy issues. In addition, student self-assessment will be discussed to include strengths, weaknesses and improvement areas. Improvement plan will be agreed upon if applicable.

STUDENT WORK POLICY

Students in the University of Kansas Diagnostic Ultrasound General / Vascular Technology Program are not allowed to perform clinical work for monetary compensation at The University of Kansas Health System within the ultrasound department. Recommendation from the advisory committee is that students should not work more than 20 hours per week. If a student's education starts deteriorating, then the co-program director(s) and/or clinical coordinator(s) will discuss possibility of the student altering their work schedule. The educational program schedule will not change.

DISCIPLINARY, SUSPENSION AND DISMISSAL POLICIES

A student can be terminated or dismissed for unprofessional conduct, failure to follow University and/or program policies and/or rules and failure to maintain stated didactic and clinical performance competency requirements. Disciplinary measures or suspension can also occur for any of the above.

Generally, disciplinary actions are taken following a minimum of three admonitions and can include a reduction in grade(s), lengthening or repeating of clinical education, reduction of holiday time, exclusion from participation in any specified student privilege, and/or exclusion from classes.

Suspension or dismissal will follow formal counseling with the Co-Program Director. Generally, a student will receive an admonition before formal counseling; however, a serious deed of misconduct does not warrant an oral statement prior to formal counseling. Admonitions are as follows:

1. Informal counseling with any of the following:
 - a. Medical Director
 - b. Co-Program Director
 - c. Clinical Coordinator
2. Formal counseling with any of the following:
 - a. Medical Director
 - b. Co-Program Director
 - c. Clinical Coordinator
3. 3-day suspension with the possibility of time to be made up on designated days off.
4. Dismissal

The Co-Program Director(s), Clinical Coordinators or other appropriate faculty dependent upon the type of misconduct counsel student between admonitions and warnings.

The main objective of the Educational Programs in Radiology is to graduate competent and skilled sonographers. All program courses are directly related to the profession; therefore, a grade of 2.5 or above must be attained in each didactic course and 3.0 in each clinical rotation, thus ensuring the major program objective. In the same respect, a totally unsatisfactory clinical evaluation constitutes dismissal.

A student may withdraw from the program at any time by presentation of a written notice to the Co-Program Directors. Tuition reimbursement will follow the guidelines of the School of Health Professions.

TUITION AND FEES

Fees are as follows:

Tuition for the diagnostic ultrasound technology program is approximately \$1300 per semester and is subject to change. The course fees, campus fees, and other costs of attendance follow the university's comprehensive fee schedule available from the KU Medical Center Office of the Registrar at <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html>. If the student should decide to withdraw from the program a written notification will need to be submitted to one of the co-program directors. Reimbursement of current semester tuition will be at 100% before the first day of class, the first through the fifth day will be at 90%, and the sixth through the twentieth day will be at 50%.

Books: these fees are not listed due to varying costs of books.

Student fees will be assessed every semester. This is a separate payment from the tuition and the fee for the summer semester will be prorated. The fees can be found online at <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html>

- a. Library
- b. Student Health Fee
- c. Student Activity Fee
- d. Student Governing Council Fee
- e. Kirmayer Fitness Center Fee
- f. Heptovax Vaccination (if needed, there will be an additional cost)
- g. Any other Vaccinations (if needed, there will be an additional cost)
- h. Disability Insurance

Uniforms will be the responsibility of the student.

* These fees are non-refundable

BACKGROUND CHECK

All students of the University of Kansas School of Health Professions will undergo a background check. Please use the link below and follow instructions.

The background check must be completed before the start of the program. If background check is flagged, action will be taken according to the policy set forth by the University of Kansas School of Health Professions. Details can be found at <http://www.kumc.edu/school-of-health-professions/background-checks-and-drug-screening-for-students.html>

FINANCIAL AID

Student financial aid information is available through the Office of Student Services at <http://www.kumc.edu/student-services/student-financial-aid.html>.

TRANSFER POLICY

The Diagnostic Ultrasound Technology General / Vascular Program, due to the eighteen-month intense training period, will not accept Advanced Placement, Part-time or transfer students.

HOUSING

Students are responsible for their own rooms, board, living expenses and transportation.

*There are no dormitory facilities.

A housing list of apartments, sleeping rooms, etc., near the Medical Center is available upon request.

DRESS

A. Uniforms

1. Scrubs are the required uniform accompanied by a white or matching lab jacket.
2. No cropped tops allowed.
3. No T-shirts, **hoodies** or fleece may be worn.
4. Undergarments are required.
5. Denim scrubs are not allowed.

B. Shoes

1. Shoes and socks are required; tennis shoes are allowed.
2. Sandals, high heels, open toe shoes, etc. are not acceptable.
3. Shoes and shoelaces are to be kept polished and clean, respectively.

* The Diagnostic Ultrasound Technology General / Vascular Program dress code will adhere to the same dress code required by the Division of Ultrasound or Department of Radiology.

PROFESSIONAL APPEARANCE

- A. Costume jewelry, such as bracelets or large earrings, is not acceptable as professional uniform attire.
- B. Cosmetics, especially eye make-up and perfume, if used, should be used in moderation.
- C. Uniforms should always present a clean and pressed appearance.
- D. Hair should be kept clean and neat.
- E. Fingernails should be clean and groomed and **acrylic nails are not allowed**.
- F. Daily hygiene is required.

TELEPHONE

- A. Personal phone calls should be on an emergency basis only or on the student's own time.

INTERNET/ EMAIL/CELL PHONE POLICIES

The use of the Internet, email and/or cell phones will follow the policies of the School of Health Professions, The University of Kansas Health System and the Diagnostic Ultrasound Technology General / Vascular program. Inappropriate use of the Internet, email and cell phone will result in immediate disciplinary action, which may result up to dismissal.

Appropriate Internet use for didactic assignments with prior approval is allowed. Approval is granted through the co-program directors and/or clinical coordinators. Under no circumstances is Internet, email and/or cell phone use allowed during patient scanning time. If a patient is in the division of ultrasound, the patient is the number one priority for the student. All diagnostic ultrasound students follow the health system's social media use policy. University policies regarding technology use are available at <http://www2.kumc.edu/ir/policy/internetuse.asp>.

EXCUSED ABSENCE/ILLNESS POLICY

Excused absence is pre-approved by the co-program director(s), but will count against excused absence bank. In the case of illness (unplanned), the student is required to call the scheduled clinical area one hour prior to the start of school. In addition, the student is required to contact the Ultrasound Division on the main campus at 913-588-6861 and try and contact the program director or clinical coordinator. Voice mail is always available 24/7 at 913-588- 6861 and 913-588-6821.

- A. Forty hours of excused absences are allowed without disciplinary action. The time will need to be made up before and or after school immediately AS ASSIGNED by the co-program director. If a student fails to "show up" for this assigned time, the length of the program will be extended. If student misses more than 60 hours he/she will need to withdraw from the current year program. At that time the student will be given the option to begin his/her training over at the start of the new school year depending on academic status in program.
A student will not receive a Certificate of Graduation until the time is made up.
- B. **Regular attendance and punctuality** are critical factors in providing all the services offered in Ultrasound. For any reason you are unable to attend school at your scheduled time you must personally notify a Co-Program Director/ Clinical Coordinators within the established time.

LATENESS (TARDY)

Lateness is defined as greater than 6 minutes past the student's assigned rotation. Incidents of lateness will be recorded and will be grounds for disciplinary action decided by the advisory committee.

Lateness (tardy) occurs when a student fails to report up to (6) minutes after the scheduled hour and up to (1) hour after the specified starting time. **More than one hour missed will count as illness.**

The following will be the Lateness policy of action:

1. First - Fourth incident = documented, but no corrective action
2. Fifth incident = documented, informal counseling with a Co- Program Director.
3. Sixth incident = documented, formal counseling with a Co- Program Director.
4. Seventh incident = documented, assigned make-up time before or after regular working days – discretion of one of the Co-Program Directors
5. Eighth incident = documented, one-day suspension, assigned make-up time before or after regular working days – discretion of the Program Director
6. Ninth incident = documented, three-day suspension, assigned three, 10 hour working days to be made up at the end of the program.
7. Eleventh incident = documented, meeting with Advisory Committee, disciplinary action (subject to dismissal, even up to the last week of the program).

NO CALL/NO SHOW

An incidence of absence "NO CALL/NO SHOW" will occur when a student fails to notify appropriate program personnel as previously stated above with intent to be absent for one or more school days within **one hour after** the beginning of student's scheduled rotation. If a student follows Excused Absence Policy for a partial day call in, but fails to show, the absence will be treated as a NO CALL/NO SHOW.

Number of Incidents

One (1) Corrective Action: Formal Counseling with the Program Director

Two (2) Corrective Action: 3-day suspension (to be made up at the end of the program)

Three (3) Corrective Action: Dismissal

MEDICAL LEAVE

A leave of absence due to an illness may be granted for a period up to 60 hours total for the program (this includes any excused absence time that may have previously occurred.) Time will need to be made up according to the excused absence policy. A certificate of completion from the program will be granted once scheduled time is made up.

VACATIONS

Vacations totaling sixteen school days off are given to each student during the eighteen-month program period. Program length is not affected by vacation time. There will be four designated vacation weeks utilizing this time. **Vacations are scheduled by the co-program director with no exceptions.**

HEALTH CARE

All students are required to carry some form of hospitalization insurance. This insurance may be obtained through the Student Health Verification Office at (913) 588-4695 at a reasonable cost. Health service is available to each student during normal working hours through Student Health Services at extension (913)-588-1941. Please follow the health insurance verification steps at <http://www.kumc.edu/student-affairs/student-health-insurance.html>.

VOLUNTARY OVERTIME OF HOURS

Compensatory time off may be earned with the approval of the Co-Program Director in advance. Staying over scheduled clinical time to obtain clinical competencies without prior permission may not be counted as earned extra time to utilize in the future.

MEETINGS

The Greater Kansas City Chapter of the Society of Ultrasonography meetings are recommended, but not required.

HOLIDAYS

Students will adhere to the same holiday schedule as the Division of Ultrasound.

WITHDRAWALS

A student may withdraw from the program at any time. A letter of resignation must be submitted to a Co- Program Director.

DISMISSALS

A student may be dismissed at any time during the eighteen-month program for academic reasons, nonprofessional conduct, lack of interest, excessive tardiness and absence, and/or multiple legitimate complaints from patients, sonographers and/or physicians.

GRADUATION

At scheduled program end date and after all academic and clinical requirements are met, the student (1) is awarded a certificate from the University of Kansas and (2) is a candidate for the following registry examinations administered through the American Registry of Diagnostic Medical Sonographers: Abdomen, OB/Gyn and Vascular Technology. The

student is a candidate to apply for the Sonography Physics & Instrumentation (SPI) examination after the successful completion on SPI I and II courses. A transcript from the University recognizing the successful completion is required before submission of application for the SPI. This exam may be taken during the third, fourth or fifth semester of the program if desired by the student. **Vascular (VT), Abdomen (AB) or OB/Gyn may also be applied for and taken during the fifth semester – application may be completed 90 days prior to graduation.**

The student could graduate with RDMS and/or RVT credential(s).

CALL DUTY

The Ultrasound program does not require the student to participate in call duty.

STUDENT RECORDS

The following individual student records are confidential and maintained in a secure area. Each student may review his/her own records at any time in the presence of a Co-Program Director

. Written request must be made by the student to a Co- Program Director for copies of the records to be sent to any individual or institution.

1. A transcript of academic achievement
2. All clinical evaluation records (patient de-identified)
3. A clinical experience record (patient de-identified)
4. A clinical volume examination record
5. A time-sheet
6. All correspondence relating to the student

MEDICAL LIABILITY INSURANCE

The university provides medical liability insurance. Please see <http://www.kumc.edu/student-affairs/student-health-insurance.html>.

LIBRARY

Students will have to access the Dykes Medical Library. There is a small library located in the ultrasound reading room, room 2101.

TIME SHEETS

Students are required to log daily hours, didactic class time, lab time and scheduled clinical rotations. Time sheets will be kept in a binder in the ultrasound control area, room 2103.

LUNCH/BREAKS

Students will receive a 30-minute lunch break. Lunch breaks should begin at 12:00 or 12:30 as the schedule allows. A 15-minute break is available in the a.m. if schedule permits. Lunches and breaks will be scheduled around class and patient care. A break from 12:00 to 12:30 has been allotted on the course schedule.

TEXT BOOKS

Students are required to purchase books as defined by the program. These books can be bought through Amazon.com or at the KUMC bookstore. There will be a time that certain books will need to be purchased after the start of school due to publish dates.

FUNERAL LEAVE

A Co-Program Director must approve excused absence for funerals. Approval is for immediate family, which generally has been interpreted to include: spouse, significant other, child, mother, father, brother, sister, mother-in-law, father-in-law, grandfather, grandmother and grandchild. Approval for other family or friends is at the discretion of a co- program director.

APPOINTMENTS

Students need to schedule personal, doctor and other appointments on their own time (i.e. scheduled day off, lunch or breaks).

CONDUCT

All students are expected to exercise good judgment and discretion in performance of duties.

1. Personal matters must be conducted on personal time removed from your clinical rotation and student responsibilities.
2. All patient information is confidential. Any deviation in this matter will be cause for immediate disciplinary action.
3. Student and employee records and information are confidential, and it is contrary to department policy to release any information regarding department personnel via phone inquiry and/or unauthorized written general request. Rigid protocol exists for protection of student privacy, and all inquires regarding any student (whether currently employed or formerly employed) should be referred to Student Services. More information is at <http://www.kumc.edu/student-services.html>.
4. Health system I.D. badges must be worn as requested by the department and executive vice chancellor.
5. Each student is expected to maintain a neat and orderly clinical area and to assume responsibility for equipment in the area to which they are assigned. All rooms need to be stocked and laundry emptied at the end of the day.

PATIENT PRIVACY/HIPAA

It is the responsibility of the student to follow HIPAA guidelines and maintain patient privacy/confidentiality. The student will be required to complete the HIPAA modules assigned by the University and pass the assessment prior to or during orientation.

STUDENT ASSISTANCE PROGRAM

Students can use the student assistance program offered through the School of Health Professions. Information regarding these services is located on the student handbook website. This program is a confidential short-term counseling and referral service. Your participation in this program will not jeopardize your position in our program. More information is at <http://www.kumc.edu/student-services.html>.

LOCKERS

Lockers are furnished in Radiology.

MILITARY/JURY DUTY

The students will follow the same regulations that are required by the staff Sonographers in the Division's Policy and Procedure Manual.

STUDENT PARKING

The Department of Radiology does not provide parking. There are several lots students can park in depending on space availability. Parking is on a fee basis*. There are waiting lists available. Questions regarding parking should be addressed to KU Medical Center Parking Services at 913-588-5175. Register a vehicle at <https://kumparking.lprpermit.com/internal/>.
*Subject to change

STUDENT HEALTH SERVICE'S FEE

Student service fees are due with the fall, spring and summer semesters. This is a separate payment from tuition. These fees include use of the library, student activities, and student governing council fee, disability insurance fee and student health fee. The fee covers the establishment and review of student health history and physical forms, the Tuberculosis control program, and the maintenance of immunization records as well as the provision of needed vaccines (except Heptavax). The Dean of each school will designate those students who will be required to pay the fee each year. This fee covers the cost of administration of Heptavax - the vaccine against Hepatitis B virus. This fee will be determined annually, based on the cost of Heptavax.

PROCEDURES TO BE FOLLOWED FOR IMAGING ULTRASOUND PATIENTS

1. Positive identification of patient
 - A. Use two patient identifiers. Ask the patient his/her name and birth date and verify with armband.
 - B. Verify the name with the patient's ID armband if patient is unable to respond
 - C. Double-check the patient's identification number on the control sheet or order with the wristband. (It is very possible to have two patients with the same first and last name, so make sure you double-check the identification number).

2. Doctor's Orders/ Beginning a Procedure
 - A. Verify orders in the patient's EMR
 - B. Review any patient history in EMR.
 - C. Are you planning to perform the study requested in the EMR? If not, seek out assistance from the supervising sonographer, radiologist or radiology resident and the ordering physician.
 - D. Verify order with the supervising sonographer. The sonography student will need to Begin the procedure utilizing Radiant.
 - E. Review previous imaging studies on PACS, previous diagnostic reports, films, lab results and the patient chart prior to the start of the exam and adapt sonographic examination as necessary.

3. Ending a Procedure
 - A. The supervising sonographer must rescan and verify all images.
 - B. Once verified, the student must review the case with the Radiologist in the Ultrasound Reading Room on the PACS system.
 - C. After the Radiologist approves the exam, the student may dismiss the patient.
 - D. The sonography student will track exam to End Procedure in Radiant.
 - E. If the patient is a floor patient, submission of a "Transport Request" in EMR is required. All students will be required to transport patients as needed without hesitation.
 - F. Monitor all floor patients and ED patients until they are escorted out of the Division of Ultrasound.

PERSONAL SAFETY RULES

1. Do not smoke, drink, or eat in a patient care area.
2. Wear PPE to prevent skin contamination.
3. Follow KUHS hand hygiene policy.
4. Do not use personal items in patient care areas.
5. Keep work area free of equipment not needed during exam and/or procedure.
6. Caution is required when there is a skin break on either hand.

*UNIVERSITY OF KANSAS HOSPITAL
STUDENT SUPERVISION POLICY*

The Diagnostic Ultrasound General / Vascular Technology student understands that the sonographer is the one responsible for all patient studies in the Division of Ultrasound at the hospital (Cambridge starting Nov. 2017), IR, Neurology, MOB, Breast Imaging & Westwood with the Center for Advanced Fetal Care -CAFC at the MOB. Students are here to learn and to be educated about Diagnostic Ultrasound General and Vascular Technology.

A sonographer will always be assigned to an exam in which a student is assigned. A student can perform a study if a credentialed Diagnostic Medical Sonographer and/or a Registered Vascular Technologist are supervising the student.

Communication between the student and supervising sonographer and/or vascular technologist is required for quality patient care. To define supervision means an assigned Registered Diagnostic Medical Sonographer and/or Registered Vascular Technologist must be within the Division of Ultrasound at the hospital, CA, IR, MOB, Westwood, Breast Imaging at Westwood, and the Center for Advanced Fetal Care – CAFC at the MOB during a patient study. This consists of the following:

- Radiology Waiting Room
- Ultrasound control room 2103
- Program Director's Office
- Imaging Rooms: 2105, 2106, 2107, or 2108
- CA: 2110
- MOB MO2093 & 2108
- Reading Room
- Breast Imaging Westwood
- Imaging Westwood
- CAFC -MOB
- Restroom

A student is not to relieve a sonographer or vascular technologist without another supervising sonographer or vascular technologist assigned to the student for any of the following reasons: sonographer's break, lunch, to leave work early, or to leave the department. It will be the responsibility of the sonographer/vascular technologist to find relief from another sonographer/vascular technologist. If a student is abandoned with a patient the Ultrasound Supervisor will be notified and disciplinary processes will be implemented.

DEPARTMENT POLICIES

Students will follow the policies of the Division of Ultrasound, Department of Radiology, IR, MOB, Program of Diagnostic Ultrasound Technology, Breast Imaging, Imaging at Westwood, CAFC-MOB, University of Kansas Health System, and Medical Center, unless otherwise stated. Changes in policies will be posted in the Ultrasound Division on the bulletin board in the control area or in the office of the Ultrasound Supervisor. Diagnostic Radiology and the Division of Ultrasound Policy and Procedure Manuals are located on the RADIOLOGY share-point site under each specific title.

SMOKING AND EATING POLICY

Patient care is the primary consideration within the Department of Radiology as well as within The University of Kansas Health System as a whole. Consequently, attention to patient needs, convenience of facilities in patient areas, and physical appearance and safety of patient areas are responsibilities involving all employees. Smoking and eating policies are defined to coordinate these activities with University of Kansas Health System policies.

SMOKING

Employees/Students, Outpatients and Visitors

There is a NO SMOKING policy in effect for the entire health system and medical center campus.

FOOD AND BEVERAGE

Patients and Visitors

Food or beverage is not permitted in the outpatient waiting area or any other area of the Department because of sanitation reasons and courtesy to patients waiting for their examinations. All radiology employees must gently discourage any exception to this rule. Outpatients and/or visitors may be referred to the hospital cafeteria or vending area of eating purposes.

Employees/Students

Food and beverages are permitted in the Radiology Employees' Lounge or the Ultrasound Control area, and in a closed-door affect area removed from patient care areas. It is mandatory that radiology employees/students refrain from eating and drinking in any department patient care or public areas such as, clinical rooms, front office, work corridors, waiting rooms, hallways, stairwells, elevators, classrooms, conference rooms, library etc. Liquids are never to be at workstations or near any type of radiology equipment. Failure to adhere to this rule will result in disciplinary action.

Many times, it is necessary for an employee to forgo lunch and/or break time in order to provide patient care, and many times the only break time available is a quick snack within the department. Each divisional area has a designated area where a quick snack or cup of coffee need not disrupt patient routine, and should be utilized.

CHEATING AND PLAGIARISM

DEFINITION

Any kind of cheating on examinations is academically dishonest, and students participating in such activity will be subject to disciplinary action. Cheating in this context means any student seeking or giving unauthorized assistance on an examination.

The following are examples of cheating on examinations:

- A. The use and/or possession of unauthorized notes, books, journals or articles during an examination.
- B. Allowing a student to copy one's work during an exam.
- C. Copying or attempting to copy another student's work with or without permission during an examination.
- D. Obtaining or attempts to (successful or unsuccessful) obtain one or more copies of any test before an instructor has given the exam.
- E. Any attempt to change answers after the completion of the examination for credit.
- F. Any deliberate disobedience of rules set by the instructor prior to any exam.
- G. Any behavior that could possibly create an unfair advantage(s) among all students.

Disciplinary action that may be due to cheating could be immediate dismissal from the program. If the student(s) feels they have been unjustly accused they will have the option to confront the grievance committee. See policies in the student handbook at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

PLAGIARISM

Plagiarism is defined as the dishonest use of another one's work without permission.

Plagiarism includes borrowing sentences or phrases without giving credit to the original writer.

Copyrighting can be a form of plagiarism. Making copies of articles and distributing them is not allowed unless permission has been given from the publisher of the article or journal that it originated from.

All forms of plagiarism are subject to disciplinary action, which may include dismissal from the program.

INCLEMENT WEATHER OR EMERGENCY CONDITION POLICY

All students are expected to be at their assigned clinical areas and/or class regardless of weather conditions. Inclement weather may prevent some students from reporting or may require students to depart earlier than scheduled, but this is always subject to one of the co-program director and / or clinical coordinator's approval. In the event the Chancellor or the Executive vice-chancellor declares an inclement weather or other emergency condition (such as a major disaster), then the following procedures will be followed.

- A. Student(s) who do not report or who elect to return home after reporting, during an inclement or other emergency condition, can select one of the following options for handling the lost time:
 - 1. Charge to excused absence time bank
 - 2. Make up the absent hours on a non-scheduled school day, as soon as possible, weather permitting.
- B. The student must meet with a Co- Program Director to confirm the option chosen for make up of lost time-no exceptions.
- C. Students reporting for duty up to one hour late because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Those students reporting more than one hour late shall use one of the options above for handling all additional lost time beyond one hour. Students who fail to report will make up all lost time.

INTERNATIONAL STUDENT POLICY

Students for whom English is a second language must satisfy the following requirements:

- **English Language Proficiency:** All applicants whose native language is not English must demonstrate English language proficiency through either the TOEFL or IELTS testing systems. The test must have been taken within two (2) years of the first semester of enrollment. Results must be provided directly to KUMC by the testing service using ETS school code 6895. Photocopies of scores will not be accepted.

International Students please see <http://www.kumc.edu/office-of-international-programs.html>.

An applicant is considered an international student if he or she requires a visa, or currently resides in the U.S. with non-immigrant status, or currently resides in the U.S. while applying for permanent residency. Additional requirements and documentation, such as proof of English language proficiency, are required for international students to become eligible for KU programs before applying.

- **International Transcripts:** In addition to sending an official copy of each transcript, as above, have your transcripts evaluated by World Education Services at <http://www.wes.org> OR Educational Credential Evaluators at <http://www.ece.org>. The evaluation must include course-by-course evaluation, grade evaluation, and indicate the degree earned in U.S. terms (bachelors, masters, doctorate, etc.). An official copy of the evaluation is required.

- **Confirm that you are eligible to apply:**

The prerequisites to apply are as follows (sorry, no exceptions are made):

1. Applicant must have completed, or be currently enrolled in, at the minimum a 24-month Radiologic Technology Program (60 semester credit hours or 84 quarter credit hours).

Please note: The required RT program is not available at the University of Kansas – please use the links at right for schools offering accredited AART programs.

2. Applicants must be a Registered Radiologic Technologist (ARRT) or must be registry-certified before program start date in September.
3. Post-secondary credits, with a cumulative grade-point average of 2.5 on a 4.0 scale, are required in the following courses:
 - Communication skills (English, speech, or composition)
 - General college-level physics and/or radiographic physics
 - Human anatomy and physiology
 - Algebra, statistics (or higher) mathematics course
4. The student will be required to pass the ARRT registry exam before entrance into the ultrasound program.

SEXUAL HARASSMENT

Title IX of the Education Amendments Act of 1972 states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The KU Medical Center prohibits all forms of sex based discrimination, including sexual harassment, sexual violence and assault, and is committed to preventing sex discrimination that impacts any person's opportunity to participate in or benefit from the University's programs and activities.

All KU Medical Center employees are expected to report incidents of sexual assault of which they become aware. Please review the KU Medical Center's Title IX Policy for more information regarding the procedures for preventing, reporting and investigating Title IX violations.

If you or someone you know has been subjected to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, stalking, or sexual assault, please contact KU Medical Center's Title IX Coordinator Natalie Holick, at 913-588-8011 or nholick@kumc.edu. More information is available at <http://www.kumc.edu/compliance-services/office-of-compliance/equal-opportunity-and-academic-compliance.html>.

ACADEMIC ACCOMMODATION SERVICES

If you have a disability or health concern that might require academic accommodations, please contact Academic Accommodations Services. You will need to provide specific documentation from a qualified professional in order to receive accommodations through Academic Accommodation Services at <http://www.kumc.edu/student-services/academic-accommodation-services.html>. Please review the General Guidelines for Documentation at <http://www.kumc.edu/student-services/academic-accommodation-services/documentation.html>. Student Health Services may or may not be able to provide the appropriate documentation. Provision of documentation will be made on a case by case basis. Please note that documentation provided for primary care services may not meet the documentation standards required to obtain academic accommodations.

Persons with disabilities who are covered under this policy include students who satisfy eligibility criteria, and with or without reasonable accommodation, meet the technical standards and matriculations requirements of a program.

Policy for Academic Accommodations

If you have a disability or health concern that might require academic accommodations, please contact Academic Accommodations Services. You will need to provide specific documentation from a qualified professional in order to receive accommodations through Academic Accommodation Services. Please review the General Guidelines for Documentation. Student Health Services may or may not be able to provide the appropriate documentation. Provision of documentation will be made on a case by case basis. Please note that documentation provided for primary care services may not meet the documentation

standards required to obtain academic accommodations.

Students may contact Cyn Ukoko, cukoko@kumc.edu, 913-945-7035, to discuss accommodations. Schedule an appointment online at <https://medconsult.kumc.edu> Monday through Friday from 7:00 a.m. to 4:00 p.m.

Accommodation Policy: Mission Statement

It is the mission of the Office of Academic Accommodation Services (AAS) of the University of Kansas Medical Center to provide reasonable accommodations to qualified students with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. Pursuant to federal and state laws, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services, or activities. Access to education is one key to opening the doors to mainstream society to people with disabilities. KU Medical Center is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities; promoting the full participation of all qualified students in all aspects of campus life; and making reasonable accommodations as are necessary and appropriate to eliminate discrimination or disadvantage on the basis of disability from that its programs and activities.

The AAS helps to facilitate and provide equal educational access and opportunity for all members of our community. Staff will work individually with each student to understand his or her strengths and limitations in order to develop the most effective and comprehensive accommodation plan. In addition to working in a direct service capacity with our students, AAS also collaborates with administrators, faculty, and staff to facilitate the provision of reasonable and appropriate accommodations for students with disabilities. The policies and mission of AAS are designed carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

"No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. "It is the policy of the University of Kansas to provide reasonable accommodations to qualified individuals with known impairments that meet the statutory definition of a covered disability except where such accommodation would impose undue hardship or present the threat of harm. Reasonable accommodation applies to all aspects of employment and all-educational programs, services and activities.

Reasonable Accommodation: An adjustment or modification that allows the qualified individual with a disability equal access to participation as a student in the various programs of the schools at the University of Kansas Medical Center. Any reasonable accommodation should not cause undue hardship, financial or otherwise, to the academic/educational programs, schools, or the institution as a whole or fundamentally alter the curriculum of the program. More information available at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

COPYRIGHT POLICIES

Policies on copyright and related topics are available in the student handbook at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

APPEALS PROCEDURE for ACADEMIC and NON-ACADEMIC MISCONDUCT

These guidelines have been written for students of the Diagnostic Ultrasound Technology General and Vascular Program students need to follow the following procedures.

1. First, try to resolve the conflict with the person or persons involved. This should be done in a fashion that will not disturb staff in the department, and most importantly, this should not affect patient care.
2. If confronting the situation does not resolve the conflict the Program Director will contact the involved parties and Physicians if necessary, to try to resolve the conflict.
3. If conflict cannot be resolved within the Division of Ultrasound the student may follow the SHP Appeals Grievance Procedure for Academic and Non-academic Misconduct outlined in the student handbook at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

ALCOHOL AND DRUG USE

The campus policy for student on alcohol and drug use is available at <https://kumc.policystat.com/policy/5825628/latest/>. Currently, the School of Health Professions requests a drug screen only when the student's clinical site requires one, or if there is a questionable violation of the KU Medical Center drug and alcohol policy. When a positive test result is received, the matter is forwarded to the department of the program in which the student is enrolled.

More information is available at <http://www.kumc.edu/student-services.html>.

ASSISTANCE PROGRAMS

About Us

We provide proactive and comprehensive educational support, psychological, psychiatric, and writing services to KUMC students, residents, and fellows as they pursue their professional goals. Clients value our **confidential**, respectful, and collaborative approach. See: <http://www.kumc.edu/student-affairs/counseling-and-educational-support-services/privacy-and-confidentiality.html>

Our staff consists of three learning specialists, four Ph.D.-level psychologists, two doctoral counseling practicum students, two postdoctoral psychology fellows, a psychiatrist, and a writing specialist. Educational support, psychological services, and writing services are **no cost** to students; psychiatric services have a nominal fee. See: <http://www.kumc.edu/student-affairs/counseling-and-educational-support-services/cost/fees/eligibility.html>

Location and Hours

Counseling Services are located in G116 Student Center. Education Support Services and the Writing Center are located in G012 and G011 Dykes Library.

Our hours are 8 a.m.-5 p.m., Monday-Friday. A limited number of early-morning and later-evening appointments are available to accommodate irregular schedules.

More information is at <http://www.kumc.edu/student-affairs/counseling-and-educational-support-services/about-us/location-and-hours.html>.

STUDENT EXPOSURE PROTOCOL-NEEDLE STICK and OTHER EXPOSURE

General Information:

Student, while performing duties in that capacity, is injured or exposed (mucous membranes or open skin) to blood, body fluids, or other infectious material via needle stick or splash.

Procedure

During KU Medical Center Student Health Office hours

Monday from 8-6pm, Tuesday, Wednesday, Thursday and Friday from 8-4:30pm

1. Student or supervisor to call Student Health (913-588-1941). Fill out Student Incident Form.
2. Student or supervisor obtains information on source patient: name, date of birth, hospital number, history, and current diagnosis.
3. Student reports to Student Health office for initial lab work, completion of a risk inventory and medical treatment. Medical treatment may include, but is not limited to post-exposure prophylaxis, stitches for a laceration or irrigation of eyes after a splash depending on the exposure type, injury and source patient information.
4. Student health representative will obtain risk inventory and lab work on source patient. Risk factors are assessed and follow-up as indicated.

After Hours, Weekends and Holidays at the University of Kansas Health System

1. Student or supervisor calls the nursing supervisor on call. The nursing supervisor will perform a risk inventory and obtain a sample from the source patient for a rapid HIV test. ◦If the rapid HIV test is positive, the student will go to Emergency Department for advice and/or prophylactic treatment.
◦If the rapid HIV test is negative and wound and/or eye treatment is not indicated, there is no immediate treatment required. Student will notify Student Health of exposure via voicemail and will be contacted to make an appointment to complete a confidential incident report and baseline labs.
◦Students requiring emergency treatment such as suture or eye irrigation should report to the Emergency Department.
2. The student should obtain information on source patient: name, date of birth, hospital number.
3. For care after the exposure; ◦If no immediate treatment is required: Student reports to Student Health as soon as possible the next working day for initial lab work and completion of a risk inventory.
◦If emergency treatment is required: Student reports to Emergency Services at KU Hospital. Afterwards, student reports to Student Health as soon as possible or the next working day for baseline lab work and completion of a risk inventory.

4. Student health representative will obtain additional information for the risk inventory and any additional lab work on source patient. Risk factors are assessed and follow-up as indicated.

At an Outside Facility

1. Follow procedures consistent with the institution and report to nearest emergency room if applicable.
2. Student or supervisor calls Student Health (913-588-1941) and leaves message on audix regarding incident (student name, date, and time) within 24 hours. Fill out Student Incident Form.
3. A student health representative will work with outside agency to assess risk factors and plan follow-up care.

Note: Students are not financially responsible for any lab tests ordered for proper treatment of the incident. If exposure occurs outside of the Greater Kansas City area Student Health may be billed for cost incurred. In event of exposure follow these guidelines located in appendix E of the policy at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

See also: <http://www.kumc.edu/student-services/student-health-services.html>.

IMMUNIZATION POLICY

Immunization Policy

All students at the University of Kansas Medical Center are required to keep immunization records current. Any special circumstances regarding immunizations should be discussed with Student Health individually. To make an appointment to discuss a special circumstance, click here. Failure to comply with the Student Health Immunization Policy will result in denial of class registration. Currently, the Centers for Disease Control (CDC), American College Health Association and the Kansas Department of Health and Environment recommend that all college students be immunized against diphtheria, tetanus and polio.

In addition, to decrease the risk of outbreaks or epidemics of infections on university campuses across the country, it is required that each student be properly immunized against measles, mumps, and rubella prior to enrollment. See: <http://www.kumc.edu/student-services/student-health-services.html>.

Immunization Policy for Continuing Students

Immunization Policy

All students at the University of Kansas Medical Center are required to keep immunization records current. Any special circumstances regarding immunizations should be discussed with Student Health individually. To make an appointment to discuss a special

circumstance, [click here](#). Failure to comply with the Student Health Immunization Policy will result in denial of class registration.

COMMUNICABLE DISEASES and INFECTION CONTROL POLICY

All enrolled students on a KU Medical Center campus (Kansas City, Wichita, or Salina) with a communicable disease or infectious illness that may affect the health and safety of others MUST advise Student Health Services (SHS) on their respective campus. Examples of communicable disease or infectious illness under this policy include, but are not limited to, viral hepatitis, febrile illness, antibiotic resistant Infections, tuberculosis, and mumps. Prior to participation in school activities, all students are required to have their communicable disease risk status assessed. Students with a known communicable disease or infectious illness may be asked to consent to release of appropriate medical records, be evaluated in person, obtain diagnostic testing, and/or be referred to a specialist depending on the nature of the communicable disease. The student is responsible for any costs (some of which may be covered by medical insurance) involved in evaluation of his/her condition.

The Staff at the SHS has an obligation to reduce the risk of infection of patients, other students, faculty and staff on the KUMC campuses. Therefore, a decision about the risk the student poses to the health and safety of others on the KUMC campuses or while performing student duties at an affiliated institution will be the responsibility of the SHC Staff. Individualized plans for accommodation with respect to students with any infection risk will be based on the Center for Disease Control guidelines; specifically the updated recommendations to promote patient safety while proving risk management and practice guidance to students and health-care providers.

If there are restrictions or accommodations that are requested or suggested in individual cases, the student's school of study and/or Academic Accommodation Services will be contacted concerning SHS recommendations without giving specific medical information unless the student signs a consent for release of such medical information. The student's school of study will make the final determination of any accommodation(s) that can be reasonably made to allow a student to participate to the fullest potential and complete their educational requirements without compromising the health, safety and welfare of others on the KUMC campuses and affiliates. A student with a communicable disease or infectious illness pursuing a course of study that requires clinical rotations should be aware that the University of Kansas cannot guarantee placement at external affiliate sites for clinical rotations. Students participating in clinical rotations are subject to the requirements and approval of the clinical rotation site.

FLU SHOT REQUIREMENTS

All currently enrolled KUMC Students must receive seasonal influenza vaccine. Students may receive the flu vaccine at Student Health Services (SHS) or provide documentation of the vaccine to SHS. If a student is submitting documentation, the documentation must include the name of the vaccine, lot number, expiration date, date

received and provider name with credentials. This includes vaccines that are obtained via University of Kansas Hospital Occupational Health Clinic or other hospital clinics.

Reasonable attempts will be made to provide free vaccine to students during the fall semester. Students who are not able to obtain the vaccination at SHS due to distance considerations, scheduling conflicts, or for any other reason are responsible for obtaining the vaccine elsewhere at their own expense and providing the proper documentation.

A vaccination deadline date will be assigned each year by which the seasonal influenza vaccine must be received. Any student who has not received vaccination by this date will receive a Student Health hold which will prevent enrollment. Students who do not have the hold removed by the first day of class may incur additional re-activation fees.

For clinical students, influenza vaccine declinations are considered for medical or religious reasons only. To be considered for a religious exemption, documentation from an appropriate religious leader must be submitted to KUMC Student Health Services by the vaccination deadline. All persons who believe that they have a medical exemption must provide appropriate documentation of their medical condition and meet with the SHS Medical Director to determine if they qualify for an exemption in the KUMC system. All other requests for declinations are handled on an individual basis. Declining the influenza vaccination may impact the student's ability to complete academic requirements and may especially impact their choice for clinical rotations, since many institutions do not allow students to rotate to their facility if the student has not received the seasonal influenza vaccine.

POLICY on TB EVALUATION

In accordance with Kansas Department of Health and Environment regulations, (page 238), all students entering the University of Kansas Medical Center (KUMC), are required to be screened for latent tuberculosis infection (LTBI) in the US or Canada. Acceptable screening options include:

- Documentation of two TB skin tests (PPD) administered and interpreted within the past 12 months prior to enrollment. The most recent PPD test should be within 3 months prior to enrollment. For those students who cannot provide evidence of two PPD tests within 12 months of enrollment, placement of two consecutive PPD tests within 1-3 weeks of each other is required.
- Interferon-Gamma Release Assays (IGRAs). QuantiFERON®-TB Gold In-Tube test (QFT-GIT) and T-SPOT®.TB test (T-Spot) are acceptable options.

Any student with positive screening results is treated according to protocols consistent with current CDC guidelines and will be required to obtain a chest x-ray. Any student with a positive screening is required to meet with a KUMC Student Health provider to discuss our protocol and prophylaxis. In the event that a student with Latent Tuberculosis Infection (LTBI) refuses treatment, Student Health Services will document the refusal and obtain the student's signature on a waiver form. On an annual basis, any student who has had a positive screening must complete a Student Health TB questionnaire.

Any student who has had a positive PPD, has been immunized with BCG, has health issues that would affect the accuracy of a PPD, or is from a country that is on the World Health Organization (WHO) endemic country list, is required to complete an IGRA.

All KUMC students are required to be screened for TB annually. If a student is delinquent on his or her annual TB skin test, a hold may be placed on his or her account. Any student who has had a positive screening must complete a Student Health TB questionnaire after completing the initial follow up as listed above.

Any PPD administered by KUMC Student Health must be read by a KUMC Student Health employee. If not, the student must pay a fee of \$20.00 to re-administer another PPD.

In the event that the student does not comply with any portion of the TB evaluation policy, the student will be deemed non-compliant and subject to disenrollment at KUMC.

NOTE: Any student who has previously or is currently being treated for LTBI must provide KUMC Student Health Services with appropriate documentation.

STUDENT PREGNANCY POLICY

The pregnant student must follow the established program policies and meet the same clinical and didactic criteria as all other students before graduation and recommendation for the national certifying examinations.

The pregnant student will follow the same guidelines that are set for the policy regarding Excused Absence. If additional time is missed over the 60 hours the student will need to withdraw from the current year program. At that time the student will be given the option to begin their training over at the start of the new school year.

If the student decides to remain in the Diagnostic Ultrasound Technology Program during her pregnancy, she accepts full responsibility for her actions and releases the University of Kansas and its faculty of any responsibilities in case of adverse effects.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities is outlined in the *student handbook* located at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

The Code of Student Rights and Responsibilities:

The Code of Student Rights and Responsibilities describes exactly what its title implies-protected rights of each and every student and responsibilities or expectations for student conduct. As such, it forms a significant part of the rules of the campus community. Included are rights to free speech, expression, assembly, and pursuit of educational goals, privacy and due process. It outlines how student and campus organizations may operate. The Code also describes-academic misconduct such as threats and violence against persons, theft, vandalism, hazing, carrying firearms, falsely reporting bomb threats, forgery, fake Ids, disrupting University classes and events, and hearings when violations occur. The complete text of the Code is printed in the Timetable of Classes available in the Department of Student Services, 3001 Student Center. See: <http://www.kumc.edu/student-services.html>.

PATIENTS RIGHTS

The University of Kansas's Patients Rights is outlined at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

THE LEARNING CONNECTION -TLC

The University of Kansas Hospital

All enrolled students will complete the TLC modules identified for the student under the "TO DO" tab on the TLC website annually until completion of the program.

The modules are as follows:

Patient Safety - Clinical

Disaster Management

General Fire & Safety

Hazard Communication

Introduction to Infection Prevention and Control

Trophon

Abuse Screening & Intervention –Clinical

Population Specific Care

HIPAA Orientation

Workplace Violence Awareness & Prevention

Radiation Safety -clinical

Link is provided during admission process.

*FACULTY **

RADIOLOGY/ULTRASOUND-HOSPITAL, CA, WW, MOB, IMAGING & BREAST IMAGING

Jill Jones, M.D.

Medical Director, Professor of Radiology, Ultrasound Section Chief

Vicky M. Martin, MHSA, RDMS, RVT, RT (R)

Co-Program Director, General Clinical Coordinator

Ultrasound Supervisor

Candace S. Houghton, CRA, RT (L), RDMS, RVT

Co-Program Director

Radiology Operations Manager

Gary Rummel, ASRT (R), RDMS, RVT

Vascular Clinical Coordinator/Didactic Instructor/Diagnostic Medical

Sonographer/Vascular Technologist

Sara Nielsen, BSRT (R), RDMS, RVT

Didactic Instructor / Mentee-General Clinical Coordinator/Diagnostic Medical

Sonographer /Vascular Technologist

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)

Assistant Director Radiology

Nicole Kudlacz MS (Health Science), RDMS, RVT

Didactic Instructor/ Diagnostic Medical Sonographer/ Vascular Technologist

Samuel Robinson, MHSA, RT (R), RDMS, RVT

Didactic Instructor/Diagnostic Medical Sonographer/Vascular Technologist

Sarah Formen, BSRT (R), RDMS, RVT

Diagnostic Medical Sonographer / Vascular Technologist

Keli Howard RT(R), RDMS, RVT

Didactic Instructor/Diagnostic Medical Sonographer/Vascular Technologist

Jaina Cox-Mosburg, ASRT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Janice Ortmeyer, MSRT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Melissa Milhon, BSRT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Katie Holecek, BSRT, RDMS, RVT
Diagnostic Medical Sonographer/ Vascular Technologist

Jamie Pike, RT (R), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Eva Diehls, MHSA, RDMS, RVT
Diagnostic Medical Sonographer / Vascular Technologist

Ashley Banks, ASRT, RDMS, RVT,
Diagnostic Medical Sonographer / Vascular Technologist

Dillia Brooks, BS (Sonography), RDMS, RVT
Diagnostic Medical Sonographer / Vascular Technologist

Anne Malherbe, BS (Sonography), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Kimber Lynott, RT (R), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Sarah Fairchild, BSN, RDMS
Diagnostic Medical Sonographer/Vascular Technologist

Amy Ntelekos, RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Tara Moschner, RT (R), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Amye Richards, RT (R), RDMS, RVT, RMSK
Diagnostic Medical Sonographer/Vascular Technologist

Vivian Metevelis, RT (R), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Stephanie Wilson, RT(R), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Shiloh Sutton, BS (Health Science), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Lindsey Tegeler, MS (Health Science), RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Kim Kovar, RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Mikayla Smith, RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

Haley Horstmann, RDMS, RVT
Diagnostic Medical Sonographer/Vascular Technologist

CENTER FOR ADVANCED FETAL CARE-CAFC

Nikole Wulff, ASRT (R), RDMS (FE), RVT
Perinatal Sonography Supervisor

Lyndsay Fundell, BS (Sonography), RDMS, RVT
Perinatal Sonography Supervisor

Tricia Schwartz, RDMS, RVT
Perinatal Sonographer III

Laura Hall, BS, RDMS, RVT
Perinatal Sonographer I

Jennifer Grebe, BS, RDMS
Perinatal Sonographer I

Adrea Sarandos, BS (Health Science), RDMS, RVT
Perinatal Sonographer I

Anastasia Montessori, RDMS, RVT
Perinatal Sonographer I

Heidi Clarey, RDMS
Perinatal Sonographer II

Randi Grandgenett, RDMS, RVT
Perinatal Sonographer II

Anne Steele Buhl, RDMS
Perinatal Sonographer I

Allison Verheyen, RDMS, RVT
Perinatal Sonographer II

*Subject to change

ADVISORY COMMITTEE

The advisory committee is a group of individuals that decide the policies of the Program of Diagnostic Ultrasound. This committee is made up of the following people: *

Jill Jones, M.D., RDMS, RVT

Medical Director, Assistant Professor of Radiology, Ultrasound Section Chief

Vicky M. Martin, MHSA, RDMS, RVT, RT (R)

Co-Program Director/General Clinical Coordinator, Didactic Instructor
Ultrasound Supervisor

Candace S. Houghton, BA, RT, RDMS, RVT

Co-Program Director Radiology Operations Manager

Gary Rummel, ASRT, RDMS, RVT

Vascular Clinical Coordinator

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)

Assistant Director, Radiology

Student Member- rotating appointment

Sydni Deyo, senior student

Public Member- Alan Penrose, Phd, Ed.S

Principal, Turner High School, KC., KS School District

Dave Burnett-Chair and Assistant Professor School of Health Professions

Assistant Dean – Undergraduate Programs and Certificate Programs SHP

Instructors

*Subject to change

SELECTION COMMITTEE (2019-2021 Class)

The interview committee is made up of a group of people who will make the decision of the following year students into the Diagnostic Ultrasound Technology General and Vascular Program. The interview committee is made up of the following people: *

Jill Jones, M.D., RDMS, RVT

Medical Director, Assistant Professor of Radiology, Section Chief of Ultrasound

Vicky M. Martin MHSA, RDMS, RVT, RT (R)

Co-Program Director/General Clinical Coordinator, Didactic Instructor
Ultrasound Supervisor

Gary Rummel, ASRT (R), RDMS, RVT

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Sonographer/Vascular Technologist

Sara Nielsen, BSRT (R), RDMS, RVT

Didactic Instructor / Diagnostic Medical Sonographer /Vascular Technologist

*Subject to change

DISCIPLINE COMMITTEE
*PROGRAM OF DIAGNOSTIC ULTRASOUND TECHNOLOGY**

Jill Jones, M.D., RDMS, RVT
Medical Director, Assistant Professor of Radiology, Section Chief of Ultrasound
Vicky M. Martin MHSA, RDMS, RVT, RT (R)
Co-Program Director/General Clinical Coordinator, Didactic Instructor
Ultrasound Supervisor
Candace S. Houghton, CRA, RT, RDMS, RVT
Co-Program Director /General Clinical Coordinator
Radiology Operations Manager
Gary Rummel, ASRT (R), RDMS, RVT
Vascular Clinical Coordinator/ Didactic Instructor/Diagnostic Medical
Sonographer/Vascular Technologist
* Subject to change

DIAGNOSTIC ULTRASOUND TECHNOLOGY PROGRAM
GENERAL/VASCULAR COURSE CATALOG

Fall Semester I

UTEC 50 Intro Diagnostic & Medical Law Ethics
UTEC 51 Intro Sonography Principles & Instrumentation
UTEC 53 Abdominal Sonography I
UTEC 54 Small Parts Sonography I
UTEC 55 Gynecologic Sonography
UTEC 56 Clinical Internship I

Spring Semester II

UTEC 60 Advanced Sonography Principles & Instrumentation
UTEC 61 Obstetrical Sonography 1st Trimester
UTEC 62 Abdominal Sonography II
UTEC 63 Obstetrical Sonography 2nd and 3rd Trimester
UTEC 64 Small Parts Sonography II
UTEC 65 Vascular Technology I
UTEC 66 Clinical Internship II

Summer Semester III

UTEC 070 Abdominal Sonography III
UTEC 071 Vascular Technology II
UTEC 072 Clinical Internship III

Fall Semester IV

UTEC 80 Senior Seminar and Review I
UTEC 81 Clinical Internship IV

Spring Semester V

UTEC 90 Senior Seminar and Review II
UTEC 91 Clinical Internship V