

**UNIVERSITY OF KANSAS**

**SCHOOL OF HEALTH PROFESSIONS**

**DIAGNOSTIC ULTRASOUND  
TECHNOLOGY  
GENERAL / VASCULAR PROGRAM**

**STUDENT POLICY AND PROCEDURE  
MANUAL**

**2013 -2015**

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*WELCOME*

From the Program Director, Clinical Coordinators, Medical Director, faculty and staff of Ultrasound, we would like to congratulate and welcome you to the University of Kansas's Program of Diagnostic Ultrasound. This program is eighteen months in length and will commence 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,

Candace S. Spalding, BA, RDMS, RVT, RT (R)  
Program Director  
Supervisor/Ultrasound  
General Clinical Coordinator

Gary Rummel, ASRT (R), RDMS, RVT  
Vascular Clinical Coordinator

Stanton Rosenthal, MD, FACR  
Professor of Radiology  
Medical Director  
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 for school years 2008 - 2013.

### *SCHOOL OF HEALTH PROFESSIONS STUDENT HANDBOOK & other helpful links*

- Web site <http://healthprofessions.kumc.edu/school/students/student-handbook.html>
  - Current Students
    - Diversity Resources
    - Scholarships for Current Students
    - Student Affairs & Assistance
    - SHP Student Handbook
    - Student Recognition Ceremony
    - Student Senate
- 
- Student Health
  - Financial Aid
  - KUMC Resources
  - KU Course Catalogs
  - Academic Programs
  - How to Apply
  - Advising
  - Tuition and Costs
- 
- 

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 in hard copy form in the Program Director's office.

### *EQUAL OPPORTUNITIES/NONDISCRIMINATIONS POLICIES*

The University of Kansas is committed to providing equal opportunity and prohibiting illegal discrimination in the recruitment and admission of students, the employment of faculty and staff, and the operation of all University Programs, activities and services. Discrimination on the basis of race, color, creed, ancestry, religion, national origin, sex (including pregnancy), age, disability or status as a Vietnam era or disabled veteran is prohibited by federal and state statutes as amended. Discrimination on the basis of sexual

orientation is prohibited by University policy. This policy governs all employees, students, agents, group and organizations who use the University facilities, and other members of the University community to the extent provided by law.

Retaliation: Retaliation against anyone reporting or thought to have reported illegal discrimination, including sexual harassment, is a violation of this policy and will be considered independently of the discrimination complaint. Encouraging others to retaliate also violates this policy.

Reporting Discrimination and Incidents of Sexual or Racial Harassment. Illegal discrimination may arise from actions by faculty or supervisors in the educational environment, or between students. Sexual harassment can occur between persons without regard to gender, age, appearance, or professional status. Individuals, who believe they have been subjected to illegal discrimination, including sexual or racial harassment, are encouraged to report incidents to the Equal Opportunity Office, or to the appropriate department head. Such reports will be treated with respect and diligence. Complaints are handled internally through the Discrimination Complaint Procedure.

*Information and policies relating to Equal Opportunity and Affirmative action can be accessed on the following University Link [EEO Home](#)*

#### **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 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.*

*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 shared values set us apart and support KU Hospital as a place of caring and a place for caring.

- Well delivered, compassionate service
- Excellence--every day in every way
- Community involvement
- Achievement through partnering
- Responsibility and personal growth
- Ethics, honesty and openness

*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 strives 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 professional certification and registration.

*GOAL AND OBJECTIVES  
OF THE  
DIAGNOSTIC ULTRASOUND TECHNOLOGY GENERAL / VASCULAR PROGRAM*

The goal of the University of Kansas's Diagnostic Ultrasound Technology General and Vascular Program is 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 procedure plan for conducting Diagnostic procedures, precise and efficient decisions with regard to patient procedures and care.
5. Performance of procedure plans following established protocols, modifies 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 procedures that are medically indicated, restricting practice to validated and appropriate tests.
7. Careful evaluation of procedure plan results, determining if 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 Technology and Vascular  
Should apply on-line at the link below

### **Diagnostic Ultrasound and Vascular Technology**

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

Candace S. Spalding, BA, RDMS, RVT, RT (R) at [cspaldin@kumc.edu](mailto:cspaldin@kumc.edu)

913-588-6802

University of Kansas Hospital

Division of Ultrasound

3901 Rainbow Boulevard, Mail Stop 4032

Kansas City, Kansas 66160-7234

The starting date to the school will be the beginning of September each year.

## 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 come to a conclusion, 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 Hospital in the Ultrasound Division- Medical Office Building (MOB), the Center for Advanced Fetal Care (CAFC) in the MOB, Mid America Cardiology (MAC) at KUH, Breast Imaging and Imaging Departments at the Westwood Campus.

### RESPONSIBLE TO

The student will be responsible to the Radiologists, Perinatologists, Cardiologists, 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 co-students, sonographers, technologists, physicians and patients.

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 at all times.

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 in order 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: 00 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 May of the senior rotation the assigned days for clinical/academic training will move to Monday through Thursday.

*Evening shift clinical rotation: The student will be assigned a three-week evening shift rotation 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 are subject to change.

## *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 will be to the discretion 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 Program Director is primarily responsible for student counseling regarding progress in the program.
9. Instructors are strongly encouraged to counsel the student(s) whose 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 is dedicated to providing 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 Hospital 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. A hospital courier will transport procedure logs to the main campus along with other patient health information to the co-program director's office, room 2101a.

### *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 2105 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 Coordinators and/or 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 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 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 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 Rm 2101a.

## *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 2<sup>nd</sup> 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, 349.5 hours of didactic course work, 40.5 hours of lab and 2247.5 hours of clinical training totaling an approximate total time of 2737.5 hours.\*

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

## *PROGRESS REPORTS*

The 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's Diagnostic Ultrasound General / Vascular Technology Program do not work in other facilities as a part of this program. Students may work while attending this program. 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 Program Director and/or Clinical Coordinators 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 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. Program Director
  - c. Clinical Coordinator
2. Formal counseling with any of the following:
  - a. Medical Director
  - b. Program Director
  - c. Clinical Coordinator
1. 3-day suspension with the possibility of time to be made up on designated days off.
4. Dismissal

The Program Director, Clinical Coordinators or other appropriate faculty dependent upon the type of misconduct counsels students 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 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 will follow the University's fee schedule found on the LINK [Tuition and Fees for KU Medical Center programs](#) for each semester. Tuition is approximately \$1300 per semester and is subject to change. 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 at the following link – hover over link and select control + click

[Tuition and Fees for KU Medical Center programs](#)

- 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.

Background Check

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 background checks at the cost of the student for the school year (the estimated price is \$49.50). Please go to link below and follow instructions. This requirement will be conducted at the discretion of the School of Health Professions. 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. Go to the following link for [Background check Info](#) [Background Checks](#)
-

## *FINANCIAL AID*

Student financial aid is available through the Student Services at the following link-

- [Student Financial Aid](#)

## *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 to be worn at all times.
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 accepted.
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. A white or matching lab jacket is required at all times in the clinical area.
- F. Fingernails should be clean and groomed and ***acrylic nails are not allowed.***
- G. Daily hygiene is required.

### *TELEPHONE*

- A. Personal phone calls should be on an emergency basis only or on the student's own time.
- B. Absolutely no long distance calls should be made from the Department of Radiology.

### *INTERNET/ EMAIL/CELL PHONE*

The use of the Internet, email and/or cell phones will follow the policies of the School of Health Professions, The University of Kansas Hospital 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, e-mail 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 technology students follow the KUH's Social Media Use policy.

Policies are listed on the following web site:

<http://www2.kumc.edu/ir/policy/internetuse.asp> and

<http://www2.kumc.edu/ir/policy/Emailpolicy.asp>

### *EXCUSED ABSENCE/ILLNESS POLICY*

Excused absence is pre-approved by the Program Director, 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 913-588-6802.

- A. Forty hours of excused absences are allowed. Twenty additional hours may be used for excused absences, but the time will need to be made up before and or after school immediately, which will be assigned by the program director. If a student fails to "show up" for this assigned time the length of the program will be extended. If a 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 the Program Directors/ Clinical Coordinators within the established time period.

### *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 the Program Director.
3. Sixth incident = documented, formal counseling with the Program Director.
4. Seventh incident = documented, assigned make-up time before or after regular working days – discretion of the Program Director
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 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.

### *OVERTIME*

There will not be any overtime money allotted. Compensatory time off will be designated at the discretion of the Program Director regarding overage time only.

### *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 the 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 the end of the eighteen months and after all academic and clinical requirements have been 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 for the Sonography Physics & Instrumentation(SPI) after the successful completion on SPI I and II courses and may be taken during the program.

### *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 the Program Director

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

1. A transcript of academic achievement
2. A copy of the pre-entrance physical examination and immunization record
3. All clinical evaluation records (patient de-identified)
4. A clinical experience record (patient de-identified)
5. A clinical volume examination record
6. A time sheet
7. The complete and original application
8. All correspondence relating to the student

## *MEDICAL LIABILITY INSURANCE*

The University provides this.

### *LIBRARY*

Students will be able to use both the Dykes Medical Library and the Radiology 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 2105.

### *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 13:00 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. There will be a time that certain books will need to be purchased after the start of school due to publish dates.

### *FUNERAL LEAVE*

The Co-Program Directors must approve excused absence for funerals. **This time will be deducted from the student's excused absence bank.** 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 the 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 at [KUMC Student Services](#).
4. Medical Center 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.  
[KUMC Student Services](#)

## *LOCKERS*

Lockers can be furnished upon availability.

### *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 KUMC Parking Services at extension 913-588-5175.

\* 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 chart if patient is unable to respond
  - C. Double-check the patient's identification number on the chart and 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/O2.
  - B. Review any patient history in EMR/O2.
  - C. Are you planning to perform the study requested in O2? 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 Syngo tracking system.
  - E. Scan order and requisition into PACS utilizing PACS Scan.
  - F. 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. All requisitions must be scanned into PACS.
  - C. Once verified, the student must review the case with the Radiologist in the Ultrasound Reading Room on the PACS system.
  - D. After the Radiologist approves the exam the student may dismiss the patient.
  - E. The sonography student will track exam to End Procedure in the Syngo computer system.
  - F. If the patient is an in-patient a Take-Back order will be placed in the Syngo system for central transportation.
  - G. Monitor all in-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 appropriate apparel to prevent skin contamination.
3. Wash hands often and follows the KUH/KUMC policy on hand washing.
4. Do not use personal items in the area.
5. Keep work area free of equipment not needed in the procedure.
6. Be especially cautious if there is a break in the skin of the hands.

*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, MOB, Breast Imaging & Westwood and KU Med West along with Mid America Cardiology- MAC and 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 as long as a Registered Diagnostic Medical Sonographer and/or a Registered Vascular Technologist is 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, MOB, Westwood, Breast Imaging at Westwood, KU Med West and Mid America Cardiology- MAC 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 2105
- Radiology Library
- Program Director's Office
- Imaging Rooms: 2103, 2104, 2106, 2107, or 2110
- MOB MO2093, MO2108 & MO2107
- Reading Room
- Radiology Copy/Mail Room
- Breast Imaging Westwood
- Imaging Westwood
- KU Med West
- MAC -KUH
- 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, MOB, Program of Diagnostic Ultrasound Technology, Breast Imaging, Imaging at Westwood, KU Med West, MAC, CAFC-MOB, University of Kansas Hospital, MOB 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 in room 2105, Ultrasound Supervisor / Program Director's office room 2101A and at Westwood in suite 1-100-035, Imaging.

### *SMOKING AND EATING POLICY*

Patient care is the primary consideration within the Department of Radiology as well as within the Medical Center 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 in order to coordinate these activities with Medical Center policies.

#### SMOKING

Employees/Students, Outpatients and Visitors

There is a NO SMOKING policy in effect for the entire KUH/KUMC 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 in close proximity to 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 listed on the School of Health Professions web site under the Student Handbook section.

- LINK: [SHP Student Handbook](#)

### 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 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 the Co-Program Directors 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:**  
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. **Please review the [information for international students](#) before applying.**
- **International Transcripts:** In addition to sending an official copy of each transcript, as above, have your transcripts evaluated by [World Education Services](#) OR [Educational Credential Evaluators](#). 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.

OR

Alternatively, you may send a check made payable to KUMC for \$25 (U.S.) for evaluation by the [KU Graduate Application Processing Center](#). If this option is selected, the official transcripts must arrive at least 2 weeks prior to the admission deadline.

### **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*

Sexual harassment is a form of sex discrimination, prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Kansas State laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct or activity is made wither explicitly or implicitly a term or condition of an individual's employment or academic progress;
- submission to or rejection of such conduct or activity is used as the basis for employment or evaluation;
- such conduct or activity interferes with an individual's employment or educational advancement; or
- such conduct or activity creates an intimidating, hostile or offensive environment.

The University of Kansas is committed to providing a positive learning and working environment for its students and employees. Sexual harassment in any form is not tolerated. Anyone who violates this policy will be subject to a range of sanctions, including written reprimand, termination or expulsion. When the University becomes aware of sexual harassment allegations, it is bound by state and federal law to investigate those allegations, stop the harassment if it is found to exist, and take measures to ensure a working and learning environment that is free of sexual harassment.

## *ACCOMODATION OF INDIVIDUALS WITH DISABILTIES*

Accommodation Policy: 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. 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.

Procedure for Requesting Accommodation: Students with documented disabilities who are enrolled at the University should direct their request for accommodation to:

Carol Wagner, ADA/504 Coordinator  
Equal Opportunity Office  
1040 Wescoe  
Phone: 588-1206  
TTY: 588-7963

Students may also discuss their need for accommodation with faculty or the school's Disability Officer. Any member of the university who receives an accommodation request will contact the ADA/504 Coordinator for purposes of notification and/or to receive assistance and advice. The ADA/504 Coordinator is responsible for ensuring that requests are considered on a case-by-case basis in accordance with state and federal regulations, and that appropriate University officials are involved in evaluating the request, identifying funds and implementing the accommodation. The right to reject and accommodation because of undue hardship is reserved for the Executive Vice Chancellor or his designee.

Documentation of Disability. Individual who request accommodation are obligated to provide documentation of their disability from an appropriate health care provider upon request of the ADA/504 Coordinator. The University reserves the right to obtain additional medical or psychological assessment at its own cost. All documentation received by the ADA/504 Coordinator regarding disability shall be retained in confidential files in the Equal Opportunity Office, separate from the academic or personnel files of the individual.

Reporting Failure to Provide Reasonable Accommodation. Individual s who believe they have been denied reasonable accommodation or have been subjected to discrimination because of their disability are advised to contact the ADA/504 Coordinator. Disputes related to reasonable accommodation are handled internally through the Discrimination Complaint Procedure outlined in the student handbook.

[SHP Student Handbook](#)

## *STUDENT GRIEVANCE PROCEDURE*

These guidelines have been written for students of the School of Health Professions. All 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 Grievance Procedure developed by the School of Health Professions which is outlined in the student handbook.  
LINK

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[SHP Student Handbook](#)

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## *ALCOHOL AND DRUG USE POLICY*

The University of Kansas prohibits the unlawful possession, use manufacture, or distribution of alcohol or drugs by students and employees on its property or as a part of any of its activities.

The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs by students and employees. Any student or employee of the University found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and the University of Kansas. Students who violate this policy will be subject to sanctions which include suspension and expulsion from the University.

Students and employees are reminded that illegal possession or use of drugs or alcohol may also subject individual to criminal prosecution. **The University will refer violations of proscribed conduct to appropriate authorities for prosecution.** Kansas law provides for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C Felony. For a conviction of a Class C Felony, the court may sentence a person to a term of imprisonment of a minimum of 3 to 5 years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to one year in jail and a fine of \$2,500. Depressants include barbiturates, Valium, and barbital. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamine as stimulants.

The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with the intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Accidents and injuries are more likely to occur if alcohol and drugs are used on University property or as a part of University activities. Every year in the United States, over 200,000 people are treated in hospitals for drug-related accidents and mental and physical illness; another 25,000 die every year from drug-related accidents or health problems. Drug tolerance and psychological dependence can develop after sustained use of drugs. More specifically, physical dependency, heart problems, infections, malnutrition, and death may result for continued high doses of amphetamines. Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death. Depressants, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses, because the abuser is unaware of how much of the drug or alcohol has been taken. Use of hallucinogens may cause psychosis, convulsions, coma and psychological dependency.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal lives by affecting finances, health, social relationships, and families. It can have

## ALCOHOL AND DRUG USE POLICY CONTINUED

significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The term “controlled substance” as used in this policy means those substances in Schedules I through V as defined by Section 812 of Title 21 of the United States Code and as further defined by the Code of Federal Regulation, 21 CFR 1300.11 through 1300/15. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

The term “alcohol” as used in this policy means any product of distillation of a fermented liquid which is intended for human consumption and which is more than 3.2% alcohol by weight as defined in Chapter 41 of the Kansas statutes.

[KUMC Student Services](#)

### POLICY ON DRUG-FREE ASSISTANCE PROGRAMS

The University of Kansas is interested in the health and well being of its students, faculty and staff. At some time, members of the University community may be faced with a variety of personal problems, which may affect their wellness and job performance. While some people attempt to deal with such problems of their own, there can be times when professional assistance can be helpful.

It is in the best interest of the University, its students and employees to provide assistance to those with personal problems involving alcohol, drugs, family, marriage, finances, emotions or other conditions which may interfere with work attendance, productivity, and the ability to get along with co-workers. The University believes that an effective Drug-Free Assistance Program encourages wellness and promotes efficiency of its students, faculty and staff members.

Drug abuse is against the law, and the University may institute disciplinary proceedings for the use of controlled substances in the workplace or other violations of the drug-free workplace policy. To avoid these adverse situations, the University encourages its students and employees to seek counseling and assistance from on-campus and community resources.

[KUMC Student Services](#)

### COPYRIGHT POLICIES

These policies are listed on the *Student Planner and Handbook* web site.

○ [Web siteSHP Student Handbook](#)

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## *BLOOD AND BODY FLUID EXPOSURE PROTOCOL*

In event of exposure follow these guidelines located in appendix E of the policy:

1. Decontaminate area of body
  - Puncture wound and cutaneous injuries should be cleaned with antimicrobial soap and water for 10 minutes. When there is a visible defect, the wound should be irrigated with sterile saline. Exposed organ and nasal mucosae should be vigorously flushed with water 10-15 minutes. IN eyes use clean water, saline, or irrigation fluids designed for ophthalmic use.
2. Report Incidents to supervising sonographer, co-program director(s) and /or clinical coordinators and file an incident report with Student Health
  - After normal working hours or on weekends report to Emergency Services.  
\*If at an outside clinic, ask about exposure protocol for that clinic and follow with Student Health.
3. Identify source and if possible, determine risk status for HIV, HBV and HCV
4. Student Health conducts screening laboratory tests for blood borne pathogens.  
\*All test results are confidential
5. Education and Counseling provided by Student Health.

Note for detailed copy of official Blood and Body Fluid Exposure protocol please contact your Program Director or Student Health web site: link

○ [SHP Student Handbook](#)

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[Student Health](#)

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## *IMMUNIZATION POLICY*

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.

Therefore, all students born after January 1, 1957 who are new to the University of Kansas, must provide written medical documentation of two immunizations against measles, mumps and rubella prior to enrollment. Upon presentation of supportive evidence a waiver for religious or other appropriate reasons will be granted by Student Health Services. Failure to comply with this policy will result in denial of class registration.

## *COMMUNICABLE DISEASES*

All patients include those with rule out of known communicable disease receive the same quality of care as patients without a communicable disease.

Currently enrolled students having a communicable disease might affect the health and safety of students, faculty, and patients. They must advise the Student Health Physician and may be required to provide medical records in order to determine if reasonable accommodation can be made by KUMC to provide the student with the normal course of study, without risk to him/herself or to others.

Please call Student Health [Student Health](#) for information regarding the student health policy on communicable diseases.

## *STUDENT PREGNANCY POLICY*

The National Council on Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks probability of detectable effects induced by medical diagnostic exposure are very small. All pregnant students in the Diagnostic Radiology Programs must make the final decision as to their acceptance or non-acceptance of this minimal risk. The NCRP currently states that the dose equivalent to the embryo and fetus should be limited to 0.5 rem during the entire gestation period. Based on the above information, the following guidelines are suggested:

1. Upon confirmation of pregnancy, the student should immediately notify the Program Director. General program policies will be reviewed in detail in order to provide the student with a complete understanding of her status in the program.
2. The student should, upon confirmation of pregnancy, seek counsel with the Medical Physicist in the Department of Radiology and/or the Radiation Safety Officer of the Medical Center relating to her recent exposure history, acceptable exposure levels, and radiation protection procedures.
3. The pregnant student should seek the advice and counsel of her attending physician.

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 *University of Kansas's Student Handbook* located on the School of Health Professions LINK:

- [SHP Student Handbook](#)
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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. [KUMC Student Services](#)

## *PATIENTS RIGHTS*

- The University of Kansas's Patients Rights is outlined in the *University of Kansas's Student Planner and Handbook* located on the Health Profession's web site: [SHP Student Handbook](#)
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## LEARNING MANAGEMENT SYSTEM-LMS

### The University of Kansas Hospital

All enrolled students will complete the LMS modules identified for the student under the "TO DO" tab on the LMS 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  
Cidex –OPA  
Abuse Screening & Intervention –Clinical  
Population Specific Care  
HIPAA Orientation  
Workplace Violence Awareness & Prevention  
Radiation Safety -clinical  
Please go to the URL below.

<https://sis.netlearning.com/kuhosp>

*FACULTY \**

**RADIOLOGY/ULTRASOUND-HOSPITAL, WW, MOB, KU MED WEST,  
IMAGING & BREAST IMAGING**

Stanton Rosenthal, M.D.,

Medical Director, Professor of Radiology, Ultrasound Section Chief

Candace S. Spalding, BA, RT (R), RDMS, RVT

Program Director/General Clinical Coordinator, Didactic Instructor  
Ultrasound Supervisor

Gary Rummel, ASRT (R), RDMS, RVT

Vascular Clinical Coordinator/Didactic Instructor/Diagnostic Medical  
Sonographer/Vascular Technologist

Katie Holecek, BSRT, RDMS, RVT

Didactic Instructor/ Diagnostic Medical Sonographer/ Vascular Technologist

Keli Howard, ASRT (R), RVT

Didactic Instructor / Diagnostic Medical Sonographer /Vascular Technologist

Sarah Davis, BSRT (R), RDMS, RVT

Didactic Instructor/Diagnostic Medical Sonographer / Vascular Technologist

Kimber Hoffman RT (R), RDMS, RVT

Didactic Instructor / Diagnostic Medical Sonographer/Vascular Technologist

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

Diagnostic Medical Sonographer/Vascular Technologist

Shannon Baker, RT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Melissa Milhon, BSRT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Janice Ortmeyer, BSRT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist  
Weekend Nights Shift Sonographer

Jamie Pike, RT (R), RDMS, RVT

Diagnostic Medical Sonographer/Vascular Technologist

Eva James (Diehls), BA,BS (Sonography), RDMS, RVT

Diagnostic Medical Sonographer / Vascular Technologist

Ashley Banks, RDMS, RVT, RT (R)

Diagnostic Medical Sonographer / Vascular Technologist

Amanda McClusky, BS (Sonography), RDMS, RVT  
Diagnostic Medical Sonographer / Vascular Technologist

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

Anne Solomon, BS (Sonography), RDMS  
Diagnostic Medical Sonographer/Vascular technologist

Michelle (Hosman) Neer, RT (R), RDMS, RVT  
Diagnostic Medical Sonographer/Vascular Technologist

Sarah Fairchild, BSN, RDMS  
Diagnostic Medical Sonographer

Samuel Robinson, RT (R), RDMS, RVT  
Diagnostic Medical Sonographer

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

Sara Benesh, RT (R), RDMS, RVT  
Diagnostic Medical Sonographer/Vascular Technologist

#### **CENTER FOR ADVANCED FETAL CARE-CAFC**

Nikole Wulff, RT (R), RDMS (FE), RVT  
Diagnostic Medical Sonographer

Sara Wichmann, RT (R), RDMS, RVT  
Diagnostic Medical Sonographer

Lyndsay Fundell, BS (Sonography) , RDMS, RVT  
Diagnostic Medical Sonographer

Tricia Farney Schwartz, BSRT (R), RDMS, RVT  
Diagnostic Medical Sonographer

**Abby Bailey, ASRT (R), RDMS, RVT**  
Diagnostic Medical Sonographer

#### **MID-AMERICA CARDIOLOGY**

Jennifer Kindhart, RT (R), RVT, RDMS  
Vascular Technologist

Mid America Cardiology-KUH  
Zachery Tyler, BSm, RVT

Vascular Technologist  
Mid America Cardiology-KUH

Savina Lee RVT, RDMS  
Vascular Technologist

Mid America Cardiology-KUH  
Natalie Goth, RVT

Vascular Technologist  
Mid America Cardiology at KUH

Kristin Riggs, RVT, RDMS, RDMS  
Vascular Technologist

Mid America Cardiology at KUH

Amanda Robertson MS, BS, RDCS, RVT, RDMS  
Vascular Technologist  
Mid America Cardiology at KUH  
Vascular Coordinator

Laura Kuzava BS, RDCS, RVT  
Vascular Technologist  
Mid America Cardiology at KUH

Jan Carter, RVT  
Vascular Technologist  
Mid America Cardiology at KUH

Mary Chivington,  
Vascular Technologist  
Mid America Cardiology at KUH  
Program Director Cardiac Sonography Program

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)  
Medical Imaging Program Director

\*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:\*

Stanton Rosenthal, M.D., FACR  
Medical Director, Professor of Radiology, Ultrasound Section Chief

Candace S. Spalding, BA, RT, RDMS, RVT  
Program Director/General Clinical Coordinator  
Ultrasound Supervisor

Gary Rummel, ASRT , RDMS, RVT  
Vascular Clinical Coordinator

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)  
Medical Imaging Program Director

Lou-Loescher-Junge-MA  
Assistant Dean – Undergraduate Programs and Certificate Programs SHP

\*subject to change

*INTERVIEW COMMITTEE*

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:\*

Stanton Rosenthal, M.D., FACR

Medical Director, Professor of Radiology, Section Chief of Ultrasound

Candace S. Spalding, BA, RT (R), RDMS, RVT

Program Director/General Clinical Coordinator

Ultrasound Supervisor

Gary Rummel, ASRT (R), RDMS, RVT

Vascular Clinical Coordinator/ Didactic Instructor/Diagnostic Medical

Sonographer/Vascular Technologist

\*subject to change

*DISCIPLINE COMMITTEE*

*PROGRAM OF DIAGNOSTIC ULTRASOUND TECHNOLOGY\**

Stanton Rosenthal, M.D., FACR

Medical Director, Professor of Radiology, Section Chief of Ultrasound

Candace S. Spalding, BA, RT, RDMS, RVT (L)

Program Director /General Clinical Coordinator

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 to Sono 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 1<sup>st</sup> Trimester  
Utec 62 Abdominal Sonography II  
Utec 63 Obstetrical Sonography 2<sup>nd</sup> and 3<sup>rd</sup> 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 Clinical Internship V