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Policy and Procedure Manual
Revised 6/2005 from 7/2003
Revised 7/2006 from 6/2005
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Revised 6/10

WELCOME

All of us from Kansas University Medical Center (KUMC) and the University of Kansas Hospital would like to congratulate and welcome you to the University of Kansas Diagnostic Cardiac Sonography Program. The program begins in September and concludes in May twenty-one months later.

This *Policies and Procedures Handbook* has been prepared to let you know what is expected and required of you, and to identify your responsibilities as a sonographer in training and patient representative.

We personally would like to extend a special welcome to you and assure you that the Program Director, Medical Director, and faculty and staff are looking forward to working with you and will be glad to address any questions and concerns you may have throughout your training.

Sincerely,

Mary Keefer, BS, RDCS, RVT, FASE
Program Director

THE UNIVERSITY

The University of Kansas is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. The University of Kansas is the only Kansas Regents University to hold membership in the prestigious Association of American Universities (AAU), a select group of 58 public and private research universities that represent excellence in graduate education.

THE UNIVERSITY OF KANSAS MEDICAL CENTER

Mission Statement

The University of Kansas Medical Center, an integral and unique component of the University of Kansas and the Kansas Board of Regents system, is composed of the School of Allied Health, the School of Nursing, and School of Medicine in Kansas City, Kan. and the School of Medicine Wichita campus. The KU Medical Center is a complex institution whose basic functions include research, education, patient care, and community service involving multiple constituencies at state and national levels. The following paragraphs chart the KU Medical Center's course and serve as a framework for assessing programs, setting goals, developing initiatives and evaluating progress.

The University of Kansas Medical Center is a major research institution primarily serving the State of Kansas as well as the nation, and the world and assumes leadership in the discovery of new knowledge and the development of programs in research, education and patient care. The KU Medical Center recognizes the importance of meeting the wide range of health care needs in Kansas, from the critical need for primary care in rural and other underserved areas of the state, to the urgent need for highly specialized knowledge to provide the latest preventive and treatment techniques available. As the major resource in the Kansas Board of Regents system for preparing health care professionals, the programs of the KU Medical Center must be comprehensive and maintain the high scholarship and academic excellence on which the reputation of the University is based. Our Mission is to create an environment for:

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

Research: The KU Medical Center maintains nationally and internationally recognized research programs to advance the health sciences. Health related research flourishes in a setting that includes strong basic and applied investigations of life processes, inquiries into the normal functions of the human body and mechanisms of disease processes, and model health care programs for the prevention of disease and the maintenance of health and quality of life.

Service: The KU Medical Center provides high quality patient-centered health care and health related services. The University of Kansas Medical Center will be the standard bearer in the development and implementation of model programs that provide the greatest possible diversity of proven health care services for the citizens of Kansas, the region and the nation (5-28-89; 12-17-92).

UNIVERSITY OF KANSAS SCHOOL OF ALLIED HEALTH

Mission Statement

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

THE HOSPITAL

Mission Statement

With dedication to excellence, it is the mission of the University of Kansas Hospital along with its partner physicians to maintain and enhance the health of all people living within the communities that we serve and to facilitate and support the education and public service activities of the University of Kansas Hospital.

MID AMERICA CARDIOLOGY

Mid-America Cardiology is a division of Medical Administrative Services of KU.

Medical Administrative Services employees provide clinical and administrative support for the employed physicians of The University of Kansas Hospital.

Medical Administrative Services of KU Medical Center is a wholly-owned subsidiary of the University of Kansas Hospital Authority.

MID AMERICA CARDIOLOGY

Mission Statement

Our mission is to provide excellent cardiovascular care in an environment of compassion and respect. The outstanding quality of the people who work in this practice is a key component in the service we provide our patients and referring physicians. We understand that your ability to treat our patients and their families with care and respect depends upon your positive impression of our organization.

We hope that you will not only be satisfied, but proud to work with the physicians and staff of Mid-America Cardiology; we hope as you become more knowledgeable about our organization, you could confidently refer your own family and friends should they require cardiac care in the future.

DIAGNOSTIC CARDIAC SONOGRAPHY PROGRAM

Statement of Purpose

Diagnostic ultrasound has developed over the past thirty years from a rudimentary, supplemental exam to an essential diagnostic tool. As the technological capabilities have increased, so have the educational and professional requirements of the sonographer. The high quality, diagnostic ultrasound exam is entirely dependent upon the knowledge, skill and professionalism of the sonographer. The sonographer's role is complex. To perform an ultrasound exam, the sonographer must understand ultrasound physics and instrumentation and know normal and abnormal anatomy and physiology. The sonographer must be able to adjust the equipment and adapt the exam protocols to a wide range of patient and disease-state variability, making each exam individual and unique. The sonographer must organize the acquired data in the way that best communicates the patient's condition to the interpreting physician. The purpose of the Diagnostic Cardiac Sonography Program is to address the historical changes that have occurred in the field of sonography and to provide the educational experience the student needs to become a Registered Diagnostic Cardiac Sonographer.

POLICY CHANGES

The Education Programs of KUMC and the University of Kansas Hospital reserve the right to make changes without prior notice to any of the policies stated in this manual.

EQUAL OPPORTUNITIES/NONDISCRIMINATIONS POLICIES

Affirmative Action

Affirmative Action Policy Statement. It is the policy of KUMC and the University of Kansas Hospital to develop and implement an effective, defensible Affirmative Action Compliance Program¹ for the following affected groups: American Indians/Alaska Natives, Asian/Pacific Islanders, Blacks, Hispanics, women, individuals with disabilities, disabled veterans, and Vietnam-era veterans. The University shall report annually the results of its Affirmative Action Compliance Program in a written Affirmative Action Plan [41 CFR 60-1.40(a)] which shall conform to current state and federal guidelines as defined by the Office of Federal Contract Compliance Programs and the State of Kansas.

Recruitment and Selection: see new Section established by HR

See www.kumc.edu for most current update of above policy.

EQUAL OPPORTUNITY

KUMC and the University of Kansas Hospital are committed to equal opportunity and nondiscrimination in all programs and services, and do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, sexual orientation, marital status, disability or veteran status.

KUMC STUDENT HANDBOOK

See <http://www.kumc.edu/studenthandbook/>

At this site, you will find the Policies and Guidelines of our campus, the campus calendar and each school's individual handbook. The handbook details pertinent information that, as a student, you will be responsible to know. (For example, e-mail is the official mode of communication at KUMC; you are required to submit information for your student health record; you must keep your health insurance current, or risk being disenrolled). Also note that a link for the KUMC Police Department's Annual Report is available, or you can directly obtain this information at <http://www.kumc.edu/service/police/annualmn.html>.

PHILOSOPHY OF THE EDUCATIONAL PROGRAMS

The philosophy of the Diagnostic Cardiac Sonography Program is to produce competent sonographers through the requisite educational and clinical experiences. Graduates should be able to assimilate 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.

PROGRAM GOALS

The goal of the University of Kansas Diagnostic Cardiac Sonography Program is to provide an environment in which students will attain the knowledge necessary to enter the field of cardiac sonography and become well-trained, registry-eligible diagnostic cardiac sonographers.

The student will achieve this by demonstrating:

1. Use of effective interpersonal communication skills with co-workers and patients.
2. Technical skills to enter the field of echocardiography as an entry-level sonographer.
3. Qualities necessary for motivation, dependability, accurate judgement, care for patient and the motivation for obtaining continuing education.
4. Knowledge of the "Rights of Patients" and their families.
5. Knowledge of the rights of co-workers, physicians and administrators.
6. Accurate, precise and efficient decisions with regard to patient exams and patient care.
7. Ability to determine that the exams ordered match the physician's intended diagnostic plan.
8. Compliance with all HIPAA regulations.

SONOGRAPHER IN TRAINING ROLES AND RESPONSIBILITIES

TITLE

Sonographer in Training, Diagnostic Cardiac Sonography Program

DEFINITION

The sonographer in training will become an important part of the Cardiac Ultrasound Team. The student will receive didactic and clinical training under the direct supervision of a Certified/Registered Cardiac Sonographer and a Board Certified Cardiologist. This program is designed to provide the student with the knowledge and skills to perform accurate diagnostic echocardiograms.

AREA OF TRAINING

Training and didactic class work will be through KUMC and the University of Kansas Hospital in the Cardiovascular Ultrasound Department.

ACCOUNTABILITY

The sonographer in training will be responsible to the attending cardiologist, Program Director, Clinical Coordinator, Clinical Instructors, Technical Director or Manager at clinical sites and Staff Sonographers.

RESPONSIBILITIES

The sonographer in training will be responsible for his or her own actions. It is the responsibility of the sonographer in training to adhere to the school's policies and procedures.

The sonographer in training will maintain a professional attitude towards fellow sonographers in training, staff sonographers, physicians and patients.

The sonographer in training will become an integral part of the health care team. It will be the responsibility of the sonographers in training to conduct themselves in a manner that is mature and professional at all times.

The sonographer in training will seek counsel for any academic and clinical problems that may arise throughout their training.

THE STUDENT AS A ROLE MODEL IN A HEALTH CARE INSTITUTION

Sonographers in training are important members of the health care team in a teaching institution and are often regarded by patients as an important and caring contact during hospitalization. It is not unusual for patients to regard a sonographer in training as a legitimate health care provider, even though the sonographers in training are urged to dissuade patients from this conclusion. It is therefore incumbent upon every sonographer in training 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. Students in training who want information on the designated smoking areas at the medical center should contact one of the program directors. The use of alcoholic beverages in the school or hospital is absolutely forbidden, with violations of this institutional regulation bringing disciplinary action.

TECHNICAL STANDARDS: SPECIAL QUALIFICATIONS OF THE DIAGNOSTIC CARDIAC SONOGRAPHY STUDENT

University of Kansas
School of Allied Health
Diagnostic Cardiac Sonography Program

TECHNICAL STANDARDS STATEMENT

You are required to read the following information. A Certificate in Diagnostic Cardiac Sonography will qualify the holder to begin their career as an entry-level Cardiac Sonographer, able to perform all of the duties normally expected in the profession. Therefore, all individuals admitted to the University Of Kansas Program Of Diagnostic Cardiac Sonography will be asked to verify that they can meet these standards, with or without accommodation(s). A form is provided for you to sign verifying that you have read and understand the information.

NOTE: Reasonable accommodation will be made to the qualified individual who discloses a disability. Those individuals need to request an accommodation should provide appropriate documentation of disability to:

Carol Wagner
ADA/504 Coordinator
Equal Opportunity Office
The University of Kansas Hospital
3901 Rainbow Boulevard
Kansas City, Kansas 66160
Phone: (913) 588-7813

DESCRIPTION OF THE PROFESSION:

Diagnostic Cardiac Sonographers use complex ultrasound equipment to perform a variety of echocardiographic procedures. Echocardiography is highly valuable diagnostic modality for the evaluation of cardiac anatomy, function, and hemodynamics. The sonographer uses reflected sound waves to image the structures of the heart in real-time motion and Doppler ultrasound to evaluate blood flow in the heart. It is the most commonly used imaging procedure for the diagnosis of heart disease.

Responsibilities include, but are not limited to, patient interviews, instruction and preparation, quality control testing, execution of patient imaging procedures including: routine and complex echocardiograms, treadmill and pharmacological stress echocardiograms, transesophageal echocardiogram, computer image acquisition and image enhancement, and patient preparation for various procedures. A cardiac sonographer must demonstrate knowledge and understanding of cardiac pathology, pathophysiology, and hemodynamics in different disease states. A cardiac sonographer must have an understanding of ultrasound physics and instrumentation. The cardiac sonographer must exhibit professionalism in the performance of these duties, demonstrate an empathetic and instructional approach to patient care, and maintain confidentiality of information as required. Professional growth and development is achieved through participation in medical and technical education and research to enhance the quality of patient care.

Upon successful completion of the University of Kansas Medical Center's Diagnostic Cardiac Sonography Certificate Program, the graduate should be able to demonstrate entry level competencies in the above areas of the professional practice.

Therefore, all applicants who are admitted to the program and become sonographers in training must demonstrate the following abilities and meet the following expectations:

1. Observation:

Visual acuity is necessary for watching patient's vital signs and for accurate image acquisition for all echocardiographic examinations.

2. Communication:

Hearing and speech needs to be sufficient to communicate effectively and efficiently with all patients. Communications include not only speech but also reading and writing.

The applicant/sonographer in training must be able to:

- Read and comprehend technical and professional materials.
- Follow verbal or written instruction in order to correctly and independently perform procedures.
- Clearly instruct patients prior to and during procedures.
- Communicate with faculty members, fellow students, staff and other healthcare professionals verbally and in a recorded format (writing, typing, etc.).
- Independently prepare papers and take examinations.

3. Psychomotor:

The applicant/sonographer in training must have manual dexterity and good physical coordination to position patients and operate and transport ultrasound equipment and must have full range of motion, utility of arms, hands and fingers in order to perform examinations and operate equipment. This is also necessary to assist patients on and off examinations tables and to assist patients and other sonographers with lifting patients out of wheel chairs and off carts onto examinations tables when necessary. The applicant/sonographer in training must be able to push the ultrasound equipment (500 pounds) and maneuver this equipment along with patient equipment in the patient's room.

4. Intellectual:

The Diagnostic Cardiac Sonographer applicant/student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, problem solving, reasoning, integration, analysis, comparison, self-expression and criticism.
- Be able to exercise sufficient judgement to recognize and correct performance deviations.
- Must be prepared to recognize any condition, whether observed in the echocardiogram or in patient behavior, which may pose immediate threat to health or life and react appropriately.

5. Behavioral and Social:

The Diagnostic Cardiac Sonography applicant/student must:

- Be able to manage time to complete didactic and clinical tasks within realistic time constraints.
- Possess emotional health necessary to effectively employ intellect and exercise appropriate judgement.
- Be able to provide professional and technical services in spite of the stresses of heavy workloads.
- Be flexible, creative and adaptable to clinical and didactic changes.
- Recognize potentially hazardous materials, equipment and situations and be able to proceed safely to reduce risk of injury to patient or self.
- Support and promote the activities of fellow students and health care professionals.
- Be honest, compassionate, ethical and responsible.
- Always safeguard and preserve the confidentiality of patient information in accordance with office policy.

6. Technical:

The Diagnostic Cardiac Sonography applicant/student must perform echocardiographic procedures by demonstrating appropriate competency in the following:

- Obtain appropriate clinical history in order to adapt the imaging techniques accordingly.
- Patient education.
- Patient care and management.
- Record complete physiologic ultrasound exam consisting of 2D, M-mode, pulsed and continuous wave Doppler and color flow imaging, making appropriate quantitative calculations from the data recorded.
- Perform exercise echocardiography and pharmacological stress testing.
- Assist in the performance of transesophageal echocardiograms.
- Determine if contrast injection is indicated, and act accordingly.
- Equipment configuration and operation.

- Positioning skills.
- Ultrasound safety.

It is your responsibility to notify the Admissions Committee and/or Program Director if there is any reason you cannot meet the expectations for the diagnostic cardiac sonography students described above with or without reasonable accommodations. If there is any expectation that you cannot meet with or without reasonable accommodation, give explanation in the space provided (attach additional pages if necessary).

Individuals with disabilities are encouraged to apply to the program. Applications from candidates whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the Admissions Committee to determine if reasonable accommodations might be possible to facilitate successful completion of the Diagnostic Cardiac Sonography certificate program. This will be done with the applicant along with the faculty and the University of Kansas Equal Opportunity/Disability Specialist.

TDD (913) 588-7963.

The University of Kansas is an AA/EO/Title IX institution.

Contact Mark Keefer at 913-588-9690.

This is a sample of the form you must sign to verify that you can meet the technical standards. The actual form is provided with the Orientation Process Checklist online.

University of Kansas
School of Allied Health
Diagnostic Cardiac Sonography Educational Program
Technical Standards Verification Form

Please sign and return to :

Mary Keefer BS, RDCS, RVT, FASE
Mid America Cardiology at The University of Kansas Hospital
3901 Rainbow Boulevard, G600
Kansas City, Kansas 66160

Deadline: July 30, 2010

- I verify that to my knowledge I can meet the technical standards listed above.
- Please review my particular situation relative to the following technical standards:
- _____ 1. Observation
 - _____ 2. Communication
 - _____ 3. Psychomotor
 - _____ 4. Intellectual
 - _____ 5. Behavior and Social Attributes
 - _____ 6. Technical

Specific Difficulty: _____

(If additional information/space is needed please attach another page.)

Signature: _____ Date: _____

Please Print Name: _____

SONOGRAPHER IN TRAINING ACADEMIC EVALUATIONS

1. Sonographers in training will receive a copy of objectives identifying necessary competency levels for each course.
2. The evaluation system is consistent with the objectives. To reliably measure achievement, the instructors use a variety of testing methods, multiple choice, true/false, short answer and essay.
3. Sonographers in training 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. Sonographers in training 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)
69 and below	F	
7. The Program Director is primarily responsible for sonographer in training counseling regarding progress in the program.
8. Instructors are strongly encouraged to counsel the sonographer(s) in training whose academic performance is below acceptable standards before reporting the non-acceptable performance to the Program Director.
9. Sonographers in training are continuously encouraged by the Program Director, Clinical Coordinator and Didactic instructors to schedule individual instruction when necessary.
10. The faculty of the Diagnostic Cardiac Sonography 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 OBJECTIVES

The sonographer in training receives a copy of the objectives/expectations of each clinical rotation. This will be given to the student during the week of orientation and/or prior to the beginning of the rotation.

SONOGRAPHER IN TRAINING CLINICAL PERFORMANCE EVALUATION

1. A sonographer's in training clinical performance is evaluated by the Program Director and/or Clinical Coordinator at the end of each clinical rotation (this should occur within one to two weeks of the end of each rotation).
2. A sonographer in training will be rated on his/her performance based on specific performance standards.
3. The evaluation form is completed and signed by the clinical instructor performing the evaluation and returned to the Clinical Coordinator for review. The Clinical Coordinator will communicate with the Program Director the findings.
4. It is the responsibility of the sonographer in training to review the evaluation with the Clinical Coordinator and sign it to indicate its acceptance and review.
5. All evaluation forms are filed in the sonographer in training file in the Program offices.

COMPETENCY ASSESSMENTS

The sonographer in training will be given various assignments to assess their competency levels throughout their training. The Program Director, Clinical Coordinator, Didactic instructor or the Medical Director will distribute the assignments. The sonographer in training will be expected to pass each assignment with full competency in order to graduate from the program.

SONOGRAPHER IN TRAINING SUPERVISION POLICY

Examination quality, equipment safety and patient safety are primarily the responsibility of the supervising sonographer. Sonographers in training will be supervised during the performance of any ultrasound exam by a registered sonographer at all times. With time, each sonographer in training must learn to work more independently. As such, the supervising sonographer will, of necessity, allow the sonographer in training to assume more and more responsibility for completing each procedure. However, the ultimate responsibility for each exam will remain with the supervising sonographer for the duration of the program for each sonographer in training.

DIDACTIC/CLINICAL HOURS

Sonographer in training classes will be 7:30 - 8:00 AM until 4:00 - 4:30 PM unless otherwise stated.

Didactic and clinical rotations will begin between at 7:30 - 8:00 AM and end at 4:00 - 4:30 PM on Monday – Friday as assigned by semester. The clinical and didactic course commitment for will be approximately 28-32 hours per week throughout the program. There will be a 30 minute – 1 hour break for lunch each day. All schedules are subject to change depending on classroom availability, patient workload, etc. Sonographers in training will return to the clinic after classes to complete their clinical or didactic course work.

Clinical assignments will be given to the sonographer in training at the beginning of each term. Didactic course schedules will also include the didactic and clinical hours.

Class schedules and clinical rotations are subject to change.

Each sonographer in training must maintain clinical logs.

CLINICAL AND ACADEMIC COMPETENCIES

The sonographer in training will be required to maintain a grade point average of 2.5 or better on a 4.0 scale throughout the program. If a sonographer in training receives a grade-point average of less than 2.5 on a 4.0 scale at the end of any semester for the courses taken in that semester, the sonographer in training will be placed on academic probation. If a sonographer in training receives a course grade below 70% in any program course, the sonographer in training will be placed on Academic Probation. Academic probation status will require the sonographer in training to either do remedial work or repeat the course at the discretion of the Program Director and/or Instructor of the course. Failure to meet this requirement will result in dismissal from the program. The Program Director will decide this. The sonographer in training must maintain an overall 2.5 grade point average on a scale of 4.0 to successfully complete the program.

TOTAL CLINICAL AND ACADEMIC PROGRAM HOURS

At the time of graduation the sonographer in training will have completed 543 hours of didactic course work and 1528 hours of clinical totaling 2125 contact hours.*

* This is subject to change as each course proceeds.

DISCIPLINARY, SUSPENSION AND DISMISSAL POLICIES

A sonographer in training can be terminated or dismissed for any of the following reasons: (1) unprofessional conduct, (2) failure to follow University and/or program policies and/or rules, (3) failure to maintain a grade-point average of 2.5 or better as described above in *Clinical And Academic Competencies*; and/or (4) unsatisfactory clinical performance (<70% per rotation) as described above in *Clinical and Academic Competencies*. 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 sonographer in training privilege, and/or exclusion from classes.

Suspension or dismissal will follow formal counseling with the Program Director. Generally, a sonographer in training will receive an admonition (informal counseling) before formal counseling; however, a serious deed of misconduct does not warrant an oral statement prior to formal counseling. Admonitions and counseling will usually occur in the following sequence:

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
3. Three-day suspension with the possibility of time to be made up on designated days off.
4. Dismissal

Depending on the type of misconduct, the Program Director or other appropriate faculty will counsel the sonographer in training between admonitions and warnings.

The main objective of the Educational Programs in the Diagnostic Cardiac Sonography Program 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 course, thus ensuring the major program objective. In the same respect, a totally unsatisfactory clinical evaluation will result in dismissal.

A sonographer in training may withdraw from the program at any time by presentation of a written notice to the Program Director. Any reimbursement of tuition will be in accordance with the policies of The University of Kansas School of Allied Health.

TUITION AND FEES

Tuition and fees are as follows:

Application fee: \$60.00 (non-refundable)

Tuition for the Diagnostic Cardiac Sonography Program will be two-thousand, eight-hundred dollars (\$2,800.00) per semester for the 5-semester, 21-month program. Twenty-eight hundred dollar (\$2,800.00) payments will be due in accordance with the School of Allied Health Registers requirements. All requests to withdraw must be in writing and presented to a program director. Any tuition reimbursement will follow the guidelines of The School of Allied Health. ***Tuition payments of \$2,800.00 must be paid through the SAH enroll and pays system prior to enrollment into the program in September and each consecutive semester there after in accordance with the payment schedule listed by the School of Allied Health or the student will not be allowed to continue in the program.*** Student fees, books, parking, uniforms, etc., are extra and are the responsibility of the student.

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

Registration fees = these include the following:

- a. Library
- b. Student Health
- c. Student Activity
- d. Student Center
- e. ID Card
- f. Heptovax Vaccination (if needed)
- g. Any other Vaccinations (if needed)

* These fees are non-refundable

** Books are returnable and money refunded will be based on the condition of the book. Check with University of Kansas Medical Center bookstore for specific requirements for book returns.
Uniforms (scrubs) will be the responsibility of the sonographer in training.

All program costs are subject to change.

FINANCIAL AID

Please contact Student Financial Aid (913) 588-5170.

TRANSFER POLICY

The Program of Diagnostic Cardiac Sonography, due to the twenty-one month intense training period, will not accept Advanced Placement, part-time or transfer students.

SONOGRAPHER IN TRAINING REGULATIONS, POLICIES AND INFORMATION

HOUSING

Sonographers in training are responsible for their own rooms, board, living expenses and transportation.

THERE ARE NO DORMITORY FACILITIES

DRESS

Guidelines:

The University of Kansas Hospital projects an image of professionalism in our community. The grooming and dress of our sonographers in training conveys a message of respect, credibility and quality of service. In a hospital setting, appearance and cleanliness are extremely important in meeting the standards for infection control and safety. Sonographers in training have the opportunity to create a positive impression by consistently presenting themselves as models of cleanliness, modesty and conservative good taste.

The following standards should be practiced consistently:

Grooming standards:

- Practice daily oral hygiene.
- Bathe daily and use effective deodorant.
- Heavily scented toiletries should be avoided.
- Fingernails should be clean, well groomed, and of reasonable length.
- Make-up should be conservative and in good taste.
- Hair styles as well as mustaches and beards should be clean, well groomed and moderate in length.
- Use of jewelry should be minimal and conservative.

Clothing standards:

- All garments must be fresh and clean.
- Uniforms: as designated by respective department and utility units.
- Shoe soles should be non-marking and without metal caps.
- Socks and hose must be worn.
- Appropriate undergarments must be worn.

Unacceptable clothing:

- Athletic shoes and t-shirts are generally not acceptable except as designated specifically by department uniform code.
- Tight fitting or revealing garments.
- Blue jeans, sweat clothing, shorts, halter-tops, leggings, and mini-skirts.
- Items of clothing imprinted with advertising or objectionable language.

The preceding standards are not all inclusive. Each clinical site manager has the option to implement specific additional guidelines within the framework of this policy. If there is a question as to the appropriateness of a particular item, it should not be worn without consulting the immediate supervisor.

A sonographer in training may be asked to return home and change clothing on his/her own time. Failure to follow standards may result in disciplinary action up to and including termination.

TELEPHONE ETIQUETTE

Very often the first contact a patient will have with the Cardiovascular Ultrasound Department is over the telephone. The sonographer in training will be well trained during orientation and should feel confident in handling the phone system within our office. Transferring calls is important to all departments and help from KU or Cardiovascular Ultrasound Department employees is available if sonographers in training should need it. Phones should be answered as soon as possible. No call should be kept on hold for longer than one or two minutes.

Certain personal calls may be necessary to arrange transportation or to check on the safety of an immediate family member. These calls should be local in nature unless you are using a personal telephone credit card or reversing the charges to your home phone. These calls should also be made at a time when they do not interfere with your clinical class time. These calls should be brief (one to three minutes).

EXCUSED ABSENCE POLICY

Excused absence is one that is approved by a Diagnostic Cardiac Sonography Program Director. In the case of illness the sonographer in training will be required to call one hour prior to their class time. Voice mail will be activated. The sonographer in training will need to call both the Program Director, Clinical Coordinator if absence will be from clinical practicum, Didactic instructor and the Cardiovascular Ultrasound Department that you are assigned to. Call **913-588-4636** to see if the University has closed because of inclement weather.

- A. Thirty hours of excused absence are allowed each year and will be prorated during partial years accordingly. Thirty additional hours of excused absence will be allowed each year (prorated accordingly during partial years); however, these additional hours **must** be made up on Mondays or Fridays on an hour-for-hour basis. A certificate of completion from the program will not be granted until all "make-up" time is completed. All "make-up" time **must** be made up while the current twenty-one month program is **in session**. If a sonographer in training misses more than 60 hours in any one-year (prorated accordingly during partial years), he/she will need to withdraw from the current program. At that time the student will be given the option to begin his/her training over at the beginning of the next program offered.
- B. **Regular attendance and punctuality** are critical factors in providing all the services offered in Cardiology and the Cardiovascular Ultrasound Department. If for any reason if you are unable to report at your scheduled time you must personally notify a Diagnostic Cardiac Sonography Program Director and the Cardiovascular Ultrasound Department within the established time period.

NO CALL/NO SHOW

An incidence of absence "NO CALL/NO SHOW" will occur when a sonographer in training fails to notify his/her Program Director or Clinical Supervisor at least one hour prior to the beginning of his/her class day or clinical rotation of his/her intention to be absent for one or more classes or clinical rotations. In addition, the sonographer in training must then report when he or she intends to return to class or a clinical rotation. Even if a sonographer in training calls in to notify his or her department that part of a class or clinical rotation will be missed, it will be treated as a NO CALL/NO SHOW if the student subsequently fails to report when he or she is expected to return.

Number of Incidents

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

Two (2) Corrective Action: 3-day suspension (to be made up on 3 assigned days off)

Three (3) Corrective Action: Dismissal

VACATIONS

There will be a vacation break of approximately 1 week between the Spring and Summer semesters, a vacation break of approximately 2 weeks between the Summer and Fall semesters, and a vacation break of approximately 3 weeks between the Fall and Spring semesters. There will be approximately one week of "Spring Break" during the Spring semester. These vacation breaks are set by the Program Directors with no exceptions. The additional two days during the entire 21-month program may be taken as personal time.

HEALTH CARE

All sonographers in training are required to carry some form of hospitalization insurance. This insurance may be obtained through the University at a reasonable cost. Health service is available to each student during normal working hours through the Department of Family Practice. Information of the insurance available through the Medical Center can be obtained through the Program Director.

MEETINGS

The Greater Kansas City Echo Society meetings are highly recommended, but are not required attendance by sonographers in training. The weekly echo conference held on Wednesdays between 12:00 and 1:00 p.m. Attendance at the weekly echo conference is mandatory if you are on the KU campus.

HOLIDAYS

Sonographer in training will adhere to the same holiday schedule as KUMC and University of Kansas Hospital employees.

WITHDRAWALS

A sonographer in training may withdraw from the program at any time. A letter of resignation must be submitted to the Program Director.

DISMISSALS

A sonographer in training may be dismissed at any time during the 21-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.

AWARDING OF CERTIFICATE

At the end of the twenty-one months and after all academic and clinical requirements have been met, the sonographer in training is (1) awarded a certificate from the University of Kansas School of Allied Health, and is (2) eligible to take the American Registry of Diagnostic Medical Sonography Exam in Adult Echocardiography.

SONOGRAPHER IN TRAINING RECORDS

Individual records of sonographers in training are confidential and maintained in a secure area. Each sonographer in training may review his/her own records at any time in the presence of one of the Program Director. A written request must be made by the sonographer in training to the Program Director for copies of the specific 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
4. A clinical experience records

DIDACTIC/CLINICAL HOURS

Student didactic/clinical hours will be 7:30 - 8:00 AM until 4:00 - 4:30 PM. **
Monday – Friday as assigned. **

** Subject to change**

MEDICAL LIABILITY INSURANCE

Provided by the University.

MEDICAL DISABILITY INSURANCE

Provided by the University, included in student fees.

LIBRARY

Sonographer in training will be able to use both the Dykes Medical Library and the Cardiology Library. There is a small library located in the Cardiovascular Ultrasound Department Reading Room.

TEXT BOOKS

Sonographers in training are required to purchase specific books. These books can be bought through the University of Kansas Hospital Bookstore. Certain books may need to be purchased after the start of school due to publishing dates.

FUNERAL LEAVE

Excused absence (3-days) for funerals must be approved by one of your Program Director. Compensatory time off may be used as necessary when the need involves persons other than those considered as immediate family, which generally has been interpreted to include: spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandfather, grandmother and grandchild.

APPOINTMENTS

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

SONOGRAPHER IN TRAINING ACCIDENTS AND INJURIES

All accidents and injuries sustained by sonographers in training in the line of duty should be reported to a Program Director, clinical instructor and coordinator and to Student Health Services immediately. An incident report should be filed, outlining the injury and other pertinent information. If medical attention is needed, you will be directed to the appropriate medical facility for care depending on location.

CONDUCT

All sonographers in training are expected to exercise good judgement and discretion in performance of duties.

1. Personal matters must be conducted on personal time.
2. All patient information is confidential. Any deviation in this matter will be cause for immediate disciplinary action.
3. Sonographer in training records and information are confidential, and it is contrary to department policy to release any information regarding sonographers in training via phone inquiry and/or unauthorized written general request. Rigid protocol exists for protection of sonographer in training privacy, and all inquires regarding any sonographer in training should be referred to one of the Program Director.
4. Name tags and University of Kansas Hospital identification tags must be worn as requested by the department and Executive Vice Chancellor.
5. Each sonographer in training is expected to maintain a neat and orderly work area and to assume responsibility for equipment in the area to which they are assigned. All rooms need to be stocked at the end of the day.
6. All of the programs within The School of Allied Health will follow all HIPAA guidelines.

STUDENT ASSISTANCE PROGRAM

Sonographers in training can use the employee assistance program. This program is a confidential, short-term counseling and referral service. Your participation in this program will not jeopardize your position in our program. Information on this program is in the Program Director's offices.

MILITARY/JURY DUTY

The sonographers in training will follow the same regulations that are required by the Cardiovascular Ultrasound Department Policy and Procedures Manual.

STUDENT PARKING

The Department of Cardiology does not provide parking. There are several lots sonographers in training 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 8-5175 (subject to change).

STUDENT SERVICES FEE

All sonographers in training will be required to pay an annual \$248.00 (subject to change) Student Health Services Fee. The fee covers the establishment and review of sonographer in training 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). Students enrolling in the Schools of Nursing, Medicine, Graduate Training and those Allied Health Students whose duties bring them into contact with patients of other sources of Hepatitis B will be required to pay an additional one-time Student Health Services Fee of approximately \$105.00 (subject to change). 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. Any residual remaining from the combined student fees and Student Health Services will be devoted to reducing those fees for the subsequent year. Student will be required to have a color blindness test \$5.00 (subject to change) done and a drug screening \$45.00 (subject to change) done prior to entering a clinical environment.

PROCEDURES TO BE FOLLOWED FOR ECHOCARDIOGRAPHIC PROCEDURES

1. Positive identification of patient
 - A. Ask the patient his/her name.
 - B. Verify the name with the patient's chart.
 - C. Verify the name with the wrist identification.
 - D. 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. Physician's Orders
 - A. Verify written orders in the patient's chart by the patient's physician. If there are none, call the nurse caring for the patient on the floor to verify whom to contact for order.
 - B. Call the ordering physician and, if required, the patient's physician if you have any question concerning any doctor's order.
 - C. Verify ordering requisition with the supervising sonographer.

DEPARTMENT POLICIES

Sonographers in training will follow all of the policies of the Diagnostic Cardiac Sonography Program, the Cardiovascular Ultrasound Department, the Division of Cardiology at The University of Kansas Hospital, and the University of Kansas Hospital unless otherwise stated. Changes in policies will be posted in the University of Kansas Hospital Cardiology lunchroom.

Operator Manuals for all ultrasound equipment are located in the Cardiovascular Ultrasound Department.

Procedure Protocol manuals are located in the Cardiovascular Ultrasound Department.

SMOKING AND EATING POLICY

Smoking and eating policies are defined in order to coordinate these activities with KUMC and University of Kansas Hospital policies and all clinical locations.

SMOKING

Employees, Sonographers in Training, Outpatients and Visitors

There is a NO SMOKING policy in effect for the entire Campus. Smoking is allowed only in designated areas outside the Campus buildings.

1. The outside shelter west of the South entrance on the first floor of KU Hospital.
2. The outside shelter at the Northeast corner of the Quadrangle.
3. Smoking will be allowed **only** during scheduled lunch and break times.

FOOD AND BEVERAGE

Eating or drinking in any patient-care area or in the Cardiovascular Ultrasound Department is prohibited.

Beverages in approved, covered containers may be consumed at workstations.

Gum chewing is prohibited in all clinical areas.

CHEATING AND PLAGIARISM

DEFINITION

Any kind of cheating on examinations is academically dishonest, and sonographers in training participating in such activity will be subject to disciplinary action. Cheating in this context means any sonographer in training 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 sonographer in training to copy one's work during an exam.
- C. Copying or attempting to copy another sonographer's in training work with or without permission during an examination.
- D. Obtaining or attempting to obtain (successful or unsuccessful) 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 unfair advantages among any or all sonographers in training.

Disciplinary action that may be due to cheating could be immediate dismissal from the program. If the sonographer in training feels they have been unjustly accused, they will have the option to submit their grievance to the grievance committee. See The University of Kansas School of Allied Health Handbook at www.kumc.edu.

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.

Photocopying 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 supervisory approval. In the event the Chancellor or the Executive vice-chancellor declares an inclement weather or other emergency condition (such as a major disaster) (913-588-4636), 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 accrued compensatory time
 - 2. Charge to sick time
 - 3. Make up the absent hours on the following Monday or Friday on an hour per hour basis.
- B. The student must meet with a Program Director or Clinical Coordinator 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.

FOREIGN STUDENT POLICY

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

- A. A recent TOEFL (Test of English as a Foreign Language) exam must have been taken with a required minimum score of 230. A minimum score of 23 (57 for paper-based testing) is required on each of the three TOEFL sections, with a minimum of 4.0 and the written essay. **The TOEFL must have been taken within two years of the first semester of enrollment.**
- B. A minimum score of 240 (50 on the new scale) on the TSE (Test of Spoken English) exam or the SPEAK TEST (Available at the International Studies Office-KUMC). **The TSE exam must have been taken within two years of the first semester of enrollment.**
- C. Documentation that you are a permanent resident and have resided in the United States for two or more years. If you are not a permanent resident you must submit copies of all pages of your I-20 form, I-94 card, and passport. If you are a permanent resident, you must submit copies of all pages of the permanent resident document. Documentation of proof of citizenship may be requested.
- D. If the applicant's degree or certificate is not from an accredited U.S. College/University, official transcripts and/or credentials must be evaluated by the International Administrative Coordinator at the International Student Services Office at the University of Kansas - Lawrence. If the evaluation warrants, the applicant must make up any deficiencies.
- E. Completed degree or certificate equal to those offered by Accredited U.S. Colleges or Universities, including the following classes which must be completed with a passing grade of a "C" in each:

- Human Anatomy and Physiology
- Physics (Freshman)
- Algebra (Freshman)
- Medical Terminology

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 the 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 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 CFD 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.

(This policy is undergoing re-write and some wording in this policy may change after publication of this handbook)

POLICY ON DRUG-FREE ASSISTANCE PROGRAMS

The University of Kansas Hospital 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.

COPYRIGHT POLICIES

These policies can be found at <http://www.kumc.edu/Pulse/copyright.html>.

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. Flush eyes using clean water, saline, or irrigation fluids designed for ophthalmic use.
2. Report Incidents to supervisor 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 the risk status for HIV, HBV and HCV.
4. Have Student Health conduct laboratory-screening tests for blood-borne pathogens.
 - *All test results are confidential
5. Have Student Health provide Education and Counseling.

Note for detailed copy of official Blood and Body Fluid Exposure protocol please contact your Program Director or Student Health web site (www.kumc.edu).

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 Hospital 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 which might affect the health and safety of students, faculty, and patients 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 at 588-1941 for information regarding the student health policy on communicable diseases.

STUDENT PREGNANCY POLICY

The pregnant sonographer in training should seek the advice and counsel of her attending physician. The pregnant sonographer in training must follow the established program policies and meet the same clinical and didactic criteria as all other students in order to graduate.

The pregnant sonographer in training will follow the same guidelines that are set in the Excused Absence Policy. If more than 60 hours per year are missed (prorated accordingly during partial years), the sonographer in training will have to withdraw from the current program. At that time, the sonographer in training will be given the option to begin their training over at the start of the next twenty-one month program.

If the sonographer in training decides to remain in the Diagnostic Cardiac Sonography Program during her pregnancy, she accepts full responsibility for her actions and releases the University of Kansas Medical Center and its faculty from any responsibility in case of adverse effects.

STUDENTS RIGHTS AND RESPONSIBILITIES

The KUMC Students' Rights and Responsibilities statement is located at <http://www.kumc.edu/studentcenter/studentright/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.

PATIENTS RIGHTS

The University of Kansas Hospital's Patients Rights is outlined at https://www2.kumc.edu/chalk2/training/hipaa-provider_kumc/new-rights.asp.

WORK POLICY

A Registered Diagnostic Cardiac Sonographer or member of the University of Kansas Hospital medical staff will supervise any and all clinical training by any student or sonographer-in-training for the duration of the program. In addition, it is understood that the students or sonographers-in-training are not employees of either The University of Kansas School of Allied Health or the University of Kansas Hospital system, will not receive reimbursement for their activities at either

institution, are not covered by Workman's Compensation by either institution, and will not be acting as/in place of an agent or employee of either institution. Students or sonographers-in-training are not prohibited from being employed outside of the program provided that this work does not interfere with their regular academic responsibilities.

EQUAL OPPORTUNITY

KUMC is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, sexual orientation, marital status, disability or veteran status. KUMC is an AA/EO/Title IX institution. Please direct requests for disability accommodation to the Equal Opportunity/Disability Specialist: 913-588-1206 (Voice) or 913-588-7963 (TDD). Persons with speech or hearing impairments who wish to contact the university may access the Kansas State Relay at 800-766-3777.

CODE OF CONDUCT

UNIVERSITY OF KANSAS SCHOOL OF ALLIED HEALTH

DIAGNOSTIC CARDIAC SONOGRAPHY PROGRAM

CODE OF CONDUCT

The sonographer-in-training represents the University of Kansas School of Allied Health, the University of Kansas Hospital and the profession of diagnostic medical sonography. The Diagnostic Cardiac Sonography Program Code of Conduct is designed to promote professionalism in the day-to-day workings of the program and in the profession. The Code of Conduct will apply to both the academic and clinical settings. It is based on two premises: 1) the patient's care and welfare takes precedence in all situations, and 2) the sonographer-in-training is responsible for his or her own actions. Any violation of the Code of Conduct may result in dismissal from the program at the discretion of the program directors.

1. All clinical instructors represent the program directors and possess similar authority when the program director are not immediately available. Sonographers-in-training are expected to develop and foster effective and professional working relationships with the clinical instructors based on shared goals and mutual respect.
2. The University of Kansas Hospital and The University of Kansas School of Allied Health form a patient-centered environment. All sonographers-in-training are expected to first consider the potential effect of their words and actions on all present and future patients before speaking or acting.
3. Sonographers-in-training are expected to interact effectively and professionally with patients, families, colleagues, other health care professionals and the community.
4. Sonographers-in-training are expected to deal effectively and professionally with cultural and ethnic diversity issues.
5. Any interpersonal conflicts, if not immediately resolved one-on-one, must be reported to the program director for purposes of conflict resolution. No interpersonal conflicts of any kind will be tolerated with a patient present.

6. Sonographers-in-training are responsible for the material presented to them in the classroom when they are in a clinical rotation. A sonographic strategy should be discussed and agreed upon with the clinical instructor prior to entering the exam room or patient room. A patient's condition is never discussed in front of the patient, the patient's family, or anyone else not directly and appropriately involved in that patient's care.
7. The sonographer-in-training is expected to be honest and take responsibility for his or her actions. Plagiarism qualifies as grounds for dismissal. Dishonesty or unethical behavior in any academic or clinical setting qualifies as grounds for dismissal.
8. Sonographers-in-training are expected to make proper use of time and resources.
9. Sonographers-in-training are expected to abide by the dress code as outlined in the student handbook.
10. Sonographers-in-training are expected to report on time to all classes and clinical rotations unless they have an excused absence.
11. Sonographers-in-training are expected to be familiar with the Code of Ethics for the Profession of Diagnostic Medical Sonography* (<http://www.sdms.org/about/codeofethics.aps>) and conduct themselves accordingly.
12. Sonographers-in-training are expected to conduct themselves at all times as representatives of The University of Kansas Hospital and The University of Kansas School of Allied Health.

I have read the above Diagnostic Cardiac Sonography Code of Conduct and understand that behavior inconsistent with this Code of Conduct will be addressed by the program director and may lead to dismissal from the program.

This is a sample of the form you must sign to verify that you can meet the technical standards. The actual form is provided with the Orientation Process Checklist online.

Print Name

Signature

Date

*[Copyright 1999-2006](#). Society of Diagnostic Medical Sonography, Plano, Texas.
[Terms of Use/Privacy Policy](#).

POLICY CHANGES

Policies and procedures are subject to change at any time.

FACULTY (All names listed in the categories below are subject to change.)

PHYSICIANS

Steven D. Owens, M.D., Cardiologist
Kevin Mullhern, M.D., Cardiologist

CARDIOVACULAR DEPARTMENT SONOGRAPHERS

Pam Dunaway, RDCS, Cardiac Sonographer
Rebecca Chastain, RDCS, Cardiac Sonographer
Mary Keefer, BS, RDCS, RVT, FASE
 Technical Director, Cardiovascular Lab
 Program Director, Diagnostic Cardiac Sonography Program
Brenda Crowley, RDCS, Cardiac Sonographer
Holly Egidy, Bs, RDCS, Cardiac Sonographer
Laura Kuzava, BA, RDCS, Cardiac Sonographer
Maria Carrera BS, RDCS, Cardiac Sonographer
William Hudson BA, RVT, RDMS, RDCS, Cardiovascular Sonographer , Didactic Instructor
Mandy Robertson, MS,, BS, RDCS, RVT, Cardiovascular Sonographer, Clinical Coordinator
Kristen Riggs, RT, RDCS, RDMS, RVT, Cardiovascular Songrapher
Maria Carrera, BA, RDCS, Cardiac Sonographer
Brentley Weatherspoon, RDCS, Cardiac Sonographer
Sean Pistole, BS, RDCS, Cardiac Sonographer
Mark Moreland BS, RDCS, Cardiac Sonographer
Cathy Bajkowski, AS, RDCS, Cardiac Sonographer
Savina Lee, RVT, RDCS, Cardiovascular Sonographe
Audrie Garmkow, BS, RDCS, Cardiac Sonographer
Jennifer Kindhart, RDCS, RVT, Cardiovascular Sonographer
Romi Hills, RDCS, Cardiac Sonographer
Pam Dunaway, AS, RDCS, Cardiac Sonographer
Georgia Solovic, RDCS, Cardiac Sonographer
Jeff Carmichael, RDCS, Cardiac Sonographer
Tamara Fisher RDCS, Cardiac Sonographer
Courtney Klaus, BS, RDCS, Cardiac Sonographer
Steve Tibbits, RDCS, Cardiac Sonographer
Leah Wood, BS, RDCS, Cardiac Sonographer
Rhoda Taylor, RDCS, Cardiac Sonographer
Tracy Mueller, RDCS, Cardiac Sonographer

ADVISORY COMMITTEE

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

Mary Keefer, BS, RDCS, RVT, FASE, Program Director
Mandy Robertson, MS, BS, RDCS, RVT, Cardiovascular Sonographer, Clinical Coordinator
Tina R. Crain, MS, CNMT, RT(N)(QM), Program Director and Radiology Manager
Leah Wood, Student graduate
Lou Loescher-Junge, Assistant Dean for Administration
Kevin Mulhern, M.D., Cardiologist

Steven D. Owens, M.D., Cardiologist
Tracy Rasmussen, MBA, CEO Mid-America Cardiology
Georgia Solovic, RDCS, External Cardiac Sonographer

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 Cardiac Sonography Program. The interview committee is made up of the following people:

Tracy Rasmussen, MBA, RN, CEO of Mid-America Cardiology
Steven D. Owens, MD, Cardiologist
Kevin Mulhern, MD, Cardiologist
Mandy Robertson, MS, BS, RDCS, RVT, Cardiovascular Sonographer, Clinical Coordinator
Mary Chivington, BS, RDCS, RVT, FASE, Program Director
William Hudson, BA, RDCS, RVT, RDMS

DISCIPLINE COMMITTEE

The Discipline Committee is made up of individuals who will make the final decisions concerning discipline. The committee is made up of the following people:*

Tracy Rasmussen, MBA, CEO Mid-America Cardiology
Steven D. Owens, M.D., Cardiologist
Kevin Mulhern, M.D., Cardiologist
Mary Keefer, BS, RDCS, RVT, FASE, Program Director
Mandy Robertson, MS, BS, RDCS, RVT, Cardiovascular Sonographer, Clinical Coordinator
Zach Tyler, BS, RVT
William Hudson, BA, RDCS, RVT, RDMS

DIDACTIC COURSES*

Cardiac Anatomy

Cardiac Physiology

Introductory Concepts

Introduction to Doppler and Instrumentation

Introduction to ECG

Advanced Doppler and Instrumentation

Adult Echocardiography I

Adult Echocardiography II

Cardiac Assessment and Special Procedures

Adult Echocardiography III

Congenital Heart Disease

Ultrasound Physics I

Senior Seminar

Adult Echo IV

Physics II

CLINICAL COURSES:

Clinical Practicum I (guided scanning lab)

Clinical Practicum II (guided scanning lab)

Clinical Practicum III

Clinical Practicum IV

Clinical Practicum V

* Courses and hours may be subject to variation and change.