

Cardiovascular Sonography Program



Student Handbook

Table of Contents

KUMC Vision	5
KUMC Mission	5
KUHS Vision.....	6
KUMC Mission	6
Philosophy of the Certificate Programs.....	6
Department of Respiratory Care and Diagnostic Science Website	6
INFORMATION PERTINENT TO ALL KUMC STUDENTS.....	7
• KU Medical Center Student Services.....	7
• KU Medical Center Student Handbooks	7
• Kansas Residency.....	8
• Change of Address.....	8
• Photo Identification Card	8
• KU Medical Center Map	8
• Background Checks.....	10
• Health Information	10
• Health Insurance	11
• Tuition and Fees	11
• Office of Financial Aid	11
• School of Health Professions Scholarships	11
• Email Operational Protocol	12
• Student Community Involvement.....	12
• Academic Accommodation Services	12
• Student Counseling & Educational Support Services	12
• Hazardous Weather and/or Campus Closures	12
• Compliance Training and Confidentiality Agreement.....	13
DEPARTMENTAL GUIDELINES AND POLICIES	13
• Evaluation of Student Performance.....	13
• Definition of Academic/Professional Problematic Behavior	14
• Academic Misconduct.....	14
• Professional Conduct/ Non-Academic Concerns.....	15
• Academic Remediation	16

- Progress, Interruption, Discontinuance 17
- Withdrawal from Courses 17
- Appeals Procedure.....17
- Integrity in Academic Work/Acadmic Misconduct.....18
- Student Ombudsman19
- Important Notices to Students.....20
- Statement of Disability and Equal Opportunity.....20
- Reasonable Accommodation for Technical Standards20
- Inclement Weather/ Emergency.....21

- Cardiovascular Sonography Program.....21
 - Program Accreditation.....21
 - Program Goals21
 - Program Goal Statements22
 - Adult Echocardiography.....22
 - Pediatric Echocardiography22
 - Vascular Sonography22
 - Registrations23
 - Certifications23
 - Application for Graduation.....23
 - Course Requirements24

- Classroom and Clinical Policies25
 - Acceptable Grades Required for Continuation.....25
 - Student Clinical Performance Evaluations25
 - Student Conduct.....25
 - Termination of Clinical Education Experience Due to Student Performance26
 - Classroom Courtesy.....27
 - Dress Code.....27
 - Smoking Policy27
 - Assignments/Tests28
 - Course Evaluations28
 - Library28
 - Clinical Schedules.....28
 - Procedures to be Followed in all Hospital Departments29
 - Semester Schedules for 2019-202029

- Student Supervision Policy.....29
- Excused Absence Policy.....29
- Emergency or Illness Absence Policy.....30
- No Call/No Show.....31
- Bereavement Leave31
- Injuries or Exposures.....31
- Additional Clinical Policies31
- Organizational Chart.....32
- School of Health Professions Student Handbook Agreement.....33

WELCOME!

To the University of Kansas School of Health Professions!

VISION:

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

The University of Kansas MISSION Statement:

Education

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

Research

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

Patient Care

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

Service

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

The University of Kansas Health System VISION Statement:

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

The University of Kansas Health System MISSION Statement:

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

Philosophy of the Certificate Programs

The philosophy of the certificate health professions' 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 students' ability to perform the technical aspects of the diagnostic procedure and to care for the patients' physical and emotional needs.

The Department of Respiratory Care and Diagnostic Science Website:

<http://www.kumc.edu/school-of-health-professions/respiratory-care-and-diagnostic-science.html>

*Handbook subject to change at anytime

Information Pertinent to All KUMC Students

KU Medical Center Student Services:
<http://www.kumc.edu/studentcenter>

Links provided from KUMC Student Services to the following:

- [Vice Chancellor of Student Services](#)
- [Office of the Student Ombudsman](#)
- [Enrollment Services](#)
- [Office of Financial Aid](#)
- [Student Health Services](#)
- [Student Counseling & Educational Support Services](#)
- [Office of Student Life](#)
- [Kirmayer Fitness Center](#)
- [Student Health Insurance](#)
- [Academic Accommodation Services](#)

KU Medical Center Student Handbooks

The University of Kansas Medical Center Online Student Handbook is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Respiratory Care and Diagnostic Science are responsible for information contained in the **School of Health Professions Handbook** found at: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

Contained within the handbook are the following sections:

- Administrative Offices and School Directory
- Honors and Awards
- School-Related Organizations
- Academic Policies
- Departmental Policy Information
- Performance Standards and Policies
- Actions Related to Academic and Nonacademic Misconduct
- Appeals Procedure for Academic and Nonacademic Misconduct

Kansas Residency

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website:

<http://www.registrar.ku.edu/~registr/residency/residency.shtml>.

A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than just education.

Change of Address

Each student is responsible for reporting a change of address or phone number to the program. The program is legally required to keep such information confidential.

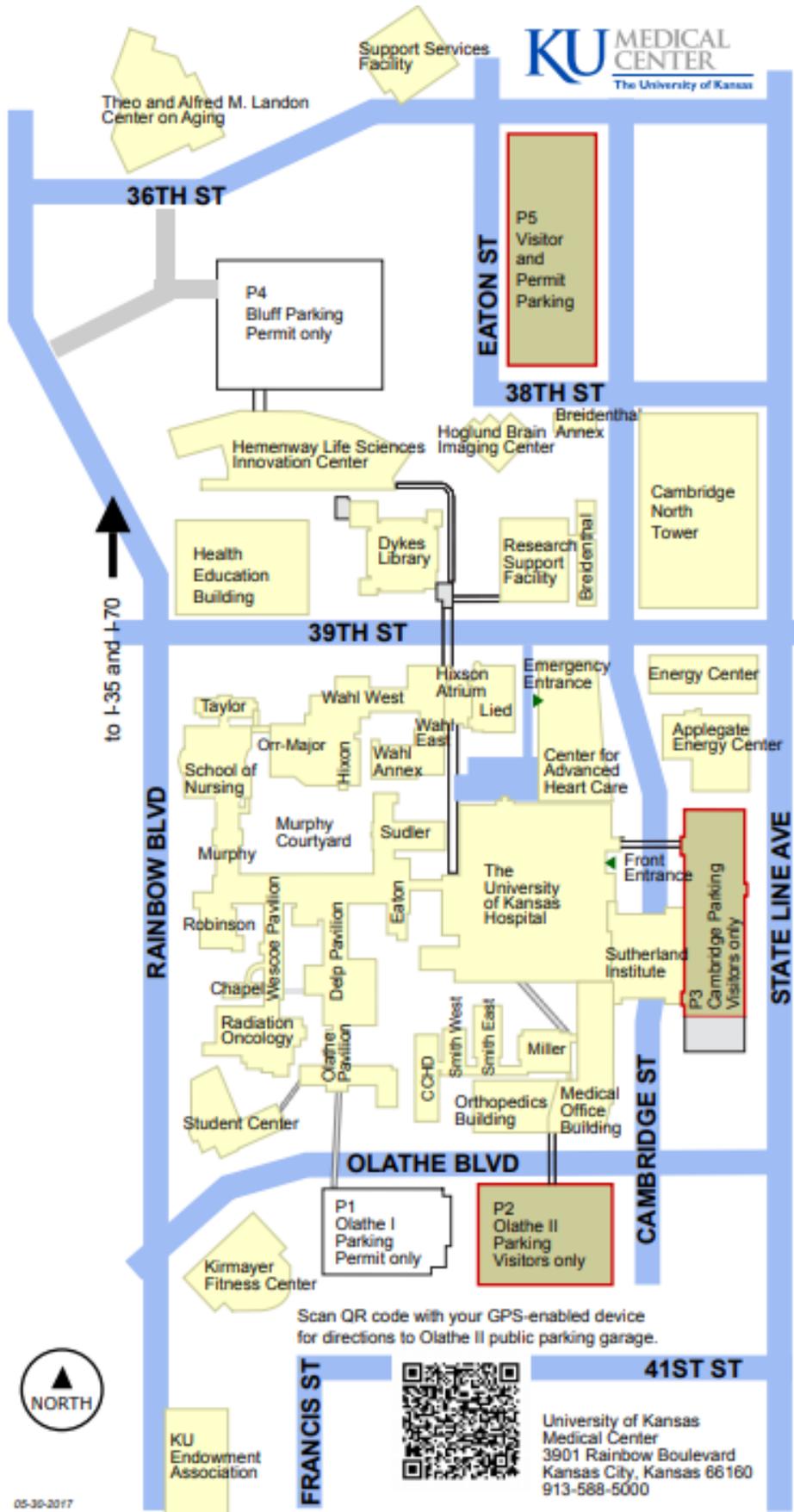
Changes of address must be reported to the Office of Records and Registration through Enroll and Pay. The Financial Aid Department should also be kept advised of current addresses of students who are receiving loans. This is the responsibility of the student; the department will not be able to keep all parties up to date on address changes.

Photo Identification Card

The KUMC police require that all students have a photo identification card. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled by emailing badgeoffice@kumc.edu. Photos are taken in the Badge Office, located in B314 KU Hospital. The days and times are M-Fri, 7:30 am-4:00 pm. KUMC Police policies regarding use of the identification card are found here: <http://www.kumc.edu/safety-on-campus/card-access-info.html>

KU Medical Center Map

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: <http://www.kumc.edu/Documents/shared/kumc-campus-map.pdf>



05-30-2017

Background Checks

Criminal background checks are required of all KUMC students through Validity Screening Solutions. Students admitted into the department are provided instructions for background checks with their notification of admittance to the department. Instructions for background checks can be found: https://docs.google.com/document/d/1RD0TNBrUcfFGVAvhReM9Q_8aNHgzCtVwTBBK2Fi-AWs/edit

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO

Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

Drug Policy

The cardiovascular sonography program subscribes to the University of Kansas Medical Center's policy on alcohol and drug use. Violations of this policy may result in disciplinary proceedings as prescribed in the Medical Center policy, as well as possible termination from the program. Any violation resulting in a judicial conviction will have an adverse effect on a student's ability to acquire a license to practice Respiratory Care in Kansas, or any other state requiring a license.

The Joint Commission regulations require healthcare entities to perform background checks and drug testing on students performing clinical activities at these sites.

Health Information

Health requirements for on campus students can be found at <http://www.kumc.edu/student-affairs/student-health-services.html>. Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Student Health will perform all necessary tests, examinations, and blood work and assist the student in filling out all required forms. Please contact 913.588.1941 to make an appointment. Plan to bring all immunization records to your appointment. Because you cannot enroll in classes until your health information is complete, please do not delay.

Health Insurance

The University requires all students taking courses at KUMC to maintain current health insurance throughout their enrollment. You may choose any health insurance plan. Information about student health insurance can be found here: <http://www.kumc.edu/student-affairs/student-health-insurance.html>.

The University of Kansas Medical Center offers a health insurance policy for eligible students. This plan is offered through Student Resources and is underwritten by UnitedHealthCare Student Resources. For information about the policy, please visit www.uhcsr.com/kumc.

Tuition and Fees

1. Application Fee
2. Tuition for the Cardiovascular Sonography Program will be \$2,800 per semester for five semesters. This tuition will be paid at the beginning of each semester or as required by the date determined by the School of Health Professions. If the student should decide to withdraw from the program, a written notification will need to be submitted to the program director. Reimbursement of tuition will follow the fee schedule on the registrar's website.
3. Book fees are not listed due to varying costs.
4. Registration fees include the following and will be paid each semester:
 - library
 - student activities
 - student governing counsel fee
 - disability fee
 - kirmayer fitness center
 - student health fee
5. Uniforms will be the responsibility of the student
6. Background check

Office of Financial Aid

The Office of Financial Aid is located on the 1st floor of Dykes Library, Room G035. Additional information about their services can be found <http://www.kumc.edu/student-affairs/student-financial-aid.html>. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

School of Health Professions Scholarships

Respective applications are required to be completed for the below scholarships:
<http://www.kumc.edu/school-of-health-professions/scholarships.html>

Email Operational Protocol

For the complete KUMC student email operational protocol, go to <http://policy.ku.edu/KUMC/information-resources/email-student>. Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account on a frequent basis for University/Departmental communications. The student is responsible for the information distributed by email.

Student Community Involvement

A number of interdisciplinary social events and student organizations meet on campus. They are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to <http://www.kumc.edu/student-affairs/office-of-student-life.html>.

Academic Accommodation Services

Academic accommodations are provided for students and residents who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the Federal Rehabilitation Act of 1973. Academic Accommodation Services are located in G020 Dykes, and their hours are Monday through Friday 7 AM to 4 PM. Students who think they may qualify for academic accommodations are encouraged to schedule an appointment at 913.945-7035. Appointments can also be scheduled online at <https://medconsult.kumc.edu>. More information about these services can be found here: <http://www.kumc.edu/student-affairs/academic-accommodation-services.html>.

Student Counseling & Educational Support Services

These services are available for students who desire educational support, writing, psychological, and psychiatric services. The Counseling & Educational Support Services office is located in Room G116 of the Student Center. They can be reached at 913.588.6580. More information is found at <http://www.kumc.edu/student-affairs/counseling-and-educational-support-services.html>.

Hazardous Weather and/or Campus Closures

When determined that weather conditions will make travel to and from campus excessively difficult, time consuming, or hazardous, a declaration of "inclement weather" may be made. In this case, the university will make every effort to inform students as soon as possible, including an email being sent to all students from the Vice Chancellor's office.

To access information regarding cancelation of classes, or dismissal of non-emergency personnel and students, by the medical center due to extreme weather conditions, call 913-588-INFO (4636).

Announcements will also be available over local broadcast outlets.

Emergency information (weather or other emergency) requiring immediate action is broadcasted campus wide over the Alerts and RAVE emergency alert systems. Students are encouraged to enroll their mobile devices with the RAVE system.

Compliance Training and Confidentiality Agreement

All students must complete **Student Compliance Training** and sign the **Student Confidentiality Agreement**.

Additionally, students involved in health care or with access to health care information as a part of coursework or student employment must complete confidentiality training. Students must complete “The Health Insurance Portability and Accountability Act” (HIPAA) training tutorials by the first week of school.

Compliance training is available on line from the myKUMC portal. Once you have logged into myKUMC, navigate to “Tools & Services” > “Research” > “Compliance Services” > “Training Program”. Speak with your supervisor about which trainings are needed.

Departmental Communication System

Students are expected to check email daily. Faculty employers, advisors or instructors may require more frequent checking of communication systems. Any e-mail communication will be sent to your KUMC e-mail address.

KUMC e-mail is available through the KUMC Outlook Web App from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. If you would like to sync your email with your mobile device, please find more information here:

<http://www.kumc.edu/information-resources/mobile-devices-at-kumc.html>.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

Departmental Guidelines and Policies

Evaluation of Student Performance

Students are responsible for keeping track of their grades over the semester and for recognizing when their anticipated course grade is below course and departmental standards, or places them in academic jeopardy. Students are expected to seek assistance from the course instructor at such times, or sooner if they feel they need support from faculty to be successful.

It is the responsibility of the student to notice if she/he does not have the appropriated background for a course and to take action to maintain at least a C average in coursework. Please do not wait to take action because you may quickly fall too far behind! Appropriate actions should begin with academic

counseling with the instructor; additional suggested actions include obtaining a tutor, sessions with the Learning Specialist in Student Counseling & Educational Support Services, and studying more hours per week than usual for other courses. The student should contact the respective program director for assistance in determining a plan.

End of Semester

To access course grades, go to Enroll & Pay: <https://sa.ku.edu>

Faculty reserves the right to require remediation in any course in which the student is determined to be didactically, or clinically, deficient.

Definition of Academic/Professional Problematic Behavior

Unprofessional and/or problematic behavior may result in dismissal from the program. For purposes of this document, problematic behavior is defined broadly as an interference in academic/professional functioning that is reflected in one or more of the following ways:

- An inability and/or unwillingness to acquire and integrate academic/professional standards into one's repertoire of academic/professional behavior.
- An inability and/or unwillingness to acquire and integrate academic/professional skills in order to reach an acceptable level of competency.
- An inability and/or unwillingness to adaptively manage personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with academic/professional functioning.

Academic Misconduct

Academic misconduct includes, but not limited to; giving or receiving unauthorized aid on examinations, assignments, preparation of reports, essays, presentations, projects, research, and other assignments or research by misrepresenting the source of course work, plagiarism, or other forms of cheating on closed book exams.

Academic misconduct also includes misrepresentation of clinical education documentation, documentation of clinical procedures or activity (charting), breach of patient confidentiality, or any violation of the practices outlined by government HIPAA guidelines.

Consequences related to academic misconduct may include a failing grade, student-of-concern submission, written reprimand, probation, or termination from the program.

Policies related to academic misconduct and grieving a disciplinary action are described in the School of Health Professions Student Handbook. <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

Professional Conduct/ Non-Academic Concerns

Professional conduct that is non-academic in nature may result from dismissal from the program. While on campus, or at Program or University sponsored/supervised events, students must be provided with a safe learning and community environment. Additionally, students and student organizations are expected to conduct themselves in a responsible and professional manner as described in the School of Health Professions Handbook.

A *student of concern* is defined as any student who displays behavior(s) that may interfere with a student's ability to succeed in the University environment. Changes in personality or behaviors may indicate that a student needs professional assistance provided by Student Services. A faculty member may refer the student for such programs as deemed appropriate. The initial step will be submitting either a Critical Incident Form and/or a Student-of-Concern form. Student-of-Concern forms are submitted to Student Services, who in turn will contact the student for further follow up. The program reserves the right to require a student to follow up with a Student Services professional. Student Services can be contacted at 913-588-4698.

A Critical Incident is defined as an incident related to student safety, harassment (of any nature), criminal, or other non-academic misconduct of concern to a student, clinical affiliate, or faculty member. All Respiratory Care and Diagnostic Science students are expected to act with respect toward others, whether interacting with patients, research subjects, peers, staff, faculty, or other professionals. The following list provides specific guidance for conveying respect and professionalism with others.

- **Cell Phones:** Please turn cell phones to silent mode during rotations, meetings, or while interacting with patients or research subjects. Unless an instructor notes otherwise in his/her syllabus, cell phones should be turned off during class.
- **Dress Code:** Dress appropriately for the occasion. Dress should be professional if giving a presentation in or outside of class. Consider the clientele's perspective if working with patients or research subjects. In all academic or professional settings, one should error on the side of modesty. A student who is dressed inappropriately may be asked to return home for a change in clothing.
- **Email Communications:** All official program and university communication will be through KUMC e-mail. Students should make every effort to check and respond to emails in a timely fashion. **Check KUMC email daily, and never delete department messages without reading. It is strongly suggested that you read your emails carefully before sending to be sure that you are communicating professionally.**
- **Titles:** Take cues from your instructors and other professionals about how they should be addressed. It is most respectful to address individuals by their title (i.e. Dr., Prof. Mr., Mrs. or Ms.) and last name until informed by the individual otherwise.
- **Face-to-face Interactions:** Consider your thoughts before you speak them, and keep in mind that non-verbal communication cues (tone of voice, eye contact, posture, etc.) also contribute to face-to-face interactions. Speak assertively but not with aggression. It is not acceptable to use swear words or raise your voice in anger toward another individual. Practice emotional maturity and

minimize drama in the workplace.

- **Timeliness of Communication:** Faculty will respond to e-mail communication with 48 hours during business hours. Allow one week or more to make appointments with heavily scheduled professionals and expect email responses to your inquiries to take 48 hours or more. Weekend e-mail response time is left to faculty discretion. An emergency due to lack of planning on your part does not constitute an emergency for faculty, staff, preceptors, or others.

Grievances: Honor the chain of authority unless you have a true reason to distrust it. Work first with the person with whom you have the grievance; if there is no resolution, it is appropriate to go to the next immediate supervisor.

Academic Remediation

Critical and Quantitative Reasoning

The ability to analyze, manipulate, and evaluate data in any form is an important skill in a patient care oriented health care profession. A respiratory care student should be able to define a clinical problem and apply the appropriate assumptions, interpretative, or mathematical tools to provide a safe and competent solution.

Written and Oral Communication

The ability to convey information through writing and speaking is a critical component of a professional education program. Communicating with others, both in writing and orally, in a clear, confident, and professionally appropriate manner is crucial in the health care environment.

A student identified as having trouble with any academic skills may be required by an individual instructor, or the program, to submit to remedial action. This may be in the form of remedial assignments, exercises, or lab. It may also include a referral to Student Services for academic or other forms of counseling.

Faculty identifying a student that requires help with an assignment, lab, or clinicals, may:

- Submit a Student-of-Concern form to the Student Services Office, who will contact the student and help remediate a solution.

AND/OR

- Referred to the resources at Dykes Library related to completing such assignment.

AND/ OR

- Be required to complete a pre-approved course that is outside the program and remedial for the student's deficiencies.

Should the problem persist after completion of remediation, or if the student does not follow the recommended remediation, the student *may not meet the program requirements and may be dismissed from the program.*

Progress, Interruption, Discontinuance

Any student who withdraws during a semester, or who does not continue in the program for any reason that results in a delay greater than one semester, before re-entry is required to:

1. Complete a reactivation request with the Student Affairs Office and obtain permission of the Program Director/Department Chair.

AND

2. Pass a written and/or practical examination to reaffirm standing within the program.

OR

1. Complete a guided program of review or remediation determined by the faculty on an individual basis.

Online students must complete a reactivation request and will be charged a reactivation fee if there is no enrollment/course activity for one semester.

The program faculty reserves the right to deny readmission if the student is determined to be didactically, or clinically, deficient. Dismissal from the program may result if the student fails to complete or pass the required courses or agreed upon remediation and/or competency evaluation.

Withdrawal from Courses

Students must officially drop or withdraw from classes. Non-attendance does not constitute a drop or withdrawal. Students are advised to speak with their program director before deciding to drop a course since this decision may have significant consequences. Individual classes may be dropped online via Enroll and Pay. Please note the academic calendar for drop dates and refunds.

At the discretion of the department, withdrawal from a course will constitute inadequate progress toward degree completion and dismissal from the program.

Appeals Procedure for Academic or Non-Academic (Professional) Misconduct

The student has the right to submit an appeal to suspension or dismissal from a program. The appeal process requires departmental procedures before filing an appeal with the Dean's office. The Respiratory Care and Diagnostic Science appeal process is as follows:

1. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern.
2. If the situation cannot be satisfactorily resolved, then the student meets with the Program Director and Departmental Chair to discuss the situation and attempt to resolve the concern (see Department Organizational Structure).
3. If resolution is not possible the student can submit an appeal to the department chair.
 - The student must submit the written Notice of Appeal after completing all steps to attempt resolution through department or program procedures.

- The written appeal must include a statement regarding why the student wishes to appeal the proposed suspension or dismissal, including a description of efforts to resolve the matter within the program.

4. The Chair of the department will initiate the appointment of an ad hoc appeals committee and charge the committee to provide a recommendation for reinstatement or dismissal of the student.

5. If the Chair decides to move forward with the dismissal, he/she will send an official letter of proposal to suspend or dismiss a student for misconduct to the dean of the School of Health Professions, the vice chancellor for academic affairs, and to the student.

6. The student has 2 weeks from the time of the official letter of suspension or dismissal to appeal to the Dean's office. The following procedure for appeal to the Dean's office can be found here:

<http://www.kumc.edu/school-of-health-professions/student-handbook.html#appealprocedure>

Integrity in Academic Work/ Academic Misconduct

Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

1. The Sheer fabrication of data, or
2. The fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists can agree that the deliberate omission of conflicting data is also fraudulent. A few might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in student research is awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways--by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Student Handbook.

Plagiarism

Plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism may involve the extensive use of others' articles, books, or creative productions with perhaps only slight

modifications. The penalties here are usually very severe for the student and would likely result in expulsion from the degree program, or if a degree has already been earned, rescinding of that degree.

Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one must cite one's authorities in the text or, more commonly, in the references and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are in the common domain of that discipline. Otherwise, we would be citing everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution.

The fairly common practice of citing the previous significant literature relating to the subjects of their articles or books serves as a safeguard against plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse. Students, if in any doubt about the concept, should discuss plagiarism with faculty members. As with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

Cheating

Academic dishonesty in one whose presence in school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not. At the very least such dishonesty, once proven, should result in failure of the examination and possible dismissal from the program.

Student Ombudsman

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The student ombudsman office is located on the 1st floor of Dykes Library, Room 1005, and can be reached at 913.588.4698. More information can be found here: <http://www.kumc.edu/student-affairs/office-of-the-student-ombudsman.html>

Important Notices to Students

- **All students are required to verify that they read this policy manual.**
- In addition to program policies, students are subject to the provisions approved in the School of Health Professions (SHP) Student Policy Manual.
- All students must adhere to each clinical affiliate's hospital/institutional compliance requirements.

Statement of Disability and Equal Opportunity

The Department of Respiratory Care and Diagnostic Science with the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the School of Health Professions must be able to meet the following requirements and expectations with or without an accommodation. All students who are admitted into the Respiratory Care Education program are able to do the following:

Observe: Students must be able to observe lectures, demonstrations, research, and practice situations in the practice and research of health sciences.

Communicate: Students must have the ability to use multiple communication techniques (oral, written, nonverbal, group process information technology, and esthetic endeavors) that enable them to communicate with clients, teachers, health providers, and faculty. Students must be able to report to members of the team, express accurate information to clients, and teach, explain, direct and counsel people.

Psychomotor: Students must have sufficient motor capacities and motilities to execute various tasks and physical maneuvers such as: collecting specimens and perform basic tests and physical assessments on individuals, e.g., using glucometers, skin fold thickness, blood pressure, and placing feeding tubes; working in institutional and food demonstration kitchens to prepare foods and direct employees involved in food services; and conducting patient visits individually and with health care team members to provide nutrition care.

Intellectual and Cognitive Abilities: Students must be able to measure, calculate reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

Professional and Social Attributes: Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Reasonable Accommodation for Technical Standards

Standards after acceptance into the program, students are asked to declare whether they can meet these technical standards with or without reasonable accommodations. If the student acknowledges the need for accommodation, he/she must provide documentation of their disability to the Office of Academic Accommodations Services (AAS) as described here: <http://www.kumc.edu/student-affairs/academic-accommodation-services.html>. To schedule an appointment, please email cukoko@kumc.edu or call (913) 945-7035.

If after enrolling in the program, a student decides that he/she needs accommodation in meeting the technical standards the student needs to immediately notify the respective program director (See Department Faculty and Staff Directory section of this handbook) and request for review of the need for accommodations using the above contact information.

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations
Cyn Ukoko, Senior Coordinator of Academic Accommodations
913-945-7035 or 711 TTY
cukoko@kumc.edu
G020 Dykes Library

Incident Weather/ Emergency

Clinical rotations proceed as scheduled regardless of weather. However, in the event of an extremely hazardous situation, the student must inform the DCE concerning class attendance.

In the event that KUMC administration dismisses non-essential personnel, or cancels classes, due to extreme weather or other emergency conditions, clinical rotations are cancelled or dismissed early and not subject to make-up time.

Prolonged periods of clinical time lost due to adverse weather may be rescheduled at the end of the course.

Cardiovascular Sonography Program

Program Accreditation

The University of Kansas Medical Center's Cardiovascular Sonography Program has received accreditation through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) in adult echocardiography, pediatric echocardiography and vascular technology.

Program Goals

The goal of the Cardiovascular Sonography Program is to provide an environment where students will gain the knowledge necessary to enter their chosen field, well-trained and registry eligible.

The student will achieve this goal by demonstrating:

1. Use of effective interpersonal communication skills with physicians, sonographers, peers and patients.
2. Technical skills to enter their chosen field as an entry-level technologist.
3. Knowledge of the "Rights of Patients" and their families.
4. Accurate, precise, and efficient decisions regarding patient care.
5. Compliance with all HIPAA regulations

6. Responsibility in adhering to regulations, policies and procedures of the Cardiovascular Sonography Program

Program Goal Statements

“To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

“To prepare entry-level pediatric cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

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

Adult Echocardiography

Echocardiography is an imaging technology that plays a significant role in the diagnosis of heart disease. The cardiac sonographer will obtain functional, structural and hemodynamic information about the heart and the cardiovascular system for interpretation by a reading cardiologist. Our program provides an academic curriculum in echocardiographic principles and ultrasound physics and instrumentation that will prepare the student to sit for any echocardiography registration examination. Students will be provided with hands-on scanning in the clinical setting with a registered cardiac sonographer on a weekly basis throughout their time spent in the program.

Pediatric Echocardiography

Pediatric echocardiography is an imaging technology that plays a significant role in the diagnosis of heart disease. The pediatric cardiac sonographer will obtain functional, structural and hemodynamic information about the heart and the cardiovascular system for interpretation by a reading cardiologist. Our program provides an academic curriculum in pediatric echocardiographic principles and ultrasound physics and instrumentation that will prepare the student to sit for any pediatric echocardiography registration examination. Students will be provided with hands-on scanning in the clinical setting with a registered pediatric cardiac sonographer on a weekly basis throughout their time spent in the program.

Vascular Sonography

The vascular sonographer performs various diagnostic medical procedures by using high frequency sound waves to produce visual images of vital organs, tissues and blood flow throughout the body that are then read by a physician to determine a medical diagnosis. The vascular sonographer must be able to obtain an accurate patient history, perform diagnostic procedures, analyze exam information and summarize exam findings for physician interpretation.

Registrations

At the end of the 21-month program and after all academic and clinical requirements have been met, the student will be awarded a certificate from the University of Kansas School of Health Professions, and will be eligible to take the following examinations depending on the students' track of choice:

- Registered Diagnostic Cardiac Sonographer (RDCS) Adult Echo (AE) and Pediatric Echo (PE) through American Registry for Diagnostic Medical Sonography (ARDMS) or a Registered Congenital Cardiac Sonographer (RCCS) through Cardiovascular Credentialing International (CCI).
- Registered Diagnostic Cardiac Sonographer (RDCS) through ARDMS and Registered Vascular Technologist (RVT) through American Registry for Diagnostic Medical Sonography (ARDMS) or a Registered Cardiac Sonographer (RCS) and a Registered Vascular Specialist (RVS) through Cardiovascular Credentialing International (CCI)

Certifications

BLS certification is required for all students prior to the start of the program. This certification must remain up-to-date throughout the remainder of the program.

Application for Graduation

During the semester in which the student expects to complete graduation requirements, the student must complete an "application for degree" through Enroll & Pay at:

<https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&>.

Please consult the Academic Calendar for appropriate dates: <http://www.kumc.edu/student-affairs/enrollment-services/current-students/academic-calendar.html>.

Course Requirements

Fall Semester I		
Course	Credits	Course Name
CVS 20	1	Cardiac Anatomy and Physiology
CVS 21	1	EKG I
CVS 23	1	Patient Care
CVS 25	2	Physics
CVS 26	6 (24 Hrs/Wk)	Clinical Practicum I (Scan Lab 8 Hrs/Wk)
Total Credits	11	
Total Weeks	16	

Spring Semester I		
Course	Credits	Course Name
CVS 30	3	Adult Echo I
CVS 31	2	Physics II
CVS 36	7 (24 Hrs/Wk)	Clinical Practicum II (Scan Lab 8 Hrs/Wk)
CVS 55	1	Cardiovascular Assessment & Special Procedures
Total Credits	13	
Total Weeks	18	

Summer Semester I		
Course	Credits	Course Name
CVS 49	5 (28 Hrs/Wk)	Clinical Practicum III
CVS 39	6	Adult Echo II
CVS 75	1	Congenital Heart Disease
Total Credits	12	
Total Weeks	11	

Fall Semester II		
Course	Credits	Course Name
CVS 24	1	Vascular Anatomy & Physiology
CVS 40	3	Vascular Ultrasound I
CVS 67	6 (24 Hrs/Wk)	Clinical Practicum IV (Scan Lab 4 Hrs/Wk)
CVS 28	1	Pediatric Anatomy & Physiology
CVS 41	3	Pediatric Echo I
Total Credits	10	
Total Weeks	16	

Spring Semester II		
Course	Credits	Course Name
CVS 57	4	Vascular Ultrasound II
CVS 58	4	Pediatric Echo II
CVS 86	7 (28 Hrs/Wk)	Clinical Practicum VI (Scan Lab 4 Hrs/Wk)
Total Credits	11	
Total Weeks	18	

Total Program Credits	57	
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Classroom and Clinical Policies

Acceptable Grades Required for Continuation

The student will be required to receive a grade of “C” or better in each course (didactic and clinical) before progressing in the program. The department reviews student academic progress on a regular basis. Students who are performing poorly (below 75% in any one course) will be provided counseling through the department and/or directed to student services. It’s in the best interest of the department that all students are academically successful. An action plan will be developed between the department and the student who is receiving academic counseling. If a student does not meet the necessary grade for continuation, as described above, he/she may be dismissed from the program.

The grading scale used is as follows:

- 90-100% A
- 80-89% B
- 70-79% C
- ≤69% F

Student Clinical Performance Evaluations

1. The student’s clinical performance will be evaluated by the clinical coordinator throughout the student’s semester clinical rotation.
2. The student will be evaluated on his/her performance based on the listed competencies and monthly evaluations given to the student at the beginning of every semester.
3. All monthly evaluations will be completed by the clinical instructors and will be given to the clinical coordinator for further review.

Student Conduct

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

1. Personal matters must be conducted on personal time removed from the student area and student responsibilities.
2. All patient information is confidential. Any deviation in this matter will be cause for immediate disciplinary action.
3. Student records and information are confidential, and it is contrary to department policy to release any information regarding students via phone inquiry and/or unauthorized written general request. Rigid protocol exists for protection of student privacy, and all inquiries regarding any student (whether currently employed or formerly employed) should be referred to student services.
4. Name tags and identification tags must be worn as requested by the clinical site.

5. Each student 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.

Termination of Clinical Education Experience Due to Student Performance

If a student's conduct or performance in any way disrupts services to patients or services in the clinical site, the student may be dismissed from the program by the program director. Areas of conduct are not limited to technical skills or academic preparation but also include commitment to learning, effective interpersonal skills, effective communication skills, effective use of time and resources, acceptance of feedback, professionalism, problem solving, and stress management.

The following examples may be grounds for termination. This list of examples is provided for clarification but is not an exclusive list of all unprofessional behaviors that may warrant termination.

- Student does not exercise sound judgement, placing a patient at serious risk for injury.
- Student does not conduct themselves professionally within the didactic or clinical setting.
- Student behavior undermines the positive relationship between the university and the clinical site.
- Student performance jeopardizes relationships between employees at the clinical site.
- Student fails to adhere to department, program, or university policies and procedures.
- Student uses poor professional judgement leading to unsafe patient care or has unethical conduct.
- Student fails to remediate unacceptable behavior that has been addressed.
- Student misrepresents level of competency or practices beyond abilities.
- Student has unreasonable absences or tardiness.
- Student deceives the clinical staff.
- Student informs the patient or family of personal disagreement with an aspect of care.
- Student fails to abide by HIPAA.
- Student outwardly disagrees with their clinical instructor's instruction.
- Student fails to recognize when it is inappropriate to ask the clinical instructor questions.
- Student inappropriately shares personal information with a patient.

If the student is dismissed from the clinical education site due to any of the listed behaviors, the student will be placed on probation and will need to meet with the program director to be formally counseled. If the student continues to conduct inappropriate behavior while in the clinical setting, the student will receive:

1. Formal counseling with any of the following:
 - Program Director
 - Clinical Instructor
2. Formal Counseling and a 3 – day suspension with use of personal time
3. Dismissal from program

Classroom Courtesy

Students are expected to display proper classroom and clinical courtesy and respect for fellow students and instructors. Cell phones or other communication devices should be set to silent mode, or turned off, and not disrupt classroom/clinical activities. This policy also applies to the use of laptop computers or other web enabled devices. 'Surfing' the internet and other non-course related activities are prohibited. Enforcement or modification of this policy is the sole discretion of the course/clinical instructor.

Dress Code

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.
- Hairstyles, 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.
- Denim scrubs are not allowed.
- Socks must be worn.
- Appropriate undergarments must be worn.
- No cropped tops allowed.
- Sandals, high heels, open toe shoes, etc. are not accepted.
- The student must wear his/her identification badge per KUMC policy.

The preceding standards are not all inclusive. Each department 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 an item, it should not be worn without consulting the program director or clinical coordinator.

Hospital policy will be followed when working in the clinical setting and can be found below:

<http://intranet.kumed.com/~media/Intranet/HR/professional-image-standards-brochure.ashx?la=en>

Smoking Policy

The University of Kansas Health System, the University of Kansas Medical Center and all our clinical affiliates are tobacco-free. If a student smells of smoke or has been smoking when they report to the didactic or clinical setting, the following actions will be taken:

1. Formal counseling with any of the following:

- Program Director
- Clinical Instructor

2. Formal Counseling and a 3 – day suspension with use of personal time
3. Dismissal from program

Assignments/Tests

All assignments, tests, projects, and papers must be completed by the date specified by the instructor. Failure to complete an assignment on time may result in a grade reduction. The amount of the reduction is determined by the course instructor.

Tests are administered only on the day and time announced. No exams are given before the scheduled time. Exams will not be given after the scheduled time for those delayed for reasons of hazardous weather or documented emergency absence. Refer to each individual course syllabus for details.

Course Evaluations

Course evaluations are part of the continuing process to improve course delivery. Student feedback is important and course evaluations are a required part of completing a course. Course evaluations are distributed by instructors. Responses are tracked but anonymous and your course grade may be withheld until the course evaluation has been completed.

Library

Dykes Library allows student access to a wide variety of clinical and non-clinical resources, periodicals, books, supplemental texts, and a host of electronic resources. Students are encouraged to avail themselves to these resources in completing individual course assignments.

Clinical Schedules

Didactic and clinical schedules will be given at the beginning of the semester. Class times and clinical schedules may be modified/changed as needed.

Each student must accurately maintain their own clinical logs, have their clinical instructor sign them, and turn them in on a weekly basis to the clinical coordinator.

Schedule Changes/ Schedule Requests

Schedule changes or 'swapping' between students is prohibited. Bring special scheduling concerns or requests to the clinical coordinator before the beginning of the clinical rotation.

Holiday/Semester Schedules

Clinical schedules follow the official semester and holiday timetable designated by the Cardiovascular

Sonography Program and The University of Kansas Health System. *Students will not be rescheduled to a different day or shift to accommodate leaving early before or late after a holiday, semester break, or beginning or end of a semester.* Students must use their personal time if they plan to be absent.

Procedures to be Followed in all Hospital Departments

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.
 - B. Call the ordering physician and, if required, the patient's physician if you have any question concerning any doctor's order.

Semester Schedules for 2019-2020

Fall Semester:

Start Date: September 3, 2019 Thanksgiving: November 28-29, 2019 Finals Week: December 9-13, 2019

Spring Semester:

Start Date: January 2, 2020 Spring Break: March 16-20nd, 2020 Finals Week: May 4th – 8th, 2020

Summer Semester:

Start Date: May 26th, 2020 Break: July 5th, 2020 Finals Week: August 3rd-7th, 2020

Student Supervision Policy

Students will be supervised during the performance of any ultrasound examination by a registered sonographer. Examination quality, equipment safety, and patient safety are primarily the responsibility of the supervising sonographer. Over time, the supervising sonographer will allow the student to assume more responsibilities within the lab. However, the ultimate responsibility will remain with the supervising sonographer.

Excused Absence Policy

An excused absence is one that is approved by the program director. In the case of illness, the student will be required to call one hour prior to their class time. If the student is to miss a clinical day he or she will need to inform the program director and their designated clinical instructor.

To reach the University's inclement weather line please call 913-588-4636.

- A. Sixty hours of excused absence are allowed. If a student misses more than sixty hours, he/she will need to withdraw from the current year program. At that time the student will need to reapply to the program.
- B. Regular attendance and punctuality are critical factors in providing all the services offered in this field. If for any reason you are unable to report at your scheduled time, you must personally notify the program director and your clinical instructor.
- C. The student will be required to call one hour prior to his/her scheduled time. Voice mail will be activated during off-hours and email is always an option.

Emergency or Illness Absence Policy

Follow the 2 Step procedure below in the event of an emergency, illness, or bereavement related absence from a clinic rotation or scheduled class.

Step 1

Contact the instructor by phone or email **no later than 1 hour prior** to the start of your shift/class.

Step 2

Email the program director or clinical coordinator and assigned clinical instructor with the following:

- Date of your absence
- A plan for making up the required assignments

It is important to follow up with the instructor if there is not a response to an email or voice message.

Failure to follow each of the above steps of the attendance and notification policy will result in the following actions:

1. Formal counseling with any of the following:
 - Program Director
 - Clinical Instructor
2. Formal Counseling and a 3 – day suspension with use of personal time
3. Dismissal from program

Important Notice: Student health, safety, and emergency concerns must be the student's priority activity. In an emergency situation such as an accident, injury, or emergency illness take care of the situation first. The inability to contact the program in a timely manner will be evaluated on an individual basis. Notify the Program Director as soon as reasonably possible.

No Call/No Show

An incidence of absence "NO CALL/NO SHOW" will occur when a student fails to notify the program director or clinical supervisor one hour prior to the beginning of his/her class or clinical rotation.

Number of Incidents:

1. Formal counseling with any of the following:
 - Program Director
 - Clinical Instructor
2. Formal Counseling and a 3 – day suspension with use of personal time
4. Dismissal from program

Bereavement Leave

Excused absence (3-days) for funerals must be approved by the 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.

Injuries or Exposures

In case of an accident or potential exposure to biohazard or other substance, notify the clinical instructor and the program director and immediately report to Student Health in the Student Center Building, or designated alternative department, such as Emergency Room, during non-business hours.

Any student who has a concern about an exposure is encouraged to contact Student Health for information and appropriate testing, 913-588-1941. The program must be notified of an accident or exposure as soon as prudently possible, but attend to treatment and testing first.

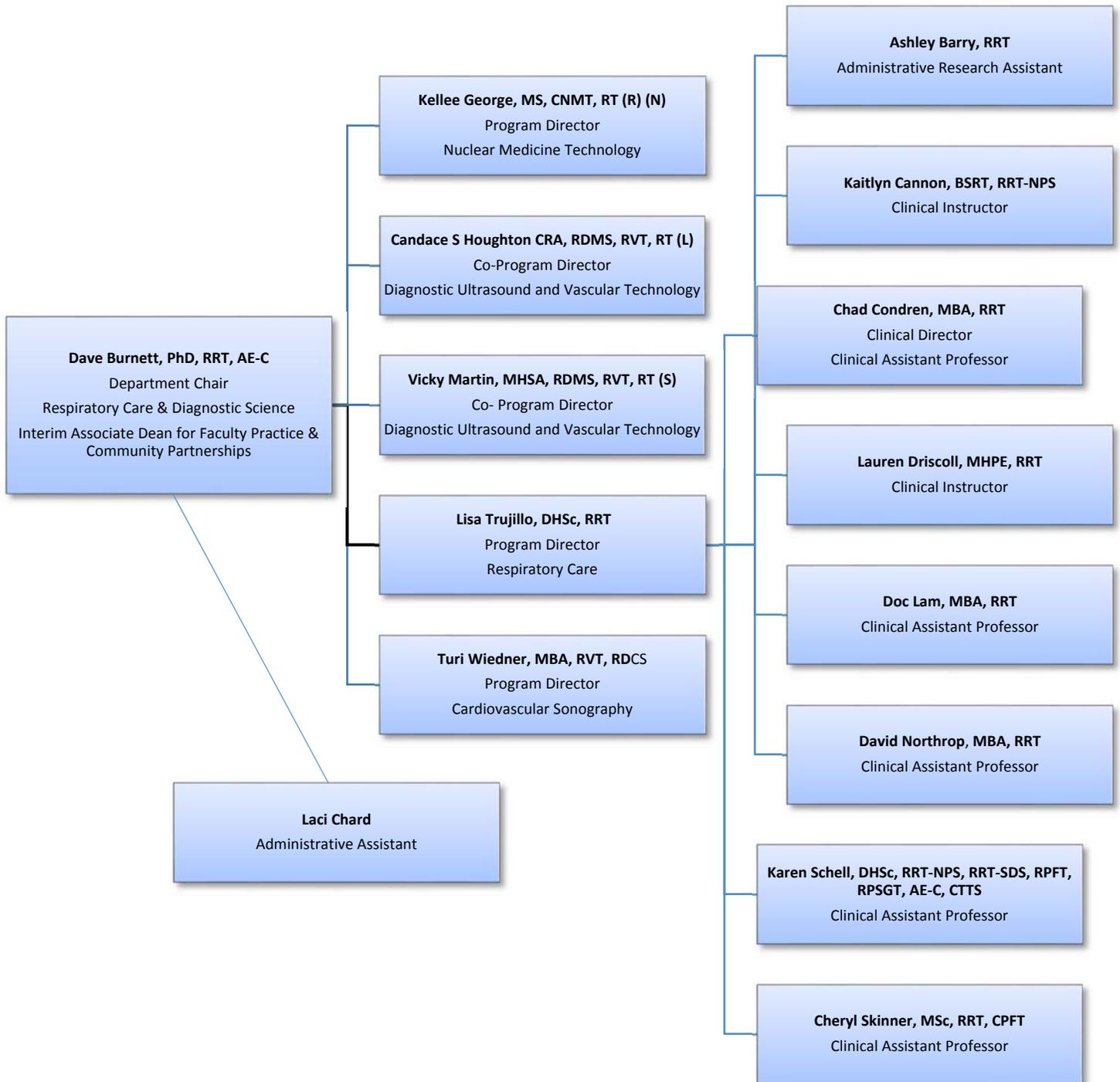
Additional Clinical Policies

DO NOT read clinically unrelated periodicals, newspapers, or 'web surf' during clinical assignments. Take the initiative during periods of inactivity. Use the time to gain clinical proficiency by observing other sonographers or other clinically related procedures.

Cell phones or other electronic devices are **STRICTLY** prohibited in clinic. Keep them in your purse, cabinet, or other safe location.

Check- in and out with your Clinical Instructor. ***This is not optional.***

Department of Respiratory Care and Diagnostic Science Organizational Structure





School of Health Professions Student Handbook Agreement

Please sign the statement provided and return it to the program director, Turi Wiedner, by September 4, 2019.

I have received and read the Student Handbook for the Cardiovascular Sonography Program and understand the policies. I agree to refer to this handbook as needed and to abide by the policies presented in the handbook during my Undergraduate program.

Name (Print) _____

Date _____

Signature _____