

# WELCOME!

## Diagnostic Ultrasound & Vascular Technology Students

From the Program Director, Clinical Coordinator, Medical Director, Faculty, and staff, we would like to congratulate and welcome you to the Diagnostic Ultrasound and Vascular Technology Program at the University of Kansas. This program is 21-months in length and commences in August each year.

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

We would be glad to address any questions or concerns you may have throughout the program. We are happy to have you!

Sincerely,

Micha Bazemore, MHS, RDMS, RVT  
Program Director

Stephanie Wilson, RDMS, RVT, RT (R)  
Clinical Coordinator

Jill Jones, MD, RDMS, RVT  
Medical Director

# Diagnostic Ultrasound and Vascular Technology Certificate Program

---

## **Mission Statement**

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

## **Philosophy Statement**

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

## **Program Goals**

"To prepare competent entry-level Abdominal – Extended, Obstetric and Gynecologic, and Vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

## **Program Learning Objectives**

The objectives of the University of Kansas's Diagnostic Ultrasound and Vascular Technology Program are to create an environment that provides the students with the knowledge, skills, and competencies necessary to enter the professional practice of Diagnostic Medical Sonography and Vascular Technology. Upon successful completion of the program, the graduate will have satisfied all prerequisites needed to apply for certification and registration with the American Registry of Diagnostic Sonographers. The student will achieve this by demonstrating:

1. Use of effective interpersonal communication skills with patients and patient families

by providing knowledge about the procedure and addressing any patient concerns or questions.

2. Ability to perform patient assessments and evaluation.
3. Knowledge of the “Rights of Patients” and their families, regarding privacy, dignity, and confidentiality while providing comfort and promoting safety.
4. Accuracy in determining the most appropriate exam with precise and efficient decisions regarding patient procedures and care.
5. Performance of exam following established protocol, modifies exam when necessary, according to patient’s disease process, condition, and physical circumstances under which the procedure must be performed.
6. Performance of exams that are only medically indicated, restricting practice to validated and appropriate tests.
7. Careful evaluation of exam results, determining if exam goals have been met, and then provides physician with written or oral preliminary report.
8. Ability to document clear and precise diagnostic imaging and data to be used by the interpreting physician necessary for the continuity and accuracy of care.
9. Ability to participate in the quality assurance action plan by performing and analyzing required quality assurance procedures.
10. Ability to discern if outcome measurements from assessments are in accordance with established guidelines and protocols.
11. Use of effective interpersonal communication, along with the knowledge of the rights of co-workers, physicians, and administrators.
12. Correlate the knowledge of general, basic, and program-specific course topics to the role of a Diagnostic Medical Sonographer.
13. Demonstrate a safe and professional level of knowledge and practice in their role as a Diagnostic Medical Sonographer.
14. Acquire an understanding of inter-professional and patient care activities ethical, legal, moral, and align with medical values.

## Diagnostic Ultrasound and Vascular Technology Program Curriculum

Course	Credits
<b>Fall Semester I: 16 weeks</b>	
Utec 50 Intro to Diagnostic Ultrasound & Medical Law Ethics	3
Utec 51 Sonography Principles & Instrumentation I	2
Utec 53 Abdominal Sonography I	2
Utec 55 Gynecologic Sonography	2
Utec 56 Clinical Internship I	5
	<b>14</b>
<b>Spring Semester I: 16 weeks</b>	
Utec 60 Sonography Principles & Instrumentation II	2
Utec 61 Obstetrical Sonography (1st, 2nd & 3rd trimesters)	3
Utec 62 Abdominal Sonography II	2
Utec 64 Small Parts Sonography (Thyroid, Scrotum, Breast & MSK)	2
Utec 66 Clinical Internship II	6
	<b>15</b>
<b>Summer Semester I: 8 weeks</b>	
Utec 65 Vascular Technology I	2
Utec 070 Abdominal Sonography III	1
Utec 072 Clinical Internship III	4
	<b>7</b>
<b>Fall Semester II: 16 weeks</b>	
Utec 071 Vascular Technology II	2
Utec 80 Advanced Sonography Seminar I	3
Utec 81 Clinical Internship IV	8
	<b>13</b>
<b>Spring Semester II: 16 weeks</b>	
Utec 90 Advanced Sonography Seminar II	4
Utec 91 Clinical Internship V	8
	<b>12</b>

## **Accreditation**

The University of Kansas Diagnostic Ultrasound and Vascular Technology Program is accredited with The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and The Joint Review Commission for Diagnostic Medical Sonography (JRC-DMS).

## **School Of Health Professions Student Handbook**

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

## **Respiratory Care and Diagnostic Science Handbook**

The Respiratory Care and Diagnostic Science student handbook can be found at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

## **Policy Changes**

The education programs of the University of Kansas reserve the right to make changes without prior notice to any of the policies stated in this manual. This manual is available on the program's website at <https://www.kumc.edu/documents/shp/dx-imaging/2021-2022-DxUltrasound-Student-Handbook-v11162021.pdf> as well as in hard copy form in the program director's office.

## **Students Rights and Responsibilities**

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

## **Patients' Rights**

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

## **Student Assistance Program**

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

## Admissions Policy

Applicants for admission to Diagnostic Ultrasound and Vascular Technology Program should apply online on the program's website at <https://www.kumc.edu/school-of-health-professions/academics/departments/respiratory-care-and-diagnostic-science/academics/diagnostic-ultrasound-and-vascular-technology-certificate-program/how-to-apply.html>

Any questions, please contact the Program Director

Micha Bazemore, MHS, RDMS, RVT

email: [mbazemore2@kumc.edu](mailto:mbazemore2@kumc.edu) | office: 913.945.5381

3901 Rainbow Boulevard, Mail Stop 1013 Kansas City, Kansas 66160-7234

Attn: Diagnostic Ultrasound

## Admissions Procedure

### The Selection Process

1. Only completed application packets will be reviewed by the interview committee. Submitted material will be scored by content.
2. A personal interview with the applicant will be scheduled.
3. After completion of the interview, the applicant will be given an opportunity to tour department and speak to an enrolled student in the program.
4. The applicant may be called in for a second interview.

### Personal Interviews

1. Personal interviews will be conducted by the interview committee. The person(s) conducting the interview will ask a series of questions. Committee members will rate the applicants on a number scale assigned to each category.
  - 5 = Exceptional
  - 0 = Do not Accept
2. After the completion of all applicant interviews, the Admissions Committee will review all scores and ratings from interviews and submitted materials. After review, both accepted and alternate student(s) will be determined.
3. After the Admissions Committee has made selections, the applicants will receive an e-

mail with an attached "Conditional Acceptance, Alternate, or Non-Acceptance Letter." If the applicant receives a "Conditional Letter of Acceptance" they will need to send a "Letter of Intent" within the time period specified in the acceptance letter.

## **Student Roles and Responsibilities**

### **Title**

Student, Diagnostic Ultrasound and Vascular Technology Program

### **Definition**

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

### **Area Of Training**

Didactic classwork will be provided through the School of Health Professions at the University of Kansas Medical Center. Clinical training will be conducted through The University of Kansas Health System. Clinical sites will include: Bell Hospital, Cambridge Tower, the Medical Office Building (MOB), Interventional Radiology, the Center for Advanced Fetal Care (CAFC), Breast Imaging Center at Westwood, Westwood General, Indian Creek Campus, KU MedWest, West Plaza, and Vascular Surgery.

### **Responsible To**

The student will be responsible to the Radiologists, Perinatologists, Program Director, Clinical Coordinator, and Staff Sonographers.

### **Responsibilities**

1. The student will be responsible for their own actions. The student will be responsible for adherence to the school's policies and procedures.
2. The student will maintain a professional attitude towards peers, sonographers, technologists, physicians, nurses, patients, and their families.
3. The student will become an integral part of the health care team. It will be their responsibility to conduct themselves in a manner that is mature and professional.
4. The student will seek counsel for academic and clinical problems, which may arise throughout their training.

## The Student As A Role Model In A Health Care Institution

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

## Special Qualifications Of The Diagnostic Ultrasound Technology Student

The Ultrasound Student must have manual dexterity, visual acuity, sufficient hearing and speech, and good physical coordination in positioning patients and operating ultrasound equipment.

1. Students must have ***full utility of arms, hands, and fingers*** to perform examinations and operate equipment. This is necessary for the ability to help patients up off examination tables and to assist patients and other sonographers with lifting patients out of wheelchairs. The student must be able to push and maneuver the ultrasound machines along with medical equipment in the patient's room.
2. ***Visual acuity*** is necessary for performing diagnostic procedures by producing, assessing, and evaluating ultrasound images.
3. **Hearing and speech** need to be sufficient to communicate effectively and efficiently with all customers (i.e., patients, patient's family, co-workers, physicians, and all other members of the health care team).



# Didactic and Clinical Policies

---

## Clinical Rotations and Class Schedules

Student will be scheduled four 10-hour days per week (40 hours). This time will include both didactic and clinical coursework. Break weeks and holidays will be observed when scheduled. Scheduled hours will not change outside of observed time off unless otherwise approved by the Program Director or Clinical Coordinator. Fifty hours of excused sick hours will be given for the duration of the program.

## Classroom Courtesy

Students are expected to display proper classroom 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 activities. This policy also applies to the use of laptop computers or other web enabled devices. 'Surfing' the internet and other non-class related activities are prohibited. Enforcement or modification of this policy is the sole discretion of the course instructor.

## Schedules

Each student will have a copy of the program's course schedule and student clinical competency requirements. The student must refer to course schedule and requirements for class schedules, holidays, vacation, and clinical deadlines. Schedules will be posted prior to the start of each semester. *Clinical rotations and class schedules are subject to change.*

## Punctuality Policy

Students should report to their assigned clinical area on time. Five minutes past their scheduled time is considered late. **More than one hour missed will count as illness.** Each student is responsible for their clinical time and should clock in when they arrive and clock out when they leave using Trajecsys Clinical Management and Tracking System. If a student forgets to clock in or clock out, they must file an exception using Trajecsys to be reviewed by the Clinical Coordinator.

## Attendance Policy

Attendance is required at all lectures, labs, and clinicals. The health profession programs are designed to prepare students for professional accountability. A total of three unexcused absences from any course automatically constitute a grade of "F" for the course.

In general, students should treat scheduled classes and meetings with faculty as they would employment. Therefore, for planned absences, notice needs to be given as early as possible with assignments submitted prior to the absence. For unexpected, unavoidable absences,

notification should be made, and assignments submitted as soon as possible.

A student who misses an examination because of an emergency or bereavement absence must follow the guidelines specified in the Emergency, Illness, or Bereavement Policy. Written documentation verifying the absence may be required before scheduling a make-up examination. Unless specifically arranged, the faculty is not obligated to arrange for examinations before the posted date of the exam.

*Students will not be allowed to make-up an examination to accommodate leaving early before a holiday, Fall, Spring, or end of semester break. **Schedule vacations during semester breaks only.***

In the event of an absence outside of the given 50 sick time hours, the student is responsible for making up the missed clinical time within the current semester. Failure to do so will be reflected in Clinical Internship course grade.

Below you will find the clinical attendance policy. This chart will show the progression of events with unexcused absences or issues with punctuality. These events are tracked throughout the program's duration.

Punctuality	Grace Events	Written Counseling	Final Written Counseling	Trigger Expulsion
	1 <sup>st</sup> -3 <sup>rd</sup> incident	4 <sup>th</sup> incident	5 <sup>th</sup> incident	6 <sup>th</sup> incident

Unexcused Absence	Grace Events	Written Counseling	Final Written Counseling	Trigger Expulsion
	n/a	1 <sup>st</sup> incident	2 <sup>nd</sup> incident	3 <sup>rd</sup> incident

### Emergency, Illness, or Bereavement Absence Policy

Follow the 3 Step procedure below in the event of an emergency, illness, or bereavement related absence from a clinic rotation.

#### Step 1

Contact the affiliate by phone no later than 1 hour prior to the start of your shift. You must speak to either the shift manager or their assigned delegate and tell them you will not be present for the assigned shift. Ask the name of the person with whom you are speaking.

#### Step 2

Leave a phone message with the Program Director at 913.945.5381. If you need to speak to the Program Director, directly contact by cell phone at (816) 853-8733.

### **Step 3**

Email the Program Director and Clinical Coordinator with the following:

- Date of your absence
- Reason for missing
- The name of the individual you spoke to during your call in
- A plan for making up the required time.

**It is important to follow up with the Program Director if there is not a response to an email, text, or voice message.**

*Once steps have been completed and approved, an excused absence will be given*

### **FAILURE TO FOLLOW EACH OF THE ABOVE STEPS OF THE ATTENDANCE AND NOTIFICATION POLICY WILL RESULT IN THE FOLLOWING ACTIONS:**

- First occurrence, written letter of warning in student file.
- Second occurrence during program tenure, full letter grade drop in the respective clinical course, and probation.
- Third occurrence during program tenure, termination from the program.

**Important Notice:** Student health, safety, and emergency concerns take priority. In an emergency 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.

An absence resulting from a "**no call, no show**" situation which does not fit the above criteria may result in a full letter grade drop and immediate probation on the first occurrence or termination from the program, no written warning will be applied.

**Documentation of illness or other emergency may be required if more than 2 scheduled clinical shifts are missed within a one-week period, or if, at the discretion of the Program Director, frequent absenteeism persists.**

### **No Call, No Show**

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

semester.

### **Excused Absences**

An excused absence is pre-approved by the Program Director but will count against the excused sick hours bank. In the case of illness (unplanned), the student is required to call the scheduled clinical area one hour prior to the start of clinic. In addition, the student is required to contact the Program Director or Clinical Coordinator.

### **Lunch/Breaks**

Students will receive a 30-minute lunch break where the schedule allows. Lunch breaks should be taken in clinic at the same time as staff sonographers.

### **Vacations**

Over eight weeks of vacation/break time are scheduled throughout the program's duration. Scheduled vacation time should be planned within these prescheduled times. **Vacation time outside of these prescheduled breaks are discouraged and must be approved and scheduled with the Program Director with no exceptions.**

### **Funeral Leave**

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

### **Appointments**

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

### **Medical Leave**

A leave of absence may be granted through the Academic Accommodations office. <https://www.kumc.edu/office-of-integrity-and-compliance/ada-compliance/academic-accommodation-services.html> Time will need to be made up according to the excused absence policy. A certificate of completion from the program will be granted once scheduled time is made up.

### **Student Pregnancy Policy**

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

The pregnant student will follow the same guidelines that are set for the policy regarding

medical leave. If the student chooses to withdraw from the current year program, they will be given the option to begin their training over at the start of the new school year.

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

### **Clinical Make-Up Requirements**

Make-up time is required for all missed clinical time (including simulation time) and will be scheduled for the same shift as the missed shift.

### **Special Rotations**

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

### **Voluntary Overage of Hours**

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

### **Professional Meetings**

Students are encouraged to attend and participate in meetings of the Greater Kansas City Chapter of the Society of Ultrasonography (GKCSU) and other appropriate associations.

### **Closures**

The University of Kansas Medical Center, Kansas City, Kansas Campus may close due to inclement weather during a semester. Clinical time may need to be made up before formal graduation can occur. Students are not to report to clinical sites if KUMC has issued a closure, this time due to the closure cannot be used for clinical make-up time.

### **Holidays**

Students will adhere to the same holiday schedule as the University of Kansas.

### **Withdrawals**

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

### **Dismissals**

A student may be dismissed at any time during the 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.

## Professional Appearance: Clinical Dress Code

1. KUMC I.D. tag
2. **Black** scrubs accompanied by a matching lab or program specified jacket.
  - a. Scrubs should always present a clean and pressed appearance.
  - b. No T-shirts, **hoodies** or fleece may be worn.
3. Closed toed leather walking shoes (nursing type of leather or athletic shoes)
  - a. Clean and/or polished
  - b. 'Croc' type shoes, clogs, open-toed shoes, or sandals are prohibited
4. Socks (or hose) must be worn
5. Shirts or tops must cover the stomach at all time
  - a. Short sleeve T-shirts may be worn underneath scrubs
  - b. Long sleeve shirts may be worn underneath scrubs, unless otherwise restricted by department
6. Fingernails: Acrylic or other nail overlays (artificial nails) are not permitted, **no exceptions.**
7. Long hair must be tied back
8. Jewelry- Minimal amount:
  - a. No dangling earrings
9. Cosmetics, especially eye makeup and perfume, if used, should be used in moderation.

## Personal Clinical Safety Rules

1. Do not smoke, drink, or eat in a patient care area.
2. Wear PPE to prevent skin contamination.
3. Follow the clinical affiliate's hand hygiene policy.
4. Do not use personal items in patient care areas.

5. Keep work area free of equipment not needed during exam and/or procedure.
6. Caution is required when there is a skin break on either hand.

## Conduct

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

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

## 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. There is a small library located in the Program Director's office, Student Center 2007, for student use.

## Lockers

Lockers will be furnished, and assignments will be made by the Program Director or Clinical Coordinator.

# Evaluations and Expectations

---

## Student Academic Evaluations

1. Students will receive a copy of objectives identifying necessary competency levels for each course.
2. The evaluation system is consistent with the objectives. A variety of testing methods may be used at the instructor's discretion: multiple choice, true/false, short answer and/or essay.
3. Students will be given a final examination upon the completion of each course. This may be done in either a written or electronic format.
4. Instructors will maintain an attendance and grade record for each course. This record is reviewed and maintained by the Program Director upon completion of each course. *A total of three unexcused absences from any course automatically constitute a grade of "F" for the course.*
5. The grading scale is as follows:

Letter	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

6. The breakdown for didactic and clinical grading will be determined by the course instructor and listed in the course syllabus.
7. The Program Director is primarily responsible for student counseling regarding progress in the program.
8. Instructors are strongly encouraged to counsel the student(s) when academic performance is below acceptable standards before reporting the non-acceptable performance to the Program Director.
9. The Program Director will continuously encourage students to schedule individual instruction when necessary.
10. The faculty of the Diagnostic Ultrasound and Vascular Technology Program provides proper guidance for the student through the entire program period. A system of due process for review of unfavorable evaluations, disciplinary actions and suspension, and



dismissal is provided and established according to University, Departmental and Health System Guidelines.

## Clinical Procedure Log

Each student will maintain clinical logs daily for every patient exam they have observed or performed. Every exam will be ranked from 1 (observed) to 5 (Performed entire exam, sonographer rescanned). These logs should be kept up to date weekly on Trajecsys Clinical Management and Tracking System. Failure to keep logs updated will result in a loss of 5% per week of the student's Clinical Internship grade. These logs will be checked each Wednesday.

*Falsifying information, including but not limited to clinical hours and patient exams, is not tolerated, and may lead to dismissal from the program.*

## Clinical Objectives

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

## Check Off Assessments: Checklists, Competencies, And Evaluations

The student will be required to pass a predetermined number of clinical assessments for each procedure to evaluate their competency level before the student is eligible to perform the procedure with minimal observation. Clinical assessment of each procedure type may begin once the subject has been covered and completed in a didactic course.

The Clinical Coordinator and/or Program Director will review the competency assessment **checklists** prior to each clinical rotation. The student will be evaluated by the supervising sonographer and the Radiologist and a score of 80% or more is required before the assessment can be accepted onto the student's clinical tracking log.

After the required number of checklist assessments have been acquired, the student is encouraged to complete a **competency** on the procedure under sonographer's observation. To accomplish this, the student must successfully pass all required competencies without sonographer assistance and gain approval from the supervising Radiologist.

Next, the student can advance to the next phase of their clinical training, the **evaluation**.

Checkoff due dates and requirements are listed and posted on Blackboard. Checklists, Competencies, and Evaluations should be tracked in Trajecsys by the observing sonographer. It is the student's responsibility to have check offs filled out and turned in by posted due dates.

The levels of check offs are listed below in order of accrual.

### **1. Checklist**

- The student is to complete a majority of the exam by themselves.
- The student is able to ask for help with the exam.
- The student may have points taken off exam. The Checklist does not have to have a perfect score

### **2. Competency**

- The student needs to be able to complete the exam on your own without any errors.
- This is a Pass/Fail evaluation.

### **3. Evaluation**

- The student needs to be proficient at performing exams on your own.
- The Final Evaluation needs to have a perfect score.

## **Student Clinical Performance Evaluation**

1. The student's clinical performance will be evaluated by the clinical sonographers, Clinical Coordinator, and/or the Program Director.
2. The student will be graded on their performance based on specific performance standards and objectives.
3. The evaluation form is completed by the supervising sonographer and returned to the Clinical Coordinator for review. The Clinical Coordinator will then figure percentage grades for each section and determine the total grade for the entire evaluation. A grade of 80% or higher is required before the evaluation is considered successfully passed, with the last evaluation requiring a score of 100% by the end of the rotation.
4. A predetermined number of passing evaluation forms are required before the clinical learning area is considered successfully completed.
5. All completed checkoff forms will be available on Trajecsys.

## Didactic And Clinical Grade Requirements

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

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

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

## Clinical Competency Deadlines

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

## Progress Reports

The Program Director will meet with each student midsemester throughout the 21-month program to review current academic and clinical standings. Disciplinary status will be reviewed if applicable along with attendance and timeliness issues. In addition, student self-assessment will be discussed to include strengths, weaknesses, and improvement areas. An improvement plan will be agreed upon if applicable.

## Graduation

At the time of graduation, the student will have completed approximately 500 hours orientation and didactic course work, 100 hours of lab and over 2000 hours of clinical training totaling an approximate total time of 2600 hours. \*

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

At scheduled program end date and after all academic and clinical requirements are met, the student:

1. Is awarded a certificate from the University of Kansas
2. Is a candidate for the following registry examinations administered through the American Registry of Diagnostic Medical Sonographers:
  - a. Abdomen
  - b. OB/Gyn
  - c. Vascular Technology
3. The student is a candidate to apply for the Sonography Physics & Instrumentation (SPI) examination after the successful completion on SPI I and II courses. A transcript from the University recognizing the successful completion is required before submission of application for the SPI. This exam may be taken during the third, fourth or fifth semester of the program if desired by the student.
4. **Vascular (VT), Abdomen (AB) or OB/Gyn may also be applied for and taken during the fifth semester - application may be completed 90 days prior to graduation. The student could graduate with RDMS and/or RVT credential(s).**

## Surveys

Students will complete end of the semester course surveys for each of the five semesters of the program. Additionally, two surveys at the end of the program will be administered. Completion of these surveys will be included in the Spring II Clinical Internship course grade. Completion of the survey is anonymous.

Following graduation, a graduate survey must be completed as part of the program reaccreditation process. A survey will also be sent to each graduates' employer.

## Student Work Policy

Students in the University of Kansas Diagnostic Ultrasound and Vascular Technology Program are not allowed to perform clinical work for monetary compensation at The

University of Kansas Health System within the ultrasound department. Students are allowed to work as a Student Technologist within the Ultrasound Department when invited during their third semester (summer). In no instance is it acceptable for a student to work or be on-call elsewhere while clocking clinical hours. Clinical time, as stated above, cannot be paid time. If a student has been found to be manipulating this policy, it will not be tolerated and is grounds for immediate dismissal from the program.

## **Disciplinary, Suspension and Dismissal Policies**

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

Disciplinary actions can include but are not limited to; a reduction in grade(s), lengthening or repeating of clinical education, reduction of holiday time, exclusion from participation in any specified student privilege, and/or exclusion from classes.

Suspension or dismissal will follow formal counseling with the Program Director. A student will receive a warning before formal counseling; however, a serious deed of misconduct does not warrant an oral statement prior to formal counseling.

Disciplinary counseling is progressive and occurs in the four stages listed below.

1. Informal counseling.
2. Formal counseling.
3. 3-day suspension with missed time to be made up on designated days off.
4. Dismissal from the program.

# Program Cost and Anticipated Associated Fees

---

## Tuition And Fees

Tuition for the Diagnostic Ultrasound and Vascular Technology Program is approximately \$1,300 per semester and is subject to change. The course fees, campus fees, and other costs of attendance follow the University's comprehensive fee schedule available from the KU Medical Center Office of the Registrar at <http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html>.

University Fee	Amount
Flat rate tuition (per semester)	\$1,300.00
Required campus fee (Fall and Spring)	\$421.77
Required campus fees (Summer Only)	\$63.00

Campus fees will be assessed every semester. This is a separate payment from the tuition and the fee for the summer semester will be prorated. Listed above campus fees include:

1. Dyke's Library
2. Student Health Fee
3. Student Activity Fee
4. Student Governing Council Fee
5. Kirmayer Fitness Center Fee

Costs outside of tuition and campus fees:

*See below chart for reference only. Costs are estimated and subject to change.*

Program Fees	Amount
Program jacket	~\$50
Black scrubs	Varies
Books	~\$250
Parking	\$159-310/year
Electronic clinical tracking (Trajecsys)	\$150
Greater Kansas City Ultrasound Society Membership	\$10/year
Society of Diagnostic Medical Sonography Membership	\$45/year
Background check	\$43

Drug test	\$50
Heptovax Vaccination (if needed)	Varies
Any other Vaccinations (if needed)	Varies
Disability Insurance	Varies

Board Examinations	Cost
Sonography Principles and Instrumentation (SPI)	\$250
Abdomen (AB)	\$275
Obstetrics & Gynecology (OB/GYN)	\$275
Vascular Technology (VT)	\$275
The above board examinations are required to become a registered sonographer. At least three out of the four board examinations listed are strongly recommended and encouraged to be completed prior to graduation.	

### **Withdraw from Program**

A student may withdraw from the program at any time by presentation of a written notice to the Program Director. Tuition reimbursement will follow the guidelines of the School of Health Professions. Reimbursement of current semester tuition will be at 100% before the first day of class, the first through the fifth day will be at 90%, and the sixth through the twentieth day will be at 50%.

### **Textbooks**

Students are required to purchase books as defined by the program. These books can be bought through the KUMC bookstore or outside sources. All textbooks should be purchased at the start of the program.

### **Student Parking**

Parking is on a fee basis\*. There are waiting lists available. Questions regarding parking should be addressed to KU Medical Center Parking Services at 913-588-5175. Register a vehicle at <https://www.kumc.edu/parking/parking/policies-procedures-and-permit-fees.html>

\*Subject to change

### **Student Health Service's Fee**

Student service fees are due with the fall, spring, and summer semesters. This is a separate payment from tuition. These fees include use of the library, student activities, and student governing council fee, disability insurance fee and student health fee.

The fee covers the establishment and review of student health history and physical forms, the Tuberculosis control program, and the maintenance of immunization records as well as the provision of needed vaccines (except Heptovax). 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.

## **Medical Liability Insurance**

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

## **Transfer Policy**

The Diagnostic Ultrasound and Vascular Technology Program will not accept Advanced Placement, part-time or transfer students due to its 21-month intense training period.

## **Housing**

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

## **Student Records**

The following individual student records are confidential and maintained in a secure area. Each student may review his/her own records at any time in the presence of the Program Director. Written request must be made by the student to the Program Director for copies of the records to be sent to any individual or institution.

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



# School of Health Professions' Policies

---

## Patient Privacy/HIPPA

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

## International Student Policy

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

1. **English Language Proficiency:** All applicants whose native language is not English must demonstrate English language proficiency through either the TOEFL or IELTS testing systems. The test must have been taken within two (2) years of the first semester of enrollment. Results must be provided directly to KUMC by the testing service using ETS school code 6895. Photocopies of scores will not be accepted.
2. **International Transcripts:** In addition to sending an official copy of each transcript, as above, have your transcripts evaluated by World Education Services at <http://www.wes.org> OR Educational Credential Evaluators at <http://www.ece.org>. The evaluation must include course-by-course evaluation, grade evaluation, and indicate the degree earned in U.S. terms (bachelors, masters, doctorate, etc.). An official copy of the evaluation is required.
  - a. **International Students** please see <http://www.kumc.edu/office-of-international-programs.html>.
  - b. An applicant is considered an international student if he or she requires a visa, or currently resides in the U.S. with non-immigrant status, or currently resides in the U.S. while applying for permanent residency. Additional requirements and documentation, such as proof of English language proficiency, are required for international students to become eligible for KU programs before applying.
3. **Confirm that you are eligible to apply:** The prerequisites to apply are as follows:
  - a. A bachelor's or associate degree with emphasis in science is preferred.
  - b. Students without a bachelor's degree must be currently enrolled in a bachelor's degree program with an emphasis in a health care-related field, and/or have substantial experience working in a health care field.
  - c. Post-secondary credits, with a cumulative grade-point average of 2.5 on a 4.0 scale, are required in the following courses:

- i. Algebra
- ii. Communication (English, speech, or composition)
- iii. General college-level physics and/or radiographic physics
- iv. Human anatomy and physiology
- v. Medical terminology

## Sexual Harassment

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

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

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

## Student Exposure Protocol-Needle Stick And Other Exposure

### General Information:

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

### Procedure

During KU Medical Center Student Health Office hours

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

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

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

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

or the next working day for baseline lab work and completion of a risk inventory.

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

#### At an Outside Facility

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

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

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

### **Immunization Policy**

All students at the University of Kansas Medical Center are required to keep immunization records current. Any special circumstances regarding immunizations should be discussed with Student Health individually. To make an appointment to discuss a special circumstance, click here. Failure to comply with the Student Health Immunization Policy will result in denial of class registration. Currently, the Centers for Disease Control (CDC), American College Health Association and the Kansas Department of Health and Environment recommend that all college students be immunized against diphtheria, tetanus, polio and Covid 19.

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 Covid 19, measles, mumps, and rubella prior to enrollment. See: <http://www.kumc.edu/student-services/student-health-services.html>.

All students at the University of Kansas Medical Center are required to keep immunization records current. Any special circumstances regarding immunizations should be discussed with Student Health individually. To make an appointment to discuss a special circumstance [click here](#). Failure to comply with the Student Health Immunization Policy will result in denial of class registration.

## **Communicable Diseases and Infection Control Policy**

All enrolled students on a KU Medical Center campus (Kansas City, Wichita, or Salina) with a communicable disease or infectious illness that may affect the health and safety of others MUST advise Student Health Services (SHS) on their respective campus.

Examples of communicable disease or infectious illness under this policy include, but are not limited to, viral hepatitis, febrile illness, antibiotic resistant Infections, tuberculosis, and mumps. Prior to participation in school activities, all students are required to have their communicable disease risk status assessed. Students with a known communicable disease or infectious illness may be asked to consent to release of appropriate medical records, be evaluated in person, obtain diagnostic testing, and/or be referred to a specialist depending on the nature of the communicable disease. The student is responsible for any costs (some of which may be covered by medical insurance) involved in evaluation of his/her condition.

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

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

## **Flu Shot Requirements**

All currently enrolled KUMC Students must receive seasonal influenza vaccine. Students may receive the flu vaccine at Student Health Services (SHS) or provide documentation of the vaccine to SHS. If a student is submitting documentation, the documentation must include the name of the vaccine, lot number, expiration date, date received and provider name with credentials. This includes vaccines that are obtained via University of Kansas Hospital Occupational Health Clinic or other hospital clinics.

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

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

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

## **Policy On Tb Evaluation**

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

- Documentation of two TB skin tests (PPD) administered and interpreted within the past 12 months prior to enrollment. The most recent PPD test should be within 3 months prior to enrollment. For those students who cannot provide evidence of two PPD tests within 12 months of enrollment, placement of two consecutive PPD tests within 1-3 weeks of each other is required.

- Interferon-Gamma Release Assays (IGRAs). QuantiFERON®-TB Gold In-Tube test (QFT-GIT) and T-SPOT®.TB test (T-Spot) are acceptable options.

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

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

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

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

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

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

# Faculty and Committee Members

---

## Faculty

**Jill Jones, M.D.**

Medical Director, Professor of Radiology, Ultrasound Section Chief

**Micha Bazemore, MHS, RDMS, RVT**

Program Director, Didactic Instructor

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

Co-Program Director, Ultrasound Supervisor

**Stephanie Wilson, RT(R), RDMS, RVT**

General Clinical Coordinator, Didactic Instructor

**Heidi Clarey, RDMS, RDCS**

Didactic Instructor

**Ashley Raymer, RDMS, RVT**

Didactic Instructor

**Gary Rummel, ASRT (R), RDMS, RVT**

Didactic Instructor

**Tiffany Smitheran, RDMS, RVT, RMSK**

Didactic Instructor



## **Advisory Committee\***

The advisory committee is a group of individuals that counsel and guide the Diagnostic Ultrasound and Vascular Technology Program. This committee is made up of the following people:

**Jill Jones, M.D., RDMS, RVT**

Medical Director, Assistant Professor of Radiology, Ultrasound Section Chief

**Micha Bazemore, MHS, RDMS, RVT**

Program Director, Didactic Instructor

**Vicky M. Martin, MHSA, RDMS, RVT, RT**

The University of Kansas Health System Ultrasound Supervisor

**Stephanie Wilson, RT(R), RDMS, RVT**

General Clinical Coordinator, Didactic Instructor

**Gary Rummel, ASRT, RDMS, RVT**

Didactic Instructor

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

The University of Kansas Health System Radiology Operations Manager

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

The University of Kansas Health System Assistant Director, Radiology

**Maddie Koester**

Student Member 2022-2024 Cohort

**Jed Bair**

Shawnee Mission School District – Public Member

**Dave Burnett, PhD, RRT, AE-C**

KU School of Health Professions Associate Dean, Faculty Practice

**Lisa Trujillo, DHSc, RRT**

Respiratory Care and Diagnostic Science Vice Chair

**Nicole Holifield, MSW, MLIS**

Respiratory Care and Diagnostic Science Administrative Officer

\*Subject to change

## **Selection Committee (2023-2025 Class)**

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

**Jill Jones, M.D., RDMS, RVT**

Medical Director, Assistant Professor of Radiology, Ultrasound Section Chief

**Micha Bazemore MHS, RDMS, RVT**

Program Director, Didactic Instructor

**Vicky M. Martin, MHSA, RDMS, RVT, RT**

Co-Program Director

**Stephanie Wilson, RT(R), RDMS, RVT**

Clinical Coordinator, Didactic Instructor