Saint Luke's Hospital
School of Diagnostic Medical Sonography

2015

Prospective Student Information Guide

(Saint Luke's Hospital
OF KANSAS CITY

624 Westport Road, Kansas City, Missouri 64111 (816) 932-6732

http://www.saintlukeshealthsystem.org/school-diagnostic-medical-sonography)
Table of Contents

Mission and Vision Statements ................................................................. 2
Accreditation .......................................................................................... 3
Faculty .................................................................................................... 3
Program Description ............................................................................. 4
Goals ....................................................................................................... 4
Skill Standards ....................................................................................... 5
Statement on Policy Changes ................................................................. 5
Admission Requirements ........................................................................ 6
Admissions Procedure ........................................................................... 7
Observation Information ........................................................................ 7
Certification Eligibility ........................................................................... 7
Registry Eligibility .................................................................................. 8
Transfer Credits ..................................................................................... 8
Instruction via Distance Education/Experiential Learning ..................... 8
Advanced Placement ............................................................................. 8
Foreign Student Policy ........................................................................... 8
Estimate of Costs/Tuition/Fees ............................................................... 9
Financial Aid .......................................................................................... 9
Withdraw Policy ....................................................................................... 9
3Dy Cancellation/Refund Policy .............................................................. 10
Health Insurance ..................................................................................... 10
Grading Scale ........................................................................................ 10
Graduation Requirements ....................................................................... 11
Clinical Rotations .................................................................................... 11
Degree and/or Registry Verification Form ............................................. 12
Application Checklist ............................................................................ 13
SAINT LUKE’S HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

PROSPECTIVE STUDENT INFORMATION GUIDE

**Saint Luke’s Hospital Mission Statement**

The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

**Saint Luke’s Hospital Vision Statement**

The Best Place to Get Care,
The Best Place to Give Care

**Saint Luke’s Hospital School of Diagnostic Medical Sonography**

The Best Place to Get an Education,
The Best Place to Give an Education
ACCREDITATION

The Saint Luke's School of Diagnostic Medical Sonography is an accredited Allied Health Program in good standing with the Joint Review Commission of Diagnostic Medical Sonography (JRC-DMS) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to take the National Registry Examination (ARDMS) to become a Registered Diagnostic Medical Sonographer.

JRC-DMS
Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 8666-738-3444
www.jrcdms.org

CAAHEP
Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

Our sponsoring institution, Saint Luke's Hospital, is accredited by The Joint Commission (JCAHO).

JCAHO
Joint Commission
One Renaissance Boulevard, Oakbrook Terrace, IL 60181
Phone: 800-994-6610
www.jointcommission.org

FACULTY

Tiffany Johnson- Program Director
Kevin Morrison- Faculty, Ultrasound Physics & Instrumentation
Michelle Mora- Faculty, Obstetrical and Gynecological Sonography
Lisa Deuschle- Faculty, Vascular Sonography
Karen Anselmi- Faculty, Vascular and Abdominal Sonography
Ghazal Brojerdi- Faculty, Abdominal Sonography
James Morris- Faculty, Abdominal Sonography
Trish Jackson- Faculty, Pediatric and Neurosonography
Melissa Southard- Faculty, Breast Sonography
Tiffany Smitheran – Faculty, Abdominal Sonography
SAINT LUKE’S HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

PROSPECTIVE STUDENT INFORMATION GUIDE

PROGRAM DESCRIPTION

The School of Diagnostic Medical Sonography is an 18-month program that prepares you to be an entry-level diagnostic medical sonographer.

You will receive classroom instruction in the theoretical principles of ultrasound and collecting and analyzing patient information. You will also be exposed to a wide range of state-of-the-art equipment and a large volume of cases.

Clinical and didactic classes meet 40 hours per week, Monday-Friday.

The core curriculum includes:
- Physics
- Abdominal sonography
- OB/GYN sonography
- Breast sonography
- Neurosonography
- Vascular ultrasound

GOALS

1. To maintain the standards set forth by the Joint Review Committee on Education in Diagnostic Medical Sonography by providing the community with entry-level sonographers who have successfully passed the national registry.

2. To provide the students with the clinical and academic learning experiences that will produce a competent entry level Diagnostic Medical Sonographer for a diverse health care community.

3. To promote the critical thinking practices of the student by challenging them to a variety of examinations within the clinical setting.

4. To encourage the successful negotiation of the program by fostering a positive learning environment through a systems feedback mechanism that is both appropriate and given in a timely manner.

5. To provide the student with the opportunity to develop skills to effectively identify the needs of the patient and to address those needs in a timely and empathic manner.

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

There are a number of physical, mental, aptitude and emotional skills, which are essential in the duties and responsibilities of a medical radiographer as well as a student in the School of Radiologic Technology program. Applicants must meet the following requirements.

1. The ability to manipulate portable imaging equipment and other medical/technical equipment.
2. The ability to physically operate all technical imaging equipment.
3. The physical ability to assist in lifting patients from a cart, bed, or wheelchair to the sonographic table.
4. The ability to lift, bend and stoop.
5. The ability to visually observe (see) the patient at a minimum of 20 feet. The ability to read the requisition in the execution of a radiographic procedure. The visual acuity to see the ultrasound monitor.
6. Auditory perception is required in the care and management of the patient. The student must be able to respond to the auditory needs of the patient and also respond to the auditory communication of the physician(s), nurse(s) and co-worker(s).
7. The ability to orally communicate.
8. The ability to maintain an emotional state appropriate to function in times of stress and in emergency situations.
9. Possess the physical stamina (endurance) to maintain the 40 hours per week commitment to the program.
10. Possess the aptitude for reading comprehension and have basic knowledge of intermediate and college algebra.
11. The ability to perform CPR and emergency patient evacuation procedures.
12. The general health of the student should be sufficient for them to carry out all of the duties and responsibilities of a student radiographer.
13. The ability to perform multi-tasks assignments efficiently and with indirect supervision.
14. Have a basic understanding of computers operation, Windows operating systems and Internet.

STATEMENT ON POLICY CHANGES

Because of constantly changing conditions and circumstances, the School of Diagnostic Medical Sonography reserves the right to make changes in policy and procedures in the program as may be deemed necessary and appropriate.
ADMISSION REQUIREMENTS

Eligible applicants must have a high school diploma/GED and must meet one of the following credentials:

Credentials:
- A 4-year degree
  * To include 8 additional credits in Science, Math, and Physics, and the required prerequisites
- Radiologic Technology or Registry Eligible
- RN or Eligible
- Physical Therapy or Registry Eligible
- Respiratory Therapy or Registry Eligible
- Graduate of 2-year Accredited Allied Health Program

In addition applicants must have the following college pre-requisites:

College Pre-Requisites:
- College Algebra, Statistics or higher college math
- College Physics
- Human Anatomy and Physiology
- Medical Terminology
- Introduction to Patient Care (approved course) or Certified Nursing Assistant Certification
- Oral or Written Communications

Foreign Student Requirements:
- English as a second language: TOFEL Test Scores

Observation:
- Each applicant must complete an 8-hour observation in sonography.

Qualified Applicants will be selected based on:

- The above pre requisites
- Minimum 3.0 GPA (cumulative)*
- Reference Form Scores
- Prior Clinical Experience
- Interview Score

*GPA is cumulative of all post secondary education
SAINT LUKE’S HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

PROSPECTIVE STUDENT INFORMATION GUIDE

ADMISSIONS PROCEDURE

The school accepts five students every 18 months. Each applicant is scored based on:

- Official transcripts with a minimum cumulative 3.0 GPA*
- Reference forms
- Prior clinical experience/health care experience
- Observation/job shadow
- Interview scores

*GPA is cumulative of all post secondary education

The top 15 applicants (top 15 highest scores based on above criteria) who meet the admission requirements will be selected for an interview with the selection committee. The interview will be conducted using the behavioral-based interview method.

All applicants will receive written notification regarding their acceptance or denial of admission for the current program.

Applicants who accept a position in the program must pass a criminal background check, drug test, and must provide documentation of degree or registry, CPR Certification, MMR and Hepatitis B Vaccination before final admission into the program.

OBSERVATION INFORMATION

Saint Luke’s School of Diagnostic Medical Sonography requires an eight (8) hour Observation / job shadow in Diagnostic Ultrasound for all applicants.

You may complete your job shadow at any hospital; however, you must have the observation site complete a letter, on hospital letterhead, to include your name, the date, and time you observed.

CERTIFICATION ELIGIBILITY

The ARDMS is required to evaluate the moral character of each sonography graduate candidate before taking the national board registry. The evaluation process assures the community that the applicant engages in moral, professional and ethical conduct set forth by the standards of the American Registry for Diagnostic Medical Sonographers.

- Any behavior that resulted in a conviction, a misdemeanor or a diversion, must be disclosed.
- Applicants with a prior felony conviction cannot apply to the program, prior to ARDMS approval.
- If the incident occurred as a juvenile, contact the County Clerk’s office to confirm that the file has been sealed. If it was not sealed, the student must disclose the incident(s).
- Individuals with prior convictions must be approved by the ARDMS through the Pre-Certification Eligibility process before the application can be considered for the program.

Please contact the ARDMS for further information and clearance. http://www.ardms.org/
SAINT LUKE’S HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

PROSPECTIVE STUDENT INFORMATION GUIDE

REGISTRY ELIGIBILITY

Saint Luke’s Hospital School of Diagnostic Medical Sonography Program graduates will be eligible for several national registry examinations upon graduation.

The sonography students will be eligible to take numerous registry boards, all of which are sponsored by the Registry of Diagnostic Medical Sonography:

1. Physics/Vascular Physics (SPI)
2. Obstetrics/Gynecology
3. Abdomen
4. Vascular

TRANSFER CREDITS

The DMS program does not accept transfer students. DMS program students cannot complete required coursework outside of the instruction offered by the school.

INSTRUCTION VIA DISTANCE EDUCATION OR EXPERIENTIAL LEARNING

The School of Diagnostic Medical Sonography does not allow instruction via distance education or experiential learning. All instruction must be completed on-site.

ADVANCED PLACEMENT

Advanced placement is not offered at Saint Luke’s School of Diagnostic Medical Sonography

FOREIGN STUDENT POLICY

Students applying at Saint Luke’s School of Radiologic Technology are required to have a reading, writing, and conversational knowledge of the English language.

If the student’s native language is not English, then he or she is required to meet minimum score requirements on the Test of English as a Foreign Language (TOEFL).

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

1. An official score report from the Test of English as a Foreign Language (TOEFL) which evaluates how well you combine your listening, reading, speaking and writing skills.

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-based TOEFL</td>
<td>500</td>
</tr>
<tr>
<td>Internet-based TOEFL</td>
<td>61</td>
</tr>
</tbody>
</table>

2. Proof of U.S. Citizenship of lawful permanent residency. If the applicant is not a citizen or permanent resident, then s/he must submit copies of her/his passport information pages, 1-94 card, U.S. Visa, Birth Certificate and/or other documentation that establishes legal non-immigrant status.


All three of the above steps must be submitted by the application deadline of the application year.
ESTIMATE OF COSTS

Academic Year Beginning August 2015

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>$100 to reserve student’s placement in the program</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$5,500 - for the 18-month program</td>
</tr>
</tbody>
</table>

Other Costs:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Fee (approx.)</td>
<td>$1,200 - Students are required to purchase all books prior to the start of the program</td>
</tr>
<tr>
<td>Membership Fees (approx.)</td>
<td>$200 - Students become members of four professional societies</td>
</tr>
<tr>
<td>National Registry - ARDMS Board Examination Fees (SPI, ABD, OB/GYN)</td>
<td>$200 (SPI Physics Registry) $250 each (Specialty Registries)</td>
</tr>
</tbody>
</table>

Fees are subject to change

1. Matriculation fee is to be submitted with acceptance letter.
2. Tuition payment schedules must be completed prior to start date of program.
3. Books must be purchased by the first day of the program.

All tuition must be paid in full by the designated due dates. All tuition must be paid in full prior to graduation. Certificates and Grades will be held until all fees are paid in full.

ALL tuition and fees are subject to change annually with the approval of Administration.

FINANCIAL AID

The Saint Luke's Hospital Diagnostic Medical Sonography Program does not participate in Title IV funding, therefore, students are not eligible to apply for federal loans or Pell grants.

WITHDRAWL POLICY

If a student wishes to withdrawal from the Diagnostic Medical Sonography Program, they must submit, in writing, to the program director, their wish to relinquish their place in the program, along with the effective date. Tuition will be refunded in accordance to the refund policy located in the enrollment agreement.
THREE-DAY CANCELLATION

An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Should a student withdraw from the program, they are eligible for a refund in accordance with the following refund schedule*:

<table>
<thead>
<tr>
<th>Tuition Payment Schedule</th>
<th>Before the end of Semester 1 –</th>
<th>Before the end of Semester 2 –</th>
<th>Before the end of Semester 3 –</th>
<th>After Semester 4 Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Option 1 (Full Payment)</td>
<td>$3,300.00*</td>
<td>$2,200.00*</td>
<td>$825.00*</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payment Option 2 (Yearly Payment)</td>
<td>$687.00*</td>
<td>$137.50*</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payment Option 3 (Quarterly Payment)</td>
<td>$68.75*</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payment Option 4 (Monthly Payment)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

* Refund is contingent upon tuition payments being current.

Students withdrawing from the program must issue a dated, written statement to the Program Director of the School of Diagnostic Medical Sonography describing their intent to withdraw and request a refund. Students will receive a pro-rated refund 45 days after the written withdrawal letter is submitted to the program director. Refund will be in accordance with the above refund policy. Books purchased for the Diagnostic Medical Sonography program are considered a non-refundable expense.

No refund will be given to 3rd party payer.
Students that are dismissed from the program will not receive a refund.

HEALTH INSURANCE

Students are not eligible for health insurance through Saint Luke’s Hospital unless they are hired by the system as full or part-time employees.

The program requires that students obtain and maintain health insurance for the duration of the program. Students will be required to submit a copy of insurance coverage on the first day of the program.

GRADING SCALE:

All clinical and didactic course work is given a grade based on the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>Performance Description</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-92</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>91-85</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>84-80</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 80</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>
GRADUATION REQUIREMENTS

In order to graduate and complete the program from the Saint Luke’s School of Diagnostic Medical Sonography, the student shall be able to:

1. Use oral and written communication.
2. Listen to and act on information that impacts patient exams.
3. Communicate effectively with patients, peers, supervisors, and other hospital personnel.
4. Demonstrate the knowledge of human structure, function and pathology.
5. Anticipate and provide patient care and comfort.
7. Apply principles of body mechanics.
8. Apply appropriate critical thinking skills in the demonstration of patient care and procedures.
10. Modify standard procedures to accommodate for patient condition and other variables.
11. Recognize emergency situations and respond appropriately using sound judgment.
12. Demonstrate competency in the taking of a blood pressure, assessing a pulse and respiration.
13. Evaluate sonographic images for appropriate image quality.
14. Assume responsibility for their actions as they impact patients.
15. Demonstrate clinical competency throughout the program.
16. Complete all required clinical competencies with an 80% or better.
17. Complete all make-up time per program policy and procedure.
18. All program fees must be paid in full.
19. All courses must be completed with a semester average of 80% or better.
20. Students must complete a total of 73.5 credit hours to satisfy graduation requirements.

If the above terminal competencies are met, the student will attend the graduation ceremonies and have a certificate from the Saint Luke’s School of Diagnostic Medical Sonography conferred onto them.

CLINICAL ROTATIONS

1. Saint Luke’s Hospital
2. Saint Luke’s Hospital Vascular Lab
4. Saint Luke’s Imaging Center
5. Saint Luke’s South
7. Saint Luke’s East Breast Center
8. Saint Luke’s North Center for Women’s Care
9. Children’s Mercy Hospital
SAINT LUKE’S HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

PROSPECTIVE STUDENT INFORMATION GUIDE

Degree Verification

Saint Luke’s School of Diagnostic Medical Sonography requires verification of Degree or Registry completion prior to start of the August 2015 program.

Please confirm what degree you will earn, the degree granting institution, along with the month and year you will earn this degree or the Registry you will be eligible to obtain for prior to August 2015.

<table>
<thead>
<tr>
<th>Degree or Registry</th>
<th>Institution</th>
<th>Expected Date of Completion (Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date
### Application Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td></td>
</tr>
<tr>
<td>Official High School Transcript (GED)</td>
<td></td>
</tr>
<tr>
<td>Official College Transcripts (All)</td>
<td></td>
</tr>
<tr>
<td>8 hour Observation Verification</td>
<td></td>
</tr>
<tr>
<td>2 Reference Forms</td>
<td></td>
</tr>
<tr>
<td>Copy of Degree/Registry or Degree/Registry Completion Verification Form</td>
<td></td>
</tr>
<tr>
<td>TOFEL (If Applicable)</td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>CPR Certification</td>
<td></td>
</tr>
</tbody>
</table>

Please send all correspondence and transcripts to:

Saint Luke's Medical Imaging Programs  
ATTN: Diagnostic Medical Sonography  
624 Westport Road  
Kansas City, MO 64111

If you have any questions you may contact:  
Tiffany Johnson, Program Director, 816-932-6732, tjohnson@saint-lukes.org