

# ECHOCARDIOGRAPHY PROGRAM

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## Student Handbook



## South Suburban College Echocardiography Program

### STUDENT HANDBOOK

Revised 4/2017

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# Chapter 1

## Introduction

*Welcome to the Echocardiography Program at South Suburban College. The Dean and program faculty and personnel of South Suburban College's affiliated clinical education centers are looking forward to instructing and assisting you in achieving your goal in becoming a competent cardiac sonographer.*

This handbook has been written to help all participants in the Echocardiography program have full understanding of the program. On the following pages, you will find important information about the College and the Echocardiography Program, as well as the standards, procedures and expectations that affect students at South Suburban College. This handbook may not be considered a complete statement of all standards at South Suburban College and the Division of Allied Health Sciences. More complete information is provided in the South Suburban College Catalog. As a student of South Suburban College, you are subject to all standards, procedures, rules and regulations established by South Suburban College. You are, therefore, advised to refer to the current College Catalog for further information. All standards and procedures related to clinical education can be found in the Student Clinical Education Handbook. If you have any questions about any part of this handbook or need information that is not given, do not hesitate to contact the program director. This handbook is subject to change or may be amended at the discretion of the Echocardiography Program.

## Faculty and Administration

The faculty and administration would like to congratulate you on your acceptance into the program and wish you all the success in the program.

The following personnel are identified:

- Dean of Health Professions & Science Omar Sheriff, MD, MBA, MPH
- Program Coordinator: Zubeir Haroun, MD., MPH, RDCS, RCS.
- Department Chair: Adrienne Reaves PHD
- Adjunct Faculty:
  - Malgorzata Wolniak, RDCS.
  - Nader Guma, MD, RDCS, MPH
  - Kelly Foley, RDCS
- Lab tutor: Teresia Johnson, RCS
- Medical director: Alan Jackson, MD

## Clinical Education Centers

- **Rush University Medical Center**  
1653 W Congress Pkwy, Chicago, IL 60612
- **Roseland Community Hospital**  
45 W 111<sup>th</sup> St, Chicago, IL 60628
- **Loyola University Medical Center**  
2160 S 1st Ave, Maywood, IL 60153
- **Advocate Trinity Medical Center**  
2320 E 93<sup>rd</sup> St, Chicago, IL 60617
- **Palos Northwestern Hospital**  
12251 S 80th Ave, Palos Heights, IL 60463
- **Advocate Christ Medical Center.**  
4440 95<sup>th</sup> St, Oak Lawn, IL 60453
- **Riverside Medical Center**  
350 N Wall St, Kankakee, IL 60901
- **Mount Sinai Hospital**  
1500 S Fairfleid Ave, Chicago, IL 60608
- **Holy Cross Hospital**  
2701 W 68<sup>th</sup> St, Chicago, IL 60629
- **Loyola University Medical Center**  
2160 S 1<sup>st</sup> Ave Maywood, IL 60153
- **Advocate Lutheran General Hospital**

1775 Dempster St, Park Ridge, IL 60068,

- **Advocate Good Samaritan Medical Center**  
3815 Highland Ave, Downers Grove, IL 60515,
- **Advocate Illinois Masonic Medical Center**  
836 W Wellington Ave, Chicago, IL 60657,
- **Little Company of Mary Hospital and Healthcare Centers**  
2800 W 95th Street, Evergreen Park, IL 60805

## Mission Statement

## Chapter 2

*The mission of the Echocardiography Program at South Suburban College is to provide a comprehensive cardiac sonography education with an environment that facilitate clinical sense and critical thinking in order to prepare students to become successful entry-level cardiac sonographers.*

## **Program Goals**

A number of goals have been set for the Echocardiography Program:

- To provide a thorough updated curriculum.
- To enhance problem solving and critical thinking skills of the student.
- To prepare students for Cardiovascular Credentialing International and/or Registry of Diagnostic Cardiac Sonography.
- To help student develop the skills that allow them to be capable of continuously improve and grow in the field.
- To make student gain the skills needed to be at entry-level competent cardiac sonographers.
- To prepare students for the job market by providing ongoing assistance on job placement, preparing curriculum vitae, workshops and more.

## Chapter 3



## PROGRAM DESCRIPTION

The Echocardiography Program at South Suburban College is accredited through Committee on Accreditation of Allied Health Education Programs (CAAHEP).



SSC Echocardiography Program is a full-time educational program that prepares students to become an entry level cardiac sonographer.

Qualified students are selected to begin the Echocardiography course sequence after successful completion of the required prerequisites.

The Echocardiography Program courses are sequenced as a continuous, full-time program of study. Students must follow the order published in the current college catalog. Student can, however, study the prerequisites course as on part time basis. The curriculum involves twenty-six hours of prerequisites, forty-five credit hours of didactic course work and clinical hands on training in cardiac technology including required general educational courses. A total of seventy-one credit hours are required for graduation. Graduates are awarded an Associate of Applied Science (A.A.S.) degree in allied health. Graduates are eligible to set for the certification examination administered by American Registry for Diagnostic Medical Sonography (ARDMS) and/or by the Cardiovascular Credentialing International (CCI). For more questions on the national board exams for cardiac sonography, please feel free to contact the program coordinator.

The contents of the syllabi are designed in accordance with the guidelines established by the American Society of Echocardiography. The assessment procedures include written and case study examinations, assignments, laboratory proficiencies, performance evaluations, and a competency-based clinical education system. All academic courses, labs and seminars are held on the South Suburban College campus. Clinical education takes place at South Suburban College Echocardiography lab as well as the affiliated healthcare centers. All classes are scheduled during the day with the exception of some clinical education rotations that require attendance during the morning and evening shift. Students must score a minimum of "C" (75%) to pass a didactic course. Clinical education courses must be passed with at least "C" PLUS passing all proficiencies and final proficiency assignment in order to continue in the program and graduate. It is the responsibility of the program faculty to facilitate student learning to the best of their abilities. The faculty is, therefore, committed to the development of appropriate educational objectives, learning materials and classroom presentations. Advice, counseling and support services shall be available to all students according to the South Suburban College Catalog.

*The Echocardiography Program recognizes the sanctity of individual rights. No person shall be denied admission to the program on the basis of gender, race, color, creed, religion, age, sexual orientation, national origin or disability. All students shall have the right to review any records maintained by the program that pertains to them according to the Buckley Act of 1991. Any action taken against a student shall follow due process with provisions for appeal. As outlined in the South Suburban College catalog.*

## **Accreditation**

South Suburban Echocardiography Program is accredited by Commission for Allied Health Education Programs (**CAAHEP**). Also South Suburban College is accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and Secondary Schools. Also, the College is approved by the Illinois Community College Board, the Board of Higher Education and the Board of Vocational Education and Rehabilitation. South Suburban College is approved for veterans by the State of Illinois Approving Agency for Veterans Education.



Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 North Suite 158  
Clearwater, FL 33763  
Telephone: (727) 210-2350  
FAX: (727) 210-2354  
Website: <https://www.caahep.org>

# Curriculum

## Prerequisites

ENG 101	Composition and Rhetoric (4 Credit hours)
BIO 185	Human Anatomy and Physiology I (4 Credit hours)
BIO 186	Human Anatomy and Physiology II (4 credit hours)
HIT 102	Medical Terminology (1 Credit hours)
PHY 115	Topics in Applied Physics (3 Credit hours)
SPE 108	Oral Communication (3 Credit hours)

## General Education Requirements (Prior to entering program)

Humanties Requirement	(3 Credit hours)
PSY 101	Introduction to Psychology (3 Credit hours)
NLN Exam	60 <sup>th</sup> percentile or higher for composite (for more details see the <a href="https://www.ssc.edu/academics/programs-of-study/allied-health-careers/echocardiography/">https://www.ssc.edu/academics/programs-of-study/allied-health-careers/echocardiography/</a> )

The full echocardiography curriculum as published in the South Suburban College catalog requires five fulltime semesters to complete. Program length is approximately 22 months as it includes a summer semester.

### Semester I – Fall

ECG 100	Patient Care Skills (3 Credit hours)
ECG 101	ECG Fundamentals (4 Credit hours)
ECG 104	Echo Anatomy and Physiology I (4 Credit hours)

### Semester II – Spring

ECG 108	Echo Anatomy II (4 Credit hours)
ECG 200	Echo Physics (4 Credit hours)
ECG 204	Echo Imaging I (4 Credit hours)

### Semester III – Summer

ECG 126	Echo Clinical Education (4 Credit hours)
ECG 205	Echo Imaging II (4 Credit hours)

## Semester IV – Fall

ECG 127

Echo Clinical Education II (4 Credit hours)

ECG 208

Echo Pathology (3 Credit hours)

MDR 115	Medical Law & Ethics (3 Credit hours)
<b>Semester V – Spring</b>	
ECG 226	Echo Clinical Education III (4 Credit hours)
ECG 230	Echo Certificate Review (3 Credit hours)
<b>Total Credit Hours: 71</b>	

## Brief Course Description

### ECG 100-001 Patient Care Skills:

The students will learn applications of basic patient handling, functional skills, communication, and selected patient medical history take. The students will learn how to follow the guidelines of aseptic techniques and hygiene. They will also learn taking basic vital signs and records: blood pressure, heart rate, respiratory rate and body temperature. Moreover, students will learn the proper ways to move patients, using beds, wheelchairs, stretchers and how to educate patients about the best maneuvers in adjusting and using their beds and wheelchairs. Students will also learn about patient rights and healthcare duties to follow and conform to HIPAA.

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## ECG 101-001 Fundamentals of EKG

The course will cover the electrocardiography principles, the conduction system, electrophysiology, EKG waves, sinus rhythms and common dysrhythmias including tachycardia, bradycardia, atrial fibrillation, flutter, SVT, heart blocks and ventricular arrhythmias.

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## ECG 104-001 Echo Anatomy and Physiology I

The course covers cardiac anatomy including heart chambers, valves, blood vessels and pressure, the cardiac cycle, as well as the basic electrophysiology of the heart muscle cells and pacer cells. It also covers introduction to cardiovascular adaptations to exercise and major cardiovascular related pathology as well.

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## ECG 108-001 Echo Anatomy and Physiology II (ECG 104-001 is prerequisite)

The course covers cardiovascular anatomy and physiology and major related pathology in more details than ECG 104, that includes coronary supply, innervation of the heart, autonomic nervous supply of the heart, neurotransmitters and beta and alpha receptors in the cardiac muscle and blood vessels, major systemic diseases that affect the heart like hypertension, diabetes and dyslipidemia, also, heart failure pathophysiology and cardiovascular adaptation to exercise, pregnancy and more.

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## ECG 200-001 Echo Physics

The course covers the principles of ultrasound physics and instrumentation including the principles of sound waves, description of sound waves and pulsed waves and sound propagation, axial and lateral resolutions, sound beam anatomy, transducers and instrumentation, principles of pulse echo imaging, hemodynamics, Doppler, color flow, color power imaging, quality assurance, artifacts and bio-effects and safety.

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## ECG 204-001 Echo Imaging I

This didactic course covers the principles of cardiac ultrasound and modalities, as well as the typical echocardiographic planes, the standard echocardiography grey scale, m-mode, color and Doppler views, both normal and abnormal. In addition, the course covers introduction to valvular lesions; aortic, mitral, tricuspid and pulmonic, as well as, introduction to wall motion abnormalities and pericardial disease.

The course includes lab activities.

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## ECG 126-001 Echo Clinical Education I

The course is a clinical where sessions are held at the lab. It covers cardiac ultrasound scanning techniques and protocols which start with knobology and it includes parasternal long and short axis in 2dimensional, color flow, M-mode, and Doppler modes of the normal heart. Introduction to apical views 2D is also covered. Students will be trained at the lab using living subjects (volunteers and classmates) and simulators as well as education DVD's (from American Society of Echocardiography), and weekly proficiencies are given and progress is measured weekly.

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## ECG 205-001 Echo Imaging II (ECG 204 is prerequisite)

The course covers valvular pathologies in more depth, valve repair and replacement, as well as, heart muscle pathologies and motion abnormalities and myocardial infarction, pulmonary hypertension, pericardial disease, congenital heart disease, diseases of the aorta, cardiomyopathies, heart transplant and other heart conditions commonly diagnosed and evaluated by echocardiography.

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## ECG 127-001 Echo Clinical Education II (ECG 126 is prerequisite)

The course is clinical training at the lab covering cardiac ultrasound scanning techniques and protocols including 2 dimensional views, color flow, M-mode, and Doppler of parasternal, apical, subcostal and suprasternal notch views. Students will be trained at the echocardiography lab and given weekly proficiencies. Placement of students at clinical sites start during the course. Students will be placed based on their tier.

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## ECG 208-001 Echo Pathology (ECG 108 is prerequisite)

The course covers the pathophysiology of cardiovascular major pathologies that are commonly diagnosed by echocardiography that include coronary artery disease, myocardial infarction and ischemia, cardiomyopathy, clot formation, endocarditis, aortic aneurysm, pericardial disease, cor pulmonale, congenital cardiac anomalies and more. The course also covers in brief treatment and differential diagnoses.

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## ECG 226-001 Echo Clinical Education III (ECG 127 is prerequisite)

ECG 226-001 covers in-depth cardiac ultrasound scanning techniques and protocols but also advanced echo techniques including stress echo as well as professional skills deemed paramount for work in any setting. Students will be able to shadow, observe and have hands-on clinical internship both in the school laboratory and other clinical sites with hospitals with which south suburban collage has affiliation agreements with. Students are required to do a total of 800 clinical hours, 400 of which are done at an external clinical site. Internship starts in the course of ECG 227-001.

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## ECG 230-001 Certificate preparation

The course reviews all topics covered in the previous courses of the echocardiography program; ECG 127, ECG 204, ECG 200 and ECG 226, and prepares the students to take the licensing exams; Credentials for Cardiovascular International (CCI) and American Registry for Diagnostic Medical Sonography (AE RDCS).

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## Instruction Methods

Most classroom presentations are conducted in the standard lecture-discussion method. The content for each academic course is broken into units of study with written objectives given to students for each unit. A variety of audio-visual aids and laboratory experiments are used when appropriate to augment instruction. Clinical proficiencies, presentations and other required

assignments are determined by the instructor. Comprehensive midterm and final examinations are also be given. The Echocardiography Program laboratory has seven ultrasound machine units, two treadmills, EKG machine and two simulators, in addition to a smart board, and white boards and other equipment. Program faculty supervise students as they practice scanning on each other first, and then on volunteers. Competency tests are given in the laboratory which students must pass before they may practice on patients in the affiliated clinical education centers.

## **Resources**

Textbooks, case studies and that are approved by the American Society of

Echocardiography ASE-approved DVD materials are available for student to take advantage of at the laboratory. A complete list of all materials available is posted in the classroom. A listing of all materials is also distributed to all students enrolled in the program.

## Chapter 4

# Admission Into The Program

Applicants must apply to SSC first. After getting admitted into SSC, they will receive student ID number and appointment to see an academic counselor to discuss prerequisites and requirements among other issues considered important to prospected students.

Applicants must take all program prerequisites and meet all program requirements including taking the National League for Nursing (NLN) exam and maintaining a GPA of 2.7 or higher to be considered for admission. Applicants are also responsible for the clinical site requirements e.g. criminal background check and immunization records. Applications are processed starting from November 15 until May 30. Meeting all the requirements do not guarantee admission, applicants with higher GPA and higher NLN score will have the priority. Applicants who have met all requirements will be reconsidered if applicants with stronger applications decline the admission.

Factor	5 points	10 points	15 points	20 points
NLN exam score percentile NLN Verbal Percentile	60-70% 40-50%	70-75% 50-69%	76-85% 70-84%	85% or higher for both
BIO 185	C		B	A
BIO 186	C		B	A
PHY 115	C		B	A
GPA	2.7-2.99	3.0-3.29	3.3-3.49	3.5-4.0

Applicants can calculate their ranking score based on the table above.

## Chapter 5

### **ACADEMIC CONCERNS**

In order to graduate from the program, students must pass ALL required academic courses with grades of “C” or higher, and with C or higher and passing all clinical proficiencies in the clinical courses, and have a minimum cumulative grade point average of at least 2.00 on a 4.00 scale. It is the student’s responsibility to carefully read and follow the standards concerning graduation published in the College Catalog and given in the class. It is also the student’s responsibility to review the entire curriculum and be certain that all listed courses have been successfully completed. Students unsure of their graduation status should meet with the program coordinator prior to the beginning of the last semester.

### **Academic Guidance and Student Counseling**

The purpose of an academic advisor is to assist students in selecting and registering for appropriate courses. The program coordinator serves as the academic advisor to students enrolled in the program. Students may meet with the program coordinator during posted office hours or schedule an appointment. Questions or concerns over progress in a specific course should be directed to the instructor of the course. Students may meet with instructors during posted office hours or by appointment. There are counselors assigned specifically to allied health. The allied health counselor can be helpful to students with personal problems affecting their academic or clinical performance. Students are encouraged to meet with the counselor in the Counseling Center on the second floor. Also, students are highly encouraged to meet with the counselors early on in the course so as to get the utmost benefit and solve any problem they may be facing.

## **Tutoring**

The echocardiography Program at South Suburban College provides a lab tutor to help students with their hands on training as well as any topic they have difficulties with. This service is provided without cost to the student through the College's Academic Assistance Center. Students who desire tutoring should contact the program coordinator. The tutor will be assigned and a meeting time will be arranged that is mutually convenient.

## **ACADEMIC CREDIT and COST**

The number of academic credits required each semester follow the Echocardiography Program curriculum as published in the College Catalog. Students who are interested in taking additional credits should consult with the program director. Some academic courses have lab fees attached. The cost of tuition and fees are printed in the College Catalog and in the semester schedule, but is subject to change without notice. Students are informed of the current rates at registration and in the semester schedule. Additional costs to be expected during the program include, but are not limited to:

- Textbooks
- Physical examination
- CPR certification
- TB testing
- Uniforms college
- Emblems student identification badges
- Background check annual flu shot

The required textbooks for each course are available in the bookstore at the beginning of each semester. All other costs are related to clinical education. Each of these is discussed in the Student Clinical Education Handbook which all students receive before beginning clinical education.

## Fees

ECG 100	\$50	Lab/Equipment Fee
ECG 101	\$50	Lab/Equipment Fee
ECG 104	\$50	Lab/Equipment Fee
ECG 108	\$25	Lab Fee
ECG 204	\$80	Ultraling Fee
ECG 200	\$50	Lab/Equipment
ECG 126	\$50	Lab/Equipment
ECG 205	\$50	Lab/Equipment Fee
ECG 127	\$50	Lab/Equipment Fee
ECG 208	\$25	Lab Fee
ECG 226	\$50	Insurance Fee
ECG 226	\$75	Tragecsys Fees
ECG 230	\$350	CCI/ARDMS



Fees are subjected to change prior to every semester. Students will be informed should any change takes place.

## **Textbooks**

A listing of all required and recommended textbooks for echocardiography program courses is available in the College Book Store prior to each semester and in each course syllabus. Many of these books are used for more than one course. Because of this and the need for study references in preparation for the CCI and/or ARDMS registry examination that follows graduation, students are advised to keep all books for future reference.

## **Withdrawal and Refunds**

The standards and procedures for student withdrawal and refund of tuition and fees are published in the College Catalog. Generally, a student may withdrawal at any time up to two weeks before the beginning of final examinations by submitting a completed withdrawal form to the Admission and Records Office. Echocardiography Program students are strongly advised to see the program coordinator before withdrawing from any course required by the curriculum master plan. Students who withdraw from the program are subject to readmission standards and procedures upon return.

## **Health Services and Insurance**

No formal student health services are provided at the college. Emergency first aid is available in the Security and Safety Office in room 1122 at the north end of the building near the staff parking lot. Paramedics are called when needed for serious conditions. Students in need of emergency medical care while at the clinical education center are treated in the emergency room and billed for services the same as any other patient. In order to cover the expense of such treatment, students are advised to carry health insurance. Verification of health insurance or a signed waiver must be on file prior to clinical education.

## Attendance

Since attendance is very important for the students' learning progress, attendance is required in all courses.

In case of absence and/or tardiness, the student must explain the reason behind incidence and present documents for excusable absence. Excusable absences include:

- Sickness.
- Emergencies related to first-degree relatives, e.g. sickness, hospitalization or funeral.
- Emergencies, e.g. traffic accidents.
- Jury duty.
- Extreme weather condition

For all other possible excusable conditions, the student must inform the program coordinator and the course instructor prior to the absence and/or tardiness.

The student who shows tardiness and/ or absence without a legitimate excuse will be given a written warning and an appointment will be set up to discuss the reasons behind such tardiness and propose solutions to prevent further tardiness in the future.

More than three un-excusable absences in the fall/spring semester and more than two absences in the summer semester may result in the grade of F in the class.

More details on the policy and procedures regarding tardiness are found in chapter 5.

## Weather/Emergency Closings

In the event that the college closes because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the college web page and the following radio and television stations for public broadcast:

- WGN-AM (720)
- WBBM-AM (780)
- WLS-AM (890)
- WUSN-AM (990)
- WBBM-FM (96.3)
- WMIX-FM (101.9)

- WGN-TV (channel 9)
- WFLD-TV (channel 32)

These are the only radio and television stations authorized to broadcast closings for the college. On campus, the switchboard operator will be informed of any changes in the college schedule. If possible, the college's automatic answering service will be programmed to deliver updated information during hours when the switchboard is unattended.

## Chapter 6

### **STANDARD and PROCEDURES**

The purpose of these standards and procedures is to provide the student with the best possible educational environment and a foundation on which the student may develop characteristics essential to a professional health care team. These standards and procedures serve as a guide in helping to maintain efficient operation in the clinical education center, affording the highest quality medical care for the patient.

#### **STANDARD**

As participants in a professional education program, Echocardiography Program students shall conduct themselves in a professional manner during all classes, labs, seminars and clinical rotations.

#### **PROCEDURE**

Academic professionalism includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars and clinical rotations and avoidance of any behavior that disrupts or interferes with academic proceedings. Professionalism also requires adherence to ethical principles such as not cheating on tests, degrading the character of others or any malicious behavior.

#### **ACADEMIC STANDING**

##### **STANDARD**

In order to be considered in good standing in the Echocardiography Program, students shall not receive less than "C" level grades in all courses required by the program and maintain a GPA

not lower than 2.0 on a 4.0 scale. All courses must be passed with a minimum of “C” in order to meet the graduation requirements of the program.

## **PROCEDURE**

Each semester, the program coordinator reviews the academic standing of each student in the program. Students whose echocardiography or general education course grades or GPA are found in violation of this policy are notified by letter that they may not continue in the program until the inadequacy is corrected. This means that the echocardiographic course(s) completed with grades less than “C” must be repeated before further echocardiographic courses can be taken. In order to repeat echocardiographic courses, students might need be readmitted to the program. Please refer to the readmission policy for further clarification. All general education requirements must be passed in order to be in good academic standing in the Echocardiography Program. Students completing general education courses with less than “C” must repeat the course(s) the next semester. No students will graduate from the Echocardiography Program until all required course work is completed with a “C” or better.

## **Access to Facilities**

### **STANDARD**

Students enrolled in the program may utilize the Echocardiography Program classroom (4472), laboratory (3157 & 3158), and equipment and learning materials for study purposes by arrangement with the program faculty.

### **PROCEDURE**

In order to gain access to program facilities or learning materials, students should inform a faculty member of their intentions and request permission. Facilities and materials are available to the student during posted campus hours whenever classes are not in session. During evening hours, security will admit a student to the classroom or lab if they have been notified ahead of time by the faculty. Students who utilize the facilities are expected to keep the rooms neat and orderly.

# **Admission**

## **STANDARD**

Qualified applicants shall be selected for admission into the Echocardiography Program based on grade point average and satisfactory completion of required prerequisite courses. Transfer and remedial students shall be considered on an individual basis. Students are admitted to the Radiologic Technology Program at the beginning of the fall semester of each year.

## **PROCEDURE**

Although South Suburban College has an “open door” policy for admissions, acceptance to the college does not ensure entrance into any course or program. Students must submit a Echocardiography Program application form and meet the specific entrance requirements as determined by the program. To be considered for admission into the Echocardiography Program, applicants must be at least 18 years old, have a high school diploma or GED, complete all echocardiography program prerequisite courses as specified in the college catalog with grades of “C” or better and have a cumulative GPA of at least 2.7 on a 4.0 scale. During the spring semester of each year, the program director reviews the files of all individuals who have submitted applications. Qualified applicants, those who have met the requirements listed above, are notified by letter of acceptance. If there are more qualified applicants than there are openings in the program, admission is based on the GPA of the prerequisite courses as well as NLN score. Students who have completed all the prerequisites by the end of the fall semester prior to admission are considered first. If there are remaining openings, then qualified students who are enrolled in prerequisites will be provisionally admitted based on the midterm GPA. Successful completion of the course at the end of the spring semester will entitle the student to admission.

Unqualified applicants are notified by letter of inadequacies that must be corrected before they can be considered for admission. At the student orientation meeting prior to the fall semester, students admitted to the program are required to sign the technical standards form which outlines the physical and mental requirements for the Echocardiography Program.

## **Advisory Committee Representative**

### **STANDARD**

A student representative shall be selected from each class to serve on the Echocardiography Program Advisory Committee.

### **PROCEDURE**

The Echocardiography Advisory Committee consists of individuals from various aspects of the field of echocardiography (doctors, administrators, technologists, faculty, students, etc.) who share an interest in the advancement and development of the Echocardiography Program.

Advisory meetings are held at least once a year at South Suburban College. Additional meetings are scheduled if warranted by committee recommendations for change or improvement.

## **Affirmative Action Student Grievance**

### **Procedure (Non-Academic Matters)**

#### *Step 1*

Any student who has a complaint (grievance) against an employee of the College regarding a non-academic matter such as sexual harassment, discrimination based on race, color, national origin, sex, handicap, religion or age is encouraged to attempt a resolution by informal means. To do so, the grievant is encouraged to discuss the matter with the person against whom the complaint is made. Where the grievant deems the informal process to be impracticable, not in the grievant best interests or where said discussions do not result in a resolution of the matter, the grievant should proceed to Step 2.

## *Step 2*

- A. A complaint shall be made in writing to the Dean of Health Professions and Science within ninety (90) days from the date of the occurrence on a form provided by the Dean of Health Professions and Science.
- B. The complaint must be completed in its entirety, must specify the relief requested by the grievant and must be signed by the grievant.
- C. In all cases, the Dean of Health Professions and Science shall request a written response to the complaint from the person against whom the complaint is made. In no event shall the lack of a written response eliminate or diminish the Dean's right to conduct an investigation into the matter.
- D. The complaint shall be reviewed by the Dean of Health Professions and Science and Program Coordinator shall conduct an investigation into the matter. The investigation shall include but not be limited to interviews of persons with knowledge of the incident(s) including the party against whom the complaint is filed, witnesses and others who may have information relevant to the inquiry. Additionally, the Dean of Health Professions and Science may review any written documents which may be useful in ascertaining the validity of the complaint.
- E. All parties to a complaint have the right to have a representative present during the Dean's interview(s).
- F. Within twenty (20) school days from the date of the Dean of Health Professions and Science receipt of the complaint or as soon thereafter as is necessary to complete the investigation, the results of the investigation shall be transmitted to the parties, by certified mail, along with the Dean's decision. A copy of the results shall also be transmitted to the Program Coordinator.
- G. Any party not satisfied with the decision of the Dean of Health Professions and Science, shall proceed to Step 3.



### *Step 3*

- A. Any party not satisfied with the decision of the Dean of Health Professions and Science may file a written Appeal with the Program Coordinator when the complaint involves a faculty member within that area within ten (10) school days from the receipt of the decision. Said written appeal shall be submitted on a form provided by the Dean of Health Professions and Science.
- B. Upon receipt of a written appeal, the Dean of Health Professions and Science or Program Coordinator shall convene at a meeting of the College Appeals Committee to provide a hearing of the appeal.
- C. Said hearing shall be convened within fifteen (15) school days from the date of receipt of the appeal by the applicable Dean of Health Professions and Science.
- D. At the hearing, all parties may have a representative present who may advise the party but not question witnesses.
- E. A decision shall be rendered in writing within ten (10) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.
- F. Any party not satisfied with the decision rendered by the College Appeals Committee shall proceed to Step 4.

### *Step 4*

- A. Any party not satisfied with the decision rendered by College Appeals Committee may appeal to the Program Coordinator within seven (7) school days from the receipt of the decision. Said written appeal shall be submitted on a form provided by the Dean of Health Professions and Science.
- B. Upon receipt of an appeal, the Program Coordinator shall schedule a hearing with the entire Dean of Health Professions and Science. At the hearing, the parties may present evidence and have counsel present. Thereafter, the Program Coordinator will communicate in writing the decision of the hearing to the parties. The decision of the hearing is final. A decision

shall be rendered in writing within thirty (30) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail. Complaints against students shall be addressed according to the procedures outlined in the Student Codes of Conduct. The Affirmative Action Officer shall assist in the investigation and shall consult with the officer or committee. Where the complaint also involves a grade complaint, the procedures for academic appeals by students shall control. However, the Dean of Health Professions and Science or Program Coordinator shall participate in the meeting specified at Step 2 and shall assist in the investigation and shall consult with the committee. At any time before, during or in conjunction with the aforementioned process, the student may elect to utilize additional grievance procedures set forth by the U.S. Department of Education Office for Civil Rights.

## **Americans with Disabilities Act**

### **STANDARD**

The Echocardiography Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990.

### **PROCEDURE**

Any student requiring an accommodation for a documented disability should contact the program director and request the desired accommodation.

## **Child Care**

### **STANDARD**

Students with dependent children shall arrange for appropriate childcare while attending classes, labs, seminars and clinical assignments.

### **PROCEDURE**

Students with children between the ages of two and five may wish to utilize the baby-sitting service provided on campus in room L124. For more information on this service see the College Catalog or call 596-2000, ext. 2210. Children are not allowed to accompany parents to classes,

labs, seminars or clinical assignments. The faculty are understanding of the problems associated with childcare, but cannot be expected to extend special or extraordinary privileges to parents.

## **Classroom Attendance**

### **STANDARD**

Students shall maintain prompt attendance at all scheduled classes, labs and seminars.

Absences or tardiness shall be reported prior to the occurrence.

### **PROCEDURE**

Records of attendance are maintained for all classes, labs and seminars. Consequently, attendance is checked at every session. These records have no direct influence on grades for academic course, but indirectly could result in failure of a class due to missed exams, quizzes or important information. Attendance records become a permanent part of each student's academic record. Poor attendance can lead not only to poor performance in a course, but also reflects on one's dependability and interest. While cases of poor attendance will be considered individually, any student whose absence from class becomes excessive and/or prevents the successful completion of the course will be advised to withdraw. Students who are in jeopardy of failing will be notified of impending failure and advised accordingly.

## **Clinical Attendance**

### **STANDARD**

Students are expected to attend in the clinical site they are assigned to. If a student declines to attend in the clinical site he/she is assigned to, a second opportunity may not be guaranteed. Student are required to report promptly for clinical education on all scheduled clinical days.

### **PROCEDURE**

Regular attendance is an essential expectation of a cardiac sonographer in order to provide quality patient care. Students are expected to report promptly for clinical education on all

scheduled clinical days. In the event a student cannot attend clinical education, that student must call in to the clinical education center and speak to the clinical instructor or the clinical instructor's designee. All absences from clinical education are classified as excused, unexcused, or tardy. Excused absences include holidays granted by the college according to the academic calendar and days when classes are canceled by the college due to inclement weather. Cancellation of classes due to weather will be announced on the television and radio. In either case, the clinical education center does not have to be notified of your absence, although a courtesy call would be appreciated. Any time missed from the clinical site should be made up at that clinical site. Student may have one excused absence per semester; this time must be made up then the unexcused policy will apply.

## **Unexcused Absence**

If a student is absent for any reason other than those listed above, the absence is considered unexcused. Excessive or unwarranted absences will result in the following corrective action protocol per semester:

1. First unexcused absence - verbal warning, noted on a significant incident form
2. Second unexcused absence - written warning, noted on a significant incident form
3. Third unexcused absence - required advising with the program director at the College with the time missed from clinical education to be made up.
4. Fourth unexcused absence - failure of the enrolled clinical course with a letter grade of "F", resulting in dismissal from the Echocardiography Program

## **Tardiness**

**Tardiness** is defined as more than five minutes late or leaving more than five minutes early.

Tardiness of one hour or more is considered an unexcused absence. Excessive or unwarranted tardy will result in the following corrective action protocol per semester:

1. First tardy - verbal warning, noted on a significant incident form
2. Second tardy - verbal warning, noted on a significant incident form
3. Third tardy - written warning, noted on a significant incident form
4. Fourth tardy - required advising with the program director at the College with the time missed from clinical education to be made up.
5. Fifth tardy - failure of the enrolled clinical course with a letter grade of "F", resulting in dismissal from the Radiologic Technology Program.

## **Disciplinary Actions**

### **STANDARD**

Students who violate policy or procedure established by the program or South Suburban College shall be subject to disciplinary action.

### **PROCEDURE**

There are four (4) levels of disciplinary actions: (1) verbal warning, (2) written warning with probation, (3) suspension from the program (temporary) and (4) dismissal from the program (permanent). Verbal warnings are used to call a student's attention to minor offenses. Once warned, it is expected that the student will avoid further violations. These warnings are documented on a counseling form that is signed by the student, the program director and the instructor if appropriate. The counseling form is then placed in the student file. Written warnings follow a verbal warning. They are also used for more serious offenses. A written warning consists of a letter to the student from the program director. The letter specifies the violation and assigns a period of probation. Each case is judged independently. A copy of the warning letter is placed in the student's file until graduation. Violation of the college's "Student Code of Conduct" or actions occurring during a probation period are subject to suspension and/or dismissal action. Suspension or dismissal actions are determined by recommendation of the college disciplinary committee and with the counsel of the program coordinator.

The disciplinary committee's recommendation follows a hearing in which the violation is identified and the student is permitted to respond. The length of may vary in accordance with the offense, but will not exceed a maximum of one week. During a suspension the student remains responsible for all academic material, tests and missed clinical time. A written record of the suspension action will be included in the students file until graduation. The student will be placed on academic probation. Any other resulting offense will provide grounds for permanent dismissal from the program. Dismissal actions are taken only for the most serious of offenses. This includes, but is not limited to deliberate physical endangerment of others, theft of college or hospital property, possession of weapons or illegal substances on college or hospital property, criminal activity and taking or being under the influence of drugs or alcohol during classes, labs, seminars or clinical assignments.

## **Dismissal**

### **STANDARD**

Students shall be dismissed from the program for serious or repeated violations of program or college standards and procedures. Dismissal actions shall follow due process.

### **PROCEDURE**

Echocardiography program students are expected to adhere to the "Student Code of Conduct" and all other college standards, rules and regulations as published in the South Suburban College catalog. Violations of the code of conduct on the college campus, at any clinical education center or during any college sponsored event shall follow the "Student Code of Conduct". The Echocardiography Program is responsible for the continued matriculation of the campus and clinical coursework. The procedure for dismissal from the program is described under "Disciplinary Actions" in this book. Only the college can dismiss a student from the Echocardiography Program. Clinical affiliates or affiliate personnel cannot dismiss students from the program. Clinical education centers do reserve the right to terminate any student's clinical rotation whose behavior is judged to be unacceptable by their institution. The student may

repeat the clinical upon availability. The student may continue that semester only and complete other courses. Then reapply to continue to the program to complete the clinical.

## **Eating, drinking and smoking**

Food and beverage are allowed in designated areas only. South Suburban College is smoking-free facility.

### **PROCEDURE**

Students who wish to eat or drink are encouraged to utilize the cafeteria on the first floor. Food and beverage consumption in the classroom is at the discretion of the instructor and is never permitted in the laboratory. These restrictions are in force at all times. No smoking by students is permitted in the clinical education centers; clinical education centers are considered to be smoke free environments.

## **Final Examinations**

### **STANDARD**

Final examinations shall be conducted in accordance with established college procedures.

### **PROCEDURE**

The Office of the Vice President of Academic Services schedules final examinations for all college courses. A final examination schedule is posted in the College Schedule of each semester specifying the time and day for all examinations. Examinations will be administered in the room in which the class normally meets, unless informed otherwise. Examinations for courses normally meeting for more than one period each day will be given at the time corresponding to the first period in which the course meets. Any student failing to report for an examination at the scheduled time will receive a zero for the final examination.

# **Grading**

## **STANDARD**

Echocardiography Program academic courses shall be determined in accordance with a fixed percentage scale. Standard grading scale as outlined below.

## **PROCEDURE**

In each academic course, students accumulate points during the semester through scores on tests, quizzes, assignments, etc. The number of points achieved by each student is converted to a percentage of total points possible for the course. Grading is in accordance with the following scale:

A 92.00 - 100.00%

B 83.00 - 91.99%

C 75.00 - 82.99%

D 67.00 - 74.99%

F 00.00 – 66.69%

# **Graduation**

## **STANDARD**

South Suburban College awards an Associate of Applied Science degree to Echocardiography Program students meeting all graduation requirements.

## **PROCEDURE**

All general and specific requirements of the degree curriculum listed in the college catalog must be fulfilled. A minimum GPA of 2.00 on a 4.00 scale must be achieved. Illinois state law requires every graduate to demonstrate satisfactory knowledge of both Illinois and U.S. constitutions. Also, an application for degree completion must be completed and filed according to the college catalog



## **Grooming**

### **STANDARD**

As student personal hygiene must be maintained at all times at the clinical education center.

### **PROCEDURE**

While at clinical education, personal hygiene must be maintained. A clean and wrinkle-free uniform should be worn. Cosmetics should be worn in moderation. Long hair should be tied back or put up. Facial hair should be kept neat and trimmed. Inappropriate undergarments visible through the uniform are prohibited. Loud or flashy jewelry should not be worn with the uniform at any time. All jewelry should be in moderation at all times, as it can cause injury to the student and/or to the patient.

## **Health Insurance**

### **STANDARD**

Neither South Suburban College nor the clinical education centers assumes responsibility for medical expenses that may be charged for incidents occurring during the Echocardiography Program.

### **PROCEDURE**

It is recommended that students obtain some type of health insurance coverage prior to attending the Echocardiography Program. Verification of health insurance or a signed waiver must be on file in the program director's office

## **Malpractice Insurance**

### **STANDARD**

All students must be covered under a malpractice insurance policy prior to the beginning of clinical education

## **PROCEDURE**

South Suburban College provides professional liability insurance for students while engaged in clinical learning activities. The cost of this insurance is covered in the clinical education course fees. The college malpractice insurance plan does not cover a student who may work in institutions outside of scheduled clinical education time.

## **Name Badge**

### **STANDARD**

The South Suburban College Echocardiography Program name badge must be worn at all times while at the clinical education center.

### **PROCEDURE**

Each student is required to wear the official Echocardiography Program name badge. The name badge will identify the student by their picture and name. During the first few weeks of the first semester, the student's picture will be taken with a digital camera. Within a week a personal name badge will be available for purchase at the South Suburban College Book Store. The badge is never to be worn outside the assigned clinical education center for employment or any other reasons.

## **Non-Discrimination**

### **STANDARD**

The Echocardiography Program adheres to institutional policy regarding non-discrimination.

### **PROCEDURE**

The following statement is published in the college catalog as part of the institutional philosophy. "No person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, and age, religion natural or regional origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program or

activity.” The echocardiography program admission procedures and ongoing operations are conducted in accordance with this policy. Each of South Suburban College’s affiliated clinical education centers supports nondiscrimination and has agreed to uphold it. Students in the program who feel they are being discriminated against in violation of this policy are encouraged to bring their complaints to the immediate attention of the program coordinator. A student grievance procedure is published in this handbook which outlines steps that can be taken to file an official complaint.

## **Official Uniform**

### **STANDARD**

The official Echocardiography Program uniform shall be worn at all times when engaged in clinical education as a member of the South Suburban College Echocardiography Program.

### **PROCEDURE**

The uniform consists of a royal blue scrub top and pants. All uniform tops must have the official South Suburban College uniform emblem embroidered on them. Failure to wear an appropriate uniform will result in corrective action as described in the Student Handbook. At the discretion of the clinical and campus faculty, other dress may be appropriate to an individual department. This uniform is not to be worn for purposes other than South Suburban College classes. This includes employment at any type of health care facility.

## **Outside Employment**

### **STANDARD**

Students who work shall modify their hours of employment, if necessary, to avoid conflicts with scheduled classes, laboratories, seminars and clinical assignments.

## **PROCEDURE**

Most echocardiography courses and clinical rotations are scheduled in the afternoon to evening hours. Some clinical education courses require attendance during the evening up to 11:00 pm. The combined student time commitment for academic and clinical courses is often equivalent to a full-time job. With additional hours needed for study purposes, the amount of time remaining for employment or other pursuits may be limited. Students who are employed while completing the Echocardiography Program must be able to arrange their work schedule to avoid conflicts with required classes and clinical assignments. When students work too much, grades and/or clinical performance may suffer due to fatigue and lack of adequate study time. If possible, students who encounter such difficulties should reduce their number of employment hours to allow for greater success.

## **Petitions**

### **STANDARD**

Students shall have the right to petition for justifiable variance to program standards or procedures.

### **PROCEDURE**

When extraordinary circumstances warrant a deviation from normal policy or procedure, students may petition the program director for a variance. The requested variance may be a special consideration, privilege, exemption or waiver. The following guidelines describe the nature and content of an acceptable petition:

1. The petition is typed or neatly written in dark ink on plain white paper, in business letterform, dated and addressed to the program director.
2. The policy or procedure of concern is clearly identified.
3. The extraordinary circumstances warranting a variance are concisely described.
4. A specific type of variance is requested.

5. Reasons justifying the request is listed.
6. Positive actions to be taken by the student are described that will prevent the need for further variances to the named policy or procedure.
7. The petition is signed by the student. The program coordinator's acceptance or rejection of the petition will be conveyed by letter to the student within two weeks. If a variance is granted, this does not represent a permanent change in program policy or procedure. The variance applies only to the petitioning student and only for the specified situation. If the petition is rejected, reasons for the rejection will be given and existing policy or procedure will apply. Petitions are rejected due to inadequate preparation may be resubmitted after appropriate revisions have been made.

## **Physical Examination**

### **STANDARD**

All students are responsible for having a physical examination performed by a qualified physician that will meet the criteria of the assigned clinical facility.

### **PROCEDURE**

The student will incur the cost of the physical examination. The program will provide the physical form. A TB test will be required and must remain current on an annual basis. Students must also seek vaccination for hepatitis B or have a signed waiver on file in the program director's office. Students will not be permitted in the clinical affiliate without a completed health form.

## **Readmission**

### **Standard**

Any student who has withdrawn from the Echocardiography Program or has not maintained good academic standing shall be allowed to petition for readmission to the program.

Readmission process includes re-submission of application to the Echocardiography Program. Students may also refer to South Suburban College Student Grievance Procedure. Students who have been dismissed from the college for disciplinary reasons are not eligible for readmission to the Echocardiography Program.

## **PROCEDURE**

The student requesting readmission to the Echocardiography Program must submit a formal letter to the program coordinator expressing an interest in re-enrollment for a specific semester. This letter must be typed, dated and signed by the student. The statement shall include the reason for the original withdrawal or unsatisfactory grade and a plan for change to resolve the cause(s) of withdrawal or unsatisfactory grade. In order to be considered for readmission, the student's request letter and statement must be received by the program coordinator no later than midterm of the semester prior to the one seeking readmission.

Readmission into the Echocardiography Program will be considered on availability of space and academic performance on program prerequisites, as well as professional course work. Students who are denied readmission due to lack of space may apply for the following year. If the echocardiographic course work is older than one year, a petition for readmission will be considered only if circumstances for the delay are well documented and legitimate. Course work which is over five years old must be retaken and passed with a "C" or better. Students can be readmitted to the program only once. If a student drops out or fails to maintain good academic standing after readmission, they will not be considered for readmission again.

## **Student Records**

### **STANDARD**

All records pertaining to the student shall be maintained in accordance with the "Federal Family Educational Rights and Privacy Act of 1974" also known as the Buckley Amendment.

### **PROCEDURE**

All students records accumulated during the program are considered confidential and kept in a locked file. The contents of a student's file are not revealed to any unauthorized person without

the student's knowledge and written consent. Students may review any record that pertains to them in the program director's office during regular office hours.

## **Test Attendance and Make-up**

### **STANDARD**

Students shall make every effort to be present on scheduled test dates. Make-up tests shall be administered at the discretion of the instructor.

### **PROCEDURE**

Although prompt attendance is expected on all class days, attendance on test days is of greatest importance. Test dates are made known to all students in advance by announcement or printed schedule. It is the student's responsibility to be aware of these dates, prepare for them and be present. Tests are usually given at the beginning of class sessions for specified periods of time. Late arrival diminishes the amount of time available to a student for completion of the test. It is up to the instructor's discretion whether a student will be permitted to take a test or schedule a make-up. If a make-up is assigned due to late arrival, it must be completed the same day or be subject to loss of all credit. If any circumstance prevents a student from being present on a test date, the student is required to call in and report the absence in advance. An absence may be reported by leaving a message for the instructor with the allied health secretary (596-2000, ext. 2258) or by calling the instructor's office directly before class begins. Make-up tests are allowed under the following conditions: 1. The absence must qualify. 2. The student must call in to qualify for make-up. An unreported absence will negate the privilege for make-up. 3. Make-up tests are scheduled at the convenience of the instructor.

# **Transfer**

## **STANDARD**

Transfer students may achieve advanced placement in the program if course work completed at other institutions compares favorably with that offered at South Suburban College and the student can pass comprehensive examinations based on South Suburban College course content.

## **PROCEDURE**

Acceptance of general education course work from a regionally accredited college or university for transfer to South Suburban College will be determined by the Office of Records and Admissions. All credit must carry a grade of "C" as a minimum to be accepted as transfer credit. Acceptance of echocardiography course work credit from a regionally accepted college or university for transfer to South Suburban College will be determined by the Office of Records and Admissions in collaboration with the echocardiography program coordinator. All credit must carry a grade of "C" as a minimum to be accepted as transfer credit. The transfer credits will be validated and approved by the program coordinator. Transfer students from other institutions must be able to meet the same academic admission requirements as new students. Application for admission must be taken into the immediate succeeding school year to avoid retaking the professional courses that were successfully completed.

# **Transportation**

## **STANDARD**

All students shall provide their own independent transportation to and from the college and clinical affiliates. If the student cannot make it to class and/or their assigned clinical site, this will count as tardiness and absence and may result in failing the class and losing the opportunity to get the training needed from the clinical site. Another clinical site is not guaranteed.



## **PROCEDURE**

In order to maintain good attendance, students must have a reliable form of independent transportation to and from the college and assigned clinical education center. Problems associated with transportation are often identified as a reason for absence or late arrival. Such problems are understandable on occasion, but if they occur frequently, can severely affect a student's progress and standing in the program. Students must be prepared to accept assignment to any clinical education center. Therefore, public transportation and car-pooling is not always considered a reliable form of transportation. Regardless of transportation means, the student is ultimately responsible to be in class or at clinical education as assigned.

## **Vacation/Leaves**

### **STANDARD**

Students' progress in the program shall not be interrupted by vacations or leaves of absence during regular class sessions in the fall, spring or summer semesters.

### **PROCEDURES**

Vacations and other personal activities (weddings, etc.) should be planned to coincide with break periods between semesters. There are generally eight weeks during the year when classes are not in session. The official college calendar published in the catalog and semester schedule indicates when the breaks occur. Leaves of absence are not permitted. Students who take time off during the semester are responsible for all information missed, to complete tests according to schedule and to report their absence as required by program policy. Students who discontinue the radiologic technology course sequence by failing to register for required courses are considered withdrawn from the program. In order to continue, the withdrawn student must follow readmission procedures as described.

## **Withdrawal**

### **STANDARD**

Students have the right to withdraw from the program at any time.

## **PROCEDURE**

Students may withdraw for any reason by submitting a withdrawal form to the Admissions and Records Office on the second floor near the main entrance. Before taking such action, students considering this option are strongly advised to discuss their plans with the program coordinator. Withdrawals will incur no academic penalty if completed before the deadline date published in the current college semester schedule. During the first two weeks of the semester the student may be qualified for a refund. Refer to the college catalog refund policy.

Withdrawals after the deadline date will result in an "F" grade for all affected courses

## **Failing an ECG class**

If a student gets D or F, this is considered less than the required grade to pass which is C. Failing any course in the SSC Echocardiography Program may result in losing your seat in the program, and thereby you will have to reapply for the following fall semester. In certain circumstances (GPA is higher than 3 in the ECG course, excellent attendance record), the student who failed an ECG course may be allowed to retake the course and other courses offered in the following semester even if he/she has taken these courses and passed them before.

# Responsibility of Cardiac Sonographer

As a cardiac sonographer, you will be performing all modalities of cardiac sonography studies in several settings including hospitals, emergency rooms, doctor practice office etc. as well as assisting cardiologists in performing transesophageal echocardiography. Also, explaining the procedures you are performing to the patient, helping them understand and be informed are just examples of basic patient care that cardiac sonographers must provide. Full compliance with HIPAA regulations and rules are mandatory as well as the rules and regulations of the healthcare facility the cardiac sonographer is employed at. More details will be provided throughout the program.

## CODE OF ETHICS

The Patient's Bill of Rights Students are expected to cooperate with the American Hospital Association's Patient's Bill of Rights. The Patient's Bill of Rights was designed to inform patients of their rights while in a hospital. As a student cardiac sonographer who will be experiencing clinical education in several hospitals, you are obligated to respect these rights.

1. The patient has the right to considerate and respectful care. 2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms of the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person on his behalf. He has the right to know, by name, the physician responsible for his care.
3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration

of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment. 4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.

5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have permission of the patient to be present.

6. The patient has the right to expect that all communications and record pertaining to his care should be treated as confidential.

7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.

8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, which is treating him.

9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.

10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by

his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.

11. The patient has the right to examine and receive an explanation of his bill, regardless of source of payment.

12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.