



A Member of Trinity Health

Cardiovascular Institute:
St. Joseph's School of Cardiac Sonography
Program Policy Manual

About the Program Policy Manual:

St. Joseph's School of Cardiac sonography reserves the right to modify the policies contained within this handbook with updates and modifications. Notice is not required for a new policy to take effect; however, the program will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the school administration.

- ✓ All students will be bound by the policies described in the most recent edition of the School of Cardiac Sonography Program Policy Manual.
- ✓ All students engaged in school related activities at off-campus locations are bound by the policies, agreements or other stipulations set forth by the affiliate site.
- ✓ The School of Cardiac Sonography and St. Joseph's Health reserve the right to implement additional policies or to modify any of the policies stated herein if warranted and will notify students in writing or via email.
- ✓ All provisions, including academic programs and courses, school policies and procedures, faculty and administrative staff, school calendar and other dates, etc. are subject to change

St. Joseph's School of Cardiac Sonography

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Vision & Mission

Vision

The School of Cardiac Sonography at St. Joseph's Health strives for outstanding educational outcomes exemplified by graduates who will be recognized for excellence, abundant skill, knowledge, and compassionate care.

Mission

The School of Cardiac Sonography educates and inspires students to become compassionate healers who demonstrate integrity, innovation, and caring while delivering excellence in all aspects of care.

Philosophy

The philosophy of St. Joseph's Hospital School of Cardiac Sonography is congruent with the philosophy of St. Joseph's Health and reflects the beliefs of the faculty and administration that each individual is Sacred and possesses inherent personal worth and dignity.

Each student is a unique being whose cultural, intellectual, developmental, and spiritual attributes affect his/her ability to seek, find, and use learning as a dynamic life-long process allowing individuals to develop their human potential. We believe that correlation of classroom theory with clinical experience is essential. Educational activities in a student-centered environment encourage collaboration among students, faculty, and other health care professionals.

Program overview

St. Joseph's Health cardiac sonography program is a highly specialized certificate program that produces graduates who are knowledgeable, compassionate, and responsible healthcare professionals. Graduates of the program are prepared to assist in diagnostic procedures performed in an adult echocardiography setting. Students begin the program by learning the fundamentals of heart function and physiology, as well as concentrating on core, didactic, lab, and clinical cardiovascular courses related to Adult Echocardiography. Specialty areas of the program include evaluation of the heart, its valves and chambers, and associated vessels through the performance of transthoracic echocardiography (TTE), transesophageal echocardiography (TEE), and stress echocardiography (SE).

The 13-month program comprises an initial ten weeks of evening classroom instruction. Classes will be held Monday - Friday, 3:30 pm - 9:30 pm, as scheduled. Instructors will focus on didactic classroom instruction, with a concentration on anatomy, basic equipment operation, and fundamental skill development in cardiac ultrasound. The remaining 46 weeks include 24 hours per week of clinical hands-on instruction at our hospital training sites and one evening, 3:30p-9:30p, of lab instruction.

Clinicals can be scheduled any day of the week, including weekends.

Monday, Tuesday, Wednesday, Thursday, and Friday clinicals are 7am - 3:30pm
Saturday and Sunday clinicals are from 7 am – 12 pm*

* the majority of clinical hours will be completed during the week, with weekends being primarily reserved for those who need to make up hours or anyone who would benefit from additional 1:1 instruction time.

Students may rotate their clinical training in several locations, including office and hospital settings. These rotations provide students with a broad range of clinical experiences.

Applications and Admissions

Notice of Non-discrimination: St. Joseph's School of Cardiac Sonography selects students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Eligibility

For consideration to the St Joseph's Health School of Cardiac Sonography, individuals must present a strong academic and professional background. They need to demonstrate responsibility, confidence, a character of high moral integrity, good interpersonal skills, and compassion. Prospective Students must meet one of the three available pathways to be considered for the program:

A bachelor's degree* (or higher) in any field

OR

An associate's degree* in any field and:

- 8 credits or 2 semesters of anatomy and physiology

- 3 credits or 1 semester of college mathematics course
- 1 course in medical terminology
- A minimum of 2.5 cumulative GPA

OR

A high school diploma, or equivalent, AND completion of a minimum of 12-months (or 1200 hours) of training in a health care related field. The program(s) must include clinical time spent providing patient care. Applicable fields include, but are not limited to: registered nurse, physical therapist, occupational therapist, respiratory therapist, LPN, paramedic.

* Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. The Saint Francis Hospital and Medical Center d/b/a Hoffman Heart and Vascular Institute School of Cardiovascular Technology accepts the evaluations of foreign coursework from certain agencies. A listing of approved agencies can be found at: www.naces.org, www.aice-eval.org.

Application Process

Applications will be accepted through our website, www.sjhsyr.org/school-of-cardiac-sonography

- **Materials needed for application:**
 - Official transcripts
 - Resume
 - \$50 application fee

Please note: All applicants are subject to a criminal background check

Tuition and Fees

- \$24,000 - Includes all tuition, lab, books and graduation fees.
- Tuition will be the responsibility of the student, this program does not qualify for financial aid
- Tuition payments may be made throughout the 13-month program
- Students must be in good academic and financial standing to receive testing permission from the school of cardiac sonography. Tuition must be paid in full in order for students to receive a certificate of completion.
- Tuition is not refundable under any circumstances
- Students who withdraw from the program are responsible to pay a prorated amount respective to the duration of program attendance

Program Learning Outcomes

Outcome 1:

At the end of the program, the students will demonstrate entry-level clinical competence with appropriate echocardiography procedures and equipment.

Outcome 2:

At the end of the program, the students will provide competent and compassionate health care to culturally diverse populations.

Outcome 3:

At the end of the program, the students will utilize critical thinking and problem-solving skills necessary to practice within the profession of echocardiography.

Outcome 4:

At the end of the program, the students will demonstrate professionalism and ethics related to the profession of echocardiography.

Code of Conduct

Students may expect the following from the faculty:

1. Lectures designed to emphasize important information.
2. Faculty to function as role models.
3. Clinical experiences allowing the application of theoretical knowledge to practice with appropriate Supervision.
4. Assignments that are designed to meet classroom objectives and clinical competencies.
5. Assignments that are returned in a timely fashion.
6. Classes and laboratories that begin and end on time.
7. Office hours observed as stated.
8. Clinical observation to include advanced imaging applications in updated modalities within the field.

Faculty expect the following from students

To be informed of, and to adhere to Program policies and Hospital policies and procedures as published in the Program Policy Manual.

Students are expected to :

1. Report to classes and laboratories on time and be prepared to learn.
2. Read assignments and objectives prior to classes and laboratories.
3. Submit any written assignments on time.
4. Report to clinical education center on time, in proper attire according to Code for Professional Behavior, and be prepared to provide safe, effective care.
5. Notify the clinical instructor/preceptor of an absence prior to the start of the clinical day.

If a student is ill, or is exposed to someone who tests positive for a contagious illness such as covid or influenza, he or she must notify the employee health office at 315-448-5581.

6. Treat each patient with dignity and respect.
7. Adhere to clinical instructors' directives, in all aspects of patient care.
8. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA Guidelines.
9. Seek appropriate guidance by contacting instructors for an appointment, to be held during the instructor's scheduled office hours.
10. Make and keep scheduled appointments.
11. Complete clinical competencies within the required period of time.
12. Make up any classes or clinical that were missed due to illness
13. Refrain from use of cell phones, beepers or text messaging during any learning activities or patient interactions.
14. Check their St. Joseph's email every weekday. Students should contact the St. Joseph's Health IT Department at 315-448-5607 if they experience technical difficulties related to email.

Students may make appointments to see faculty members during scheduled office hours or at other prearranged times. Office hours will be communicated at the start of each course. Faculty may also be contacted by leaving a message via voice mail or e-mail.

When faculty and students adhere to these expectations, our combined goals will be met.

Curriculum

56 week or 13-month program in total

First 10 weeks of the program are Mon-Fri, 1530-2130 and cover the following courses:

- ECHO-100 2 credits

Cardiac Cross-Sectional Anatomy and Physiology

In this class students learn the basic anatomy, physiology, and terminology of the heart. At the end of this course students should be able to understand the function of normal heart and appreciate detailed structures are seeing in images with real anatomy and orientation.

- ECHO-101 3 credits (2-unit lecture 1-unit lab)

Introduction to Echocardiographic-Scanning Skills and Techniques

This course is designed to provide students with the opportunity to learn cardiac imaging procedures, sectional anatomy, and patient positions. Standard views, image orientation, ultrasound appearance and measurements will be stressed.

- DMS-101 3 credits (2-unit lecture 1-unit lab)

Sonography Physics and Instrumentation I

This course addresses how the principles of ultrasound physics are directly applied to the use of ultrasound instrumentation in medical imaging. Transducers, signal production, memory systems, data display, manipulation of controls, and artifacts, are discussed. Throughout the course, the student will integrate previous knowledge of anatomy with ultrasound physics and instrumentation.

- DMS-102 3 credits (2-unit lecture 1-unit lab)

Sonography Physics and Instrumentation II

This course is a continuation of Sonography Physics and Instrumentation I (DMS-101). It provides a foundation of the basic physical principles of ultrasound and the fundamentals of fluid dynamics, Doppler physics including color, power, and spectral Doppler, quality control, Doppler artifacts, and biological effects. Students will learn to integrate previous knowledge of anatomy, ultrasound physics and instrumentation with Doppler skills and techniques. Development of scanning techniques, use of instrument controls, and production of high-quality diagnostic images utilizing laboratory equipment are stressed.

- MEDS-111

Patient Care 2 credits

This course will introduce key elements of integrated, high-quality patient care. Through lecture, role-play and hands-on practice, essential aspects of team-based patient care will be explored. Vital skills and behaviors such as professionalism, communication, documentation, workplace safety, patient assessment, patient positioning and transfers, and acute medical situations will be presented. Infection control, medications and their administration, and medical-legal issues will also be examined.

The remaining 46 weeks are organized as follows:

24 hours/week of clinical hours: clinical groups will be assigned at week 5 of class, taking preferences into consideration whenever possible. In an effort to keep things fair and balanced, students should be prepared to switch from one clinical group to the other at the halfway mark.

1 evening/week of lab, 1530-2130, covering the following topics:

A- Global Function

- Systolic function of LV and RV and echocardiographic Evaluation 3hrs
- Diastolic function of LV and echocardiographic evaluation 3hrs
- Cardiomyopathies (HCM, DCM, RCM) 3hrs
- Systemic and Pulmonary Hypertension 3hrs
- Ischemic Heart Diseases 3hrs

Total 15hrs=1 credit

B- Valvular Diseases

- Aortic Valve 3hrs
- Mitral Valve 3hrs
- Tricuspid Valve 3hrs
- Pulmonary Valve 3hrs
- Prosthetic Valve 3hrs

Total 15hrs=1 credit

C- Cardiac Emergency

- Aortic Dissection 3hrs
- Pericardial effusion and Cardiac Tamponade 3hrs
- Complications of Myocardial Infarction 3hrs
- Pulmonary Embolism 3hrs
- Endocarditis 3hrs

Total 15hrs=1 credit

D- Stress and Advance Echocardiography

- Exercise stress echo (treadmill, bicycle...) 3hrs
- Pharmacology and pacing stress echo 3hrs
- Non-ischemic stress echo 3hrs
- Strain echocardiography 3hrs
- 3-D & 4-D Echocardiography 3hrs

Total 15hrs=1 credit

E- Invasive Echocardiography

- TEE (transesophageal echo) 4hrs
- ICE (intracardiac echo) 2hrs

- Contrast 3hrs
- Bubble Test 2hrs
- Watchman procedure 2hrs
- Cardiac catheterization 2hrs

Total 15hrs=1 credit

F- misc

- ECG & Echo 3hrs
- Congenital Heart Diseases in Adult 6hrs
- Systemic Diseases and Heart 3hrs
- Heart Transplant and Intracardiac Devices (VAD, IMPELLA, ECMO...) 3hrs

Total 15hrs=1 credit

STUDENT INCIDENTS/INJURIES

A student must immediately report incidents to instructor and the appropriate facility personnel. When an incident occurs at a clinical site, (i.e. student injury or patient/client-related mishap), the appropriate facility and College forms must be completed and submitted to the Program director or program administrator. A student who sustains personal injury must report the incident to the employee health office for completion of necessary paperwork. This should be done as soon as possible after the occurrence of the incident.

PROGRAM POLICIES

A. Health Policies

In order to participate in the School of Cardiac Sonography, students must be in good health, free from communicable diseases and be physically and emotionally capable of performing all of the required responsibilities of clinical experiences and meeting program objectives (See List of Technical Standards, below). Additionally, students must meet the health requirements of affiliated sites in accordance with clinical affiliate agreements and/or clinical affiliate policies. Students are expected to provide a safe level of patient care and must understand that the welfare of the patient supersedes the special needs of the student.

A health report consisting of a medical history, immunization records and a physical examination is required of each student accepted to the program. The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior." (New York State Department of Health

Code 405.3 [b] [10]). Health requirements are listed below and due date requirements will be distributed by the program

Students are required to submit and maintain compliance of the following: Health requirements are listed below with due date requirements

Physical Exam with immunization record – in previous 12 months and annually

- New or copy of a recent exam
- Annual TB (PPD) skin test and vaccination record (Flu, MMR, Varicella, Hep B)
- A recent copy from your employer is acceptable
- If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report.

Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes, clinical and/or continuation in the Program. Yearly health physical, TB tests, and flu vaccinations are required. Students not meeting these requirements will not be permitted to participate in classes, clinics or laboratory experiences. The student is responsible for remaining compliant with updates of all required immunizations test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases suspension from class attendance and possibly, the program. Be advised that St. Joseph's Health must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. Students are advised that the College and the clinical agencies associated with the Medical Imaging Programs will rely upon the health information supplied by the student. Any student who withholds or knowingly submits incorrect/inaccurate health information shall be subject to disciplinary action.

B. List of Technical Standards Physical Exam/Technical Standards

All students must possess the intellectual ability to learn, integrate, analyze, and synthesize data. They must have functional use of the senses of vision, hearing, and equilibrium. Students must have motor function capabilities to meet the demands of sonographic education and the demands of patient care.

Students must possess the following:

Observation: The ability to observe is required for demonstrations and visual presentations in lectures and laboratories. The ability to discriminate among blacks, grays, and whites, and various color combinations that indicate blood flow on both display devices and recorded images is required for scan interpretation. A student must be able to observe patients accurately and completely, both at a distance and closely. • Have correctable near and farsighted vision in one eye to 20/20 and to 20/40 in the other eye, with visual acuity, depth perception and ability to distinguish color gradation/shades • Olfactory ability to detect smoke, noxious odors, and patient conditions

Communications: A sonographer must be able to communicate effectively via speech, reading and writing. They should be able to hear and observe clinical staff and patients in order to elicit information, perceive nonverbal communications, describe changes in mood, activity and posture and recognize and respond to an emergency or urgent situation. In addition to patient and clinical staff communication, the

student must be able to communicate orally and in writing with physicians and other health care professionals.

Motor: DMS and Echo students should possess the ability for gross and fine motor function, manual dexterity and physical strength to: Apply general care and emergency treatment to patients; help lift patients who may be unable to move themselves from wheelchairs or beds to the examination table and vice-versa (up to 10 – 25 patients per day); lift and move objects; manipulate sonographic equipment computers and peripherals; adequately view sonograms, including color distinctions; work standing on their feet 80% of the time with full use of both hands, wrists, and shoulders involving the coordination of muscular movements, equilibrium and sensation.

- Fine motor skills and manual dexterity to sufficiently discern pulses and palpate veins, take a temperature, draw up medications, handle syringes and IVs, etc.
- Lift 20 pounds from the floor, carry the load for 10 feet and place the load on a surface at a height of 36 inches from the ground
- Safely and successfully lift, move and operate equipment used in the care of patients
- Perform basic resuscitation and emergency procedures according to American Heart Association Basic Life Support for Health Care Providers (CPR and AED) standards

Intellectual: Conceptual, integrative and quantitative abilities are required. Problem solving is a critical skill demanded of sonographers and this requires all of these abilities. They must have an ability to exercise critical thinking and problem-solving skills, reasoning, and judgement throughout daily routines and when faced with a moral/ethical situation. The student must be able to comprehend multi-dimensional relationships of anatomic structures. Psychological stability to perform professionally and effectively under stress during traumatic situations, dealing with uncooperative/incapacitated patients, during fast-paced multi-team procedures, hectic schedules and emergency situations, such as when a “Code” is called.

Behavioral and Social Attributes: A student must be in good health. The student must be able to use their intellectual ability and exercise good judgement to complete all responsibilities attendant to obtaining a quality ultrasound study and providing care to patients. A student must be able to develop mature, sensitive and effective relationships with patients and colleagues. An echo student must be able to tolerate physical and emotional stress and continue to function effectively. A student must possess qualities of adaptability, flexibility and be able to function in the face of uncertainty. They must have a high-level of compassion for others, motivation to serve, integrity and a consciousness of social values. A candidate must possess sufficient interpersonal skills to interact positively with people from all levels of society and at all ethnic and religious backgrounds.

If there is any reason a student cannot meet the expectations described previously, with or without reasonable accommodations, it is the responsibility of the student or the discretion of the school of cardiac sonography program director and/or administrator to identify the issue and create appropriate plan of action. Any student accepted into the School of Cardiac Sonography will be required to meet the technical criteria outlined above. If a student is unable to meet program objectives because of medical restrictions, they will be required to withdraw from the program.

C. Pregnancy

Should any student suspect pregnancy, it is recommended that she meet with the school of cardiac sonography program director and/or administrator.

Students are entitled to reasonable accommodations so they will not be disadvantaged in their courses of study and may seek assistance from the Program director. Pregnant students may voluntarily choose to withdraw from the course or program without penalty.

In accordance with Title IX, students are also allowed reasonable time periods to pump breastmilk. For more information and resources for pumping breastmilk and access to the lactation suite, please contact the program administrator.

Upon written declaration of pregnancy by the student, the following procedure will be followed:

The student will submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendation as to which of the following options would be advisable. Upon declaration, the student is given the following options:

1. The student can withdraw from the program with the possibility to return to the program at a later time, and begin at the start of the semester/session that was not completed.
2. Continued full-time status without restrictions in classroom but limited duties in clinic and laboratory.
3. Continue full-time status without restrictions in clinic, classroom and laboratory.

Additionally, a pregnant student has the right at any time, to withdraw/revoke the declaration of pregnancy in writing.

D. CPR

CPR certification must be submitted prior to the start of clinical in the first semester and must be kept current for the duration of the Echocardiography Program. (Students not in compliance will not be allowed to participate in clinical experience until this requirement has been met and the absence will be counted as unexcused).

E. Clinical Assignments

- a. The Echocardiography Program shall not mandate from students more than (40) hours in one week. This includes formal classes on campus and clinical assignments.
- b. clinical sites will be arranged by the clinical supervisor, program administrator, and/or program director. If a clinical site needs to be changed, the student will be given as much notice as is reasonable and possible.
- c. It is the responsibility of the student to provide/arrange transportation to/from each of the sites.
- e. Students are not permitted to refuse a clinical site for attendance. The clinical supervisor will work with clinical site management to ensure that students are being placed at sites that are conducive to their educational learning.

f. students will follow all infection control policies, including standard precautions, when caring for general patient populations, and isolation precautions when required. Patients will not take care of patients with a known COVID infection. In the event a student is exposed to a patient who later tests positive for COVID, he/ she will be in contact with the health office for testing and symptom monitoring. The student will follow health office guidelines regarding returning to clinical.

F. Behavioral/Dress Code for Clinical Experience

1. Expected Behavior at Clinical Sites:

a) students will communicate clearly and respectfully with patients. They will introduce themselves with honesty and professionalism, and explain to patients what to expect during the course of the study.

b) confidentiality: students will treat all patient information, including names and any other identifying characteristics, with utmost confidentiality according to HIPPA guidelines.

c) patient modesty: students will drape and cover patients to the greatest extent possible during an examination. Students will ensure that patients are fully covered before opening a door or curtain to leave the examination area, and will always knock before opening a closed door. If a student feels uncomfortable with a situation, or if a patient expresses discomfort, the student is to seek guidance from hospital staff.

2. Personal Grooming - Students are expected to be professionally groomed at all times. Students not in compliance with dress code will not be permitted in the clinical area. Professional grooming includes meticulous personal hygiene.

- Hair will be clean and neat at all times.
- Hair longer than shoulder length must be tied back and kept off the face, shoulders, and chest. No low/loose ponytails and if hair is in a bun it must be neat.
- Head coverings must not be loosely wrapped around the neck.
- Appropriate colored make-up, worn in a simple and professional manner, is acceptable.
- Nails must be no longer than ¼ inch above the fingertips.
- Faces must be clean shaven. Beards, mustaches, and sideburns must be well trimmed.
- No perfumes, colognes, scented hair gels, or fragrant lotions should be applied prior to or during clinical.
- A maximum of two small, plain, post style earrings may be worn in each ear – no dangling earrings, gauges, or ornaments larger than a dime.
- No other visible body or facial jewelry and/or visible body piercings are allowed.

Required Clinical Dress Code Clinical dress code policy is as follows:

- Hospital scrubs will be issued for clinical shifts
- Undergarments are to be unobtrusive and not visible at the sleeves or hem.

- White, black, or gray professional shoes (i.e.: clogs, sneakers) without open backs, toes, or arch area perforations are acceptable. Clogs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe.
- Photo ID badge must be visible at all times, worn on the upper torso.

Arriving to clinic without having photo ID badge will result in a Non-Compliance Form violation. The student will be dismissed from clinic for the day/or until student is in possession of missing items. Any absence(s) incurred will be unapproved and guidelines for making up missed clinic time will be followed.

*****No student is to leave any site wearing or carrying out scrub attire which is owned by that facility.**

G. Attendance Policy

Attendance affects the quality of academic performance. Therefore, prompt and regular attendance in lectures and laboratory sessions, as well as in the clinical education centers, is expected of all students.

1. Academic Attendance

If a student misses a lecture or clinical day, the student is responsible to make arrangements with the instructor to make up the day.

2. Clinical attendance

Start times may vary as per clinic site/adjunct faculty. Students requiring special arrangements must contact their clinical supervisor.

If a student will be absent for a clinical day, it is the student's responsibility to call the clinical site or clinical supervisor at least 30 minutes prior to site start time. Text messages will not be accepted as official notification.

Clinical Make-Up Policy

Should a student require clinical make-up hours, the student is responsible for scheduling the time with the adjunct faculty or clinical instructor of the echocardiography department at the clinical education center where the absence took place. Make-up must be completed at the specific clinical site where the student was scheduled when the absence(s) occurred.

Holidays

Observed holidays: St. Joseph's school of Cardiac Sonography will be closed on the following holidays observed by SJH, as listed below. The holiday schedule is subject to change.

New Year's Day (Monday, January 1, 2024)

Memorial Day (Monday, May 27, 2024)

Independence Day (Thursday, July 4, 2024)

Labor Day (Monday, September 2, 2024)

Thanksgiving (Thursday, November 8, 2024)

Christmas (December 25, 2024)

All hospital observed holidays will be honored for clinical and didactic education. Observance of additional religious holidays should be brought to the attention of the Program Administrator and the Program Director for discussion and circumstances will be considered on an individual basis.

Inclement Weather

When severe weather emergencies (including snow, ice, flooding) require the school of cardiac sonography to delay or cancel classes/ clinicals, we will notify students via text or email. Since the School of Cardiac sonography serves a large geographic area, students are expected to exercise their own judgement when hazardous conditions exist.

Bereavement

In the event of the death of a spouse, life partner, parent, sibling, child, mother or father-in law, grandparent, or grandchild, the student may take a reasonable leave of absence from the program. Students will be provided an opportunity to make-up missed work. If necessary, the student can withdraw from the program with the possibility to return to the program at a later time, and begin at the start of the semester/session that was not completed.

H. Progression In The School of Cardiac Sonography

If a student is struggling with coursework, it is imperative for the student to reach out to the instructor for additional remediation. If a student is unsuccessful (with a grade lower than "C") in any one of the of the following courses, or if the objectives for clinical education are not met, the student cannot advance to the next level of the Echocardiography Program and will be dismissed:

ECHO 100

ECHO 101

DMS 101

DMS 102

Each case will be reviewed by the Echo Program Director and Echo Program Administrator to determine eligibility for readmission (see below). If a student is unsuccessful in any two or more ECHO or DMS courses, the student will not be recommended for readmission to the Program. Failure to meet program requirements contained within this Program Policy Manual (pertaining to specific, general, didactic, and/or clinical requirements) will also prevent progression within the Echocardiography Program.

I. Disciplinary Action

Disciplinary action will be initiated if a School of Cardiac Sonography student fails to follow program policy guidelines and/or meet program requirements. This will include use of the Non-Compliance Form with consequences potentially leading to Program dismissal should infractions not be rectified accordingly. Consequences may include probationary measures, grade adjustments or dismissal.

J. Readmission Policy

1. If a School of Cardiac Sonography student is unsuccessful in academic coursework/ unable to progress in the program as defined above, the student will be dismissed from the program. The staff/ faculty will determine whether a student is eligible for readmission based on the following criteria:

a. Academic Performance:

1. Examinations, quiz grades, homework and course performance
2. Attendance
3. Professionalism/Behavior/Attitude

b. Clinical Performance:

1. Clinical Evaluations
2. Clinical Anecdotal Records
3. Clinical Adjunct Faculty Recommendations
4. Attendance
5. Mastery Level Competency Sheet
6. Professionalism/Behavior/Attitude

c. Echocardiography Advisor's recommendation

d. Achievement in other required program and core courses

e. Adherence to the Code for Code of Ethics

f. Program space availability for class/clinic/laboratory

2. The Echo Program Director will then notify the student by way of a letter if he/she has been deemed eligible for readmission to the School of Cardiac Sonography.

3. Readmission is contingent upon the following:

a. Completed Request for Readmission forms submitted to the Echo Program Director requesting readmission.

b. Successful completion of School of Cardiac Sonography Readmission criteria- which would include the following:

1. Meet with both the Echo Program Administrator and the Echo Program Director.

2. Successful completion of selected laboratory competencies OR auditing last clinical course the student completed and demonstrate competency by successfully completing the clinical course requirements.

3. Setting a meeting schedule with the Echo Program Director for the semester that the student is repeating a course in to discuss the progress and/or any struggles that the student is encountering.

The timeline for readmission and due dates of above items will be discussed and set with the student during the meeting with the Echo Program Administrator and Echo Program Director. Students failing to complete all of the above requirements will be denied readmission to the program. A student denied readmission has the right to appeal the decision. A student who desires an appeal should contact the Echo Program Administrator. A student is allowed readmission into the School of Cardiac Sonography only once.

K. Grading Policy

The School of Cardiac Sonography Grading Policy:

A+ = (Range) 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72*

D+ = 67-69

D = 63-66

D- = 60-62

F = <60

FX= Failure, Unsatisfactory Attendance

W = Withdrawal (without academic penalty)

*A student cannot progress to the next level in the School of Cardiac Sonography if he/she receives any grade below "C" in ANY of the Echocardiography core courses/clinic/lab, as well as DMS 101 and/or DMS 102.

FX- Failure because of excessive absence. I- Incomplete W- Withdrawal WF- Withdrawal failure

L. Services for Students With Disabilities

Students with disabilities are offered reasonable academic accommodations and services to enable them to fully participate in the mainstream of the educational process. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and Amendment Act of 2008, the school provides services on an individual basis for students with disabilities. Students are required to provide documentation to indicate need for services. Services or academic accommodations

will be based on individual needs and course requirements. They include, but are not limited to, extension of time for testing, tutoring, note-taking, readers and writers for examinations, learning materials in special format, and assistive technology.

Every student has a responsibility to provide documentation from a qualified licensed professional of their disability prior to accommodations. Every student has a responsibility to follow recommendations and established procedures for academic support.

Confidentiality Information regarding a student's disability is considered confidential and will be shared only with those who need to know. That includes administrators, faculty and staff who have access to disability relation information, only in so far as it affects their functioning in their respective areas of responsibilities

M. School of Cardiac Sonography Classroom Policies

Testing Policy

1. Examination dates will be noted on class syllabus
2. If an absence occurs on a test date, the student must present documentation, before or on the next scheduled meeting day for that class, explaining that the absence was unavoidable. Acceptable documentation provided to the respective faculty member includes:
 - ✓ A medical or legal excuse on official letterhead
 - ✓ Proof of death of an immediate family member
 - ✓ Written, pre-approved request for observance of religious obligation
 - ✓ Written notification prior to test date of extenuating personal circumstance

If proper documentation is submitted, the student will be afforded the opportunity to be provided with an equivalent test, project, paper, or alternate make-up exam. Without proper documentation, a permanent grade of zero (0) will be recorded for missed assignments, tests, etc.

The Program Director, in consultation with the faculty member, may make exceptions for extenuating circumstance affecting the student not listed above.

3. Tests will not be handed back to the student. If the student wants to review his/her answers, it is the individual's responsibility to arrange an appointment with the instructor.
4. If a student receives an examination grade below 75%, it is highly recommended that the student make an appointment with the professor to review the exam/grade.

Final Examinations

1. Students are **EXPECTED TO BE IN ATTENDANCE** at the assigned time.

Final exams will not be re-arranged for any reason (i.e. vacations, weddings), except in extenuating circumstances (i.e., illness, death of immediate family member). Members of the military who must be absent at the time of a scheduled final exam due to service-related responsibilities, should speak with the Medical Imaging Director and the course instructor to make optional testing arrangements. Failure to take the final exam at the assigned time will result in a grade of zero (0) for that exam.

Academic Dishonesty

Academic endeavors demand personal honesty from all participants in order to foster an environment in which optimal learning can take place. Academic integrity is consistent with St. Joseph's Health mission and culture.

Definitions Academic dishonesty may be defined as:

A. Cheating – giving or receiving answers on required/evaluative material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examination, or the falsification of admissions, registration or other related college materials.

B. Plagiarism – the offering of someone else's work as one's own, using material from another source without acknowledgement including the reprinting and/or importing in whole or in part term papers found on internet sites without acknowledgement.

C. Interference – interfering with the work or another student by either obtaining, changing, or destroying the work of another student.

D. Buying or selling of term papers, homework, examinations, laboratory assignments and computer programs/assignments.

E. Falsifying of one's own or another's records.

F. Knowingly assisting someone who engages in items A-E above.

Penalties

Penalties that may be imposed include, but are not limited to the following:

A. Faculty may impose the following penalties within the context of a course,

1. Lowering of a grade or failure for a particular assignment.

2. Lowering a grade, failure and/or dismissal from the course.

B. The Echo Program Administrator responsible for the student's curriculum may impose harsher measures within context of the College such as,

1. Disciplinary probation – may include mandatory repeat of a course, etc.

2. Dismissal from the program.

C. The Medical Imaging Director may recommend to the Program Administrator that the student be suspended/dismissed from the College.

D. The Program Administrator may suspend the student from the College for a period of one semester or more. When deemed appropriate the student may be dismissed from the College.

Attendance Policy

ATTENDANCE IS MANDATORY.

Students are expected to attend all regularly scheduled classes.

Any student having absences greater than what is allowed will see a lowering of the final grade. Specifics for individual courses are stated in the course syllabus.

Attendance will be taken at the start of each class. Should there be an emergent reason for not being able to attend class, a phone call to the instructor must be made (if at all possible) at least 30 minutes prior to the scheduled start time of that particular class. Text messages are not acceptable means of communicating your absence. A student who is absent from a class is held responsible to make up any assigned work, tests, quizzes, and assigned learning in a reasonable timeframe.

Tardiness Policy

Classes begin promptly. Tardiness will not be tolerated; it is very disruptive to classmates as well as instructors. If you are going to be tardy a phone call must be placed to the instructor at least 15 minutes prior to the scheduled start time of the class. Text messages will not be accepted as official notification. If you are not present when attendance is taken at the start of class, or if you have not called to leave a message saying you are going to be late, then you will be considered tardy.

Tardiness will result in a lowering of your final grade. Excessive tardiness may result in disciplinary action.

Late 2 times = 3 point grade drop Ex: (B+) to (B)

Late 3 times = 6 point grade drop Ex: (B+) to (B) to (B-)

More than 3 times = 10 point grade drop Ex: (B+) to (C+)

Dress Code for Class and Laboratory

Business casual attire is appropriate for class, and hospital issued scrubs should be worn for clinical experiences. Student attire is expected to be neat and clean. Students are not permitted to take or wear hospital-issued scrubs off campus for any reason.

Social Media Policies

The student will respect the policies of confidentiality related to social media. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the program, and legal action in extreme circumstances. Recording of class is prohibited without prior approval. This includes tape recordings, video recordings, mobile/cell phone recordings, etc. Under no circumstance may any item be posted to on-line services such as You Tube or Facebook.

Use of Personal Electronic Equipment

Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or wireless devices) for personal use during classroom, laboratory, or clinical. Blue tooth devices are

prohibited in classroom, laboratory, or clinical areas at all times. Any use of electronic devices for personal reasons during classroom, laboratory or clinical areas is a breach of standards of professionalism and may result in the termination of the student's classroom, laboratory, or clinical learning experience. Phones may only be used for necessary personal business with permission of the faculty and clinical instructors only.

Sexual Harassment

St. Joseph's Health and St. Joseph's school of cardiac sonography do not tolerate any form of sexual harassment. St. Joseph's is committed to fostering a community where all individuals are treated with dignity and respect. If a student feels he/ she/ they have experienced sexual harassment, the student should report the incident to program administration or human resources. Any student determined to have engaged in harassment may be subject to discipline up to and including dismissal from the program.



A Member of Trinity Health

School of Cardiac Sonography

Memorandum of Agreement

This signature verifies that I have read and fully understand the St. Joseph's Health Echocardiography Program Policy Manual and that I agree to abide by its guidelines for the duration of time that I am in the Echocardiography Program.

Student Name (printed): _____

Student Signature: _____ Date: _____

Program Administrator's Signature: _____ Date: _____