



Dear potential candidate,

*Thank you for inquiring about the Providence Hospital School of Diagnostic Medical Sonography. This booklet describes the admission policies, general program content, plus many other specific details concerning only the **2006-2008** sonography program.*

The sonography program has been in existence since 1977 and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Joint Review Commission on Education in Diagnostic Medical Sonography (JRCDEMS). The American College of Radiology (ACR) for general and vascular ultrasound accredits the Providence Ultrasound Department and the American Institute of Ultrasound in Medicine (AIUM) accredits the Providence Maternal Fetal Medicine Department.

The ultrasound department at Providence Hospital is a "state of the art" medical facility with a highly qualified team of medical professionals that are committed to excellence. Our sonography program is comprehensive and dynamic with many graduates employed at Providence Hospital and throughout the Metro Detroit medical community.

Please review the program booklet provided and if you meet the requirements that are listed, please complete all necessary admissions procedures by March 31. The interview process will take place in April with four to five students accepted into the program each year. The program is sixteen (16) months in length and begins in September with completion in January of the second year.

If you have any questions, feel free to contact me at (248) 849-5385. Again, thank you for considering the Providence Hospital School of Diagnostic Medical Sonography.

Sincerely,

*Janette Jablonski, BAS, RDMS, RDCS, RVT
Program Coordinator
Providence Hospital School of Diagnostic Medical Sonography
Phone (248) 849-5385
Fax (248) 849-5395
Email: janette.jablonski@providence-stjohnhealth.org
Website: <http://www.realmedicine.org/AlliedHealth/Sonography/>*

**PROVIDENCE HOSPITAL
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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SPONSORING ORGANIZATION

Providence Hospital is part of the St. John Health System. It is a full-service community health center located in the northwest Detroit area. It is a teaching hospital directed by the Ascension Health and the Daughters of Charity of Saint Vincent de Paul, who have provided Michigan residents with over 125 years of continuous health care services.

Providence Hospital is fully licensed by the State of Michigan Department of Public Health and accredited by the Joint Commission of American Hospital Organizations (JCAHO). The Providence Hospital Diagnostic Ultrasound Department is accredited by the American College of Radiology (ACR) in general and vascular (cerebrovascular and peripheral vascular) ultrasound examinations. The American Institute of Ultrasound in Medicine (AIUM) accredits the Providence Maternal Fetal Medicine Department.

Our goal is to continually update diagnostic capabilities and patient care services in the imaging specialty of diagnostic medical sonography. Through the cooperation of the Providence Hospital administration, radiologists, sonologists, sonographers and medical staff, we strive to successfully accomplish the goals and objectives of the sonography program.

PHILOSOPHY OF EDUCATION

This institution is committed to the highest standards of excellence for patient care and recognizes the necessity of quality education as a means of achieving and maintaining this standard.

Education implies the art of utilization and dissemination of knowledge. Both utilization and implementation of specific fields of knowledge enhance the quality of patient care. Providence Hospital and the Imaging Department affirm the desire to attain excellence in education for the benefit of those they service. To this end, energies and resources are directed to develop and maintain educational programs of the highest standard.

In all areas of education, this institution desires to communicate its distinctive philosophy of excellence and dedication to those who come to learn, and thus, through them to the patients and the community served by the hospital.

PROVIDENCE HOSPITAL SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY MISSION STATEMENT

The School of Diagnostic Medical Sonography program administrators, educators, and clinical instructors are dedicated to provide quality didactic and clinical instruction under our accreditation standards and guidelines. To achieve these ends, we commit ourselves to support each student in their pursuit to meet the didactic and clinical competencies according to the goals and objectives of the sonography by program.

PROFESSION DESCRIPTION*

The profession of diagnostic medical sonography includes general sonography, cardiac sonography, vascular technology, and various subspecialties. The profession requires judgment and the ability to provide appropriate health care services. Sonographers/vascular technologists are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. The sonographer/vascular technologist may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers/vascular technologists assist physicians in gathering data necessary to reach diagnostic decisions. The sonographer/vascular technologist is able to perform the following:

- 1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.*
- 2. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.*
- 3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.*
- 4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.*
- 5. Demonstrate appropriate communication skills with patients and colleagues.*
- 6. Act in a professional and ethical manner.*
- 7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic vascular techniques, and promote principles of good health. (*standards & guidelines at caahep.org)*

To measure competency, students must successfully complete program academic and clinical requirements to become eligible to take national registry exams by the American Registry of Diagnostic Medical Sonographers (ARDMS). Exams include Ultrasound Physics and Instrumentation, and specialty exams in Abdomen, Vascular, Obstetrics/Gynecological, and Vascular Physics. Passing the ultrasound physics exam and one area of specialty allows the sonographer to use the professional initials of "RDMS" after his/her name. In addition, passing the vascular physics exam and the vascular technology specialty allows the sonographer to use the professional initials of "RDMS, RVT" after his/her name.

Most sonographers work in hospitals, outpatient centers, private doctor offices, and mobile ultrasound services. Ultrasound manufacturers also hire sonographers to demonstrate and sell ultrasound equipment and products. Employment opportunities in sonography should be investigated and evaluated by potential candidates. Inquires concerning the success of Providence graduates in obtaining employment is welcomed by the Program Coordinator.

PROGRAM OBJECTIVE

The goals and objectives of the academic and clinical components are to:

- (1) Provide the didactic theory to prepare students for the ARDMS registry exams,
- (2) Provide the practical theory to equip the student to demonstrate clinical competency in abdominal, pelvic, OB, superficial parts (breast, thyroid, parathyroid, and male pelvis), neonatal and vascular ultrasound examinations.

BASIC CURRICULUM

The Providence Hospital School of Diagnostic Medical Sonography is a sixteen-(16) month program with forty (40) hours completed each week. For the 2006-2008 program, the program will begin in September with completion in January of the second year. Program hours are usually 7:30 AM to 4:00 PM or 8:00 AM to 4:30 PM Monday through Friday (including class days). **Weekend and afternoon hours are not required.**

Didactic classes are held two (2) days per week for six (6) to seven (7) hours per day. The program total classroom hours number approximately 650 hours. Students are given course syllabi that include course hours, days, expectations, research/film assignments, transcript credits, objectives, grading scale/methodology, reading assignments with lecture and test schedule. Class consists of formal lectures, classroom discussion, review worksheets, case presentations, film review, educational models, C-D Roms, videotapes, and lab scanning. Other resources available to students include associated textbooks, department library, and hospital medical library resources (including on-line references).

Case presentation

The program requires that each student complete a team-researched case presentation at one Michigan Sonographers' Society (MSS) meeting during the program (usually the first Jan/Feb of the program). Further details concerning the MSS case presentation are available during the interview process or available upon request.

Program concentration

Abdomen	25%
OB/gyn	25%
Physics and Instrumentation	20%
Vascular	15%
Superficial parts* (*breast, thyroid, parathyroid, male pelvis, neurosonography)	10%
Introduction to sonography	<u>5%</u>
	100%

1. Orientation to sonography
2. Physics and instrumentation
3. Abdominal sonography
4. Gynecological sonography
5. Obstetrical sonography including fetal echocardiography
6. Vascular sonography
7. Superficial sonography (breast, thyroid, parathyroid and testicles)
8. Neonatal sonography
9. Advanced practicum (registry review)

Measuring didactic competency

The measurement of didactic competency is made with administration of tests, case presentations, class participation, film assignments, journal articles, research papers, midterm and final examinations. Students must maintain an 85% or above academic standing during the program. Students are informed of didactic grades throughout the program.

APPROPRIATE CLINICAL LEARNING EXPERIENCE

Clinical education is based on "one on one" instruction of each student with Program Coordinator, Clinical Coordinator and staff sonographers/Clinical Instructors). Initially, students are scheduled each week clinically among the staff of sonographers to offer guidance, direction and support to students with a spirit of dedication and expertise. By rotating with different instructors, the students learn various approaches to clinical practice with an outcome that improves comprehension, knowledge, competency and versatility in a variety of clinical settings.

All students are also scheduled for clinical rotations to various approved clinical sites in the St John Health System (see clinical sites listings below) to become competent in general and vascular ultrasound exams. Every student will complete twelve (12) consecutive weeks to a Maternal-Fetal Diagnostic (OB) Department to become competent in OB ultrasound exams.

Clinical sites/affiliations

Current approved clinical sites are:

- Providence Hospital Ultrasound Department
- Providence Hospital Maternal Fetal Diagnostic Center
- St John Hospital - Ultrasound, Vascular and Maternal Fetal Diagnostic Departments, Detroit, MI
- Comprehensive Vascular Lab, Southfield, Michigan
- St John-Macomb Ultrasound Department, Warren, Michigan

Students who apply for the 2006-2008 programs will be informed of all clinical sites and rotations at time of interview and if changes occur during the program.

Communication

Throughout the program, students are continually given feedback on level of clinical ability and performance from Program Coordinator, Clinical Coordinator, clinical instructors, and department radiologists. On-going communication between Program Coordinator, Clinical Coordinator and students is maintained and encouraged.

Clinical units include

1. Abdominal sonography
2. Pelvic sonography
3. Obstetrical sonography
4. Vascular sonography (cerebrovascular and peripheral vascular)
5. Superficial sonography (breast, thyroid, parathyroid and testicles)
6. Neonatal sonography

Measuring clinical competency

Throughout the program, students are individually given time frames based on clinical rotations and academic coursework to complete Clinical Competency Evaluations for each clinical unit. In addition, Quarterly Clinical Evaluations are completed and reviewed with Program Coordinator, Clinical Coordinator and students to determine level of didactic and clinical achievement.

If a student falls below competency level in either clinical or academic areas, counseling will be given along with enacting the remediation or probationary policies as stated by program manual.

PROGRAM STANDARDS/GRADUATION REQUIREMENTS

To successfully complete the program, the student must:

1. Obtain a clinical level that meets or exceeds standard of clinical competency for each quarterly clinical evaluation.
2. Maintain an 85% or above academic standing upon completion of each of the nine (9) didactic course units – see pg.4.
3. Obtain a competency level that meets or exceeds standard of competency for required Clinical Competency Evaluations.
4. Exercise independent judgment and discretion in the completion of medical imaging ultrasound procedures.
5. Apply the knowledge of anatomy and physiology and scanning procedures to competently demonstrate anatomical and pathological structures for the ultrasound exams instructed within the curriculum.
6. Provide accepted standards of patient care, safety and comfort.
7. Adhere to hospital, departmental and program policies. Program policies are listed in program policy manual given to each student upon acceptance in the program and reviewed with each student at start of program.
8. Complete all clinical time including make-up time by the end of program.
9. Demonstrate effective written and oral communication skills.

Upon graduation, students are given a school pin and a certificate of graduation.

PROGRAM POLICY MANUAL

Upon selection into the program, each student will be given a program policy manual prior to signing the program letter of agreement. The program policy manual includes most program and hospital policies and will be reviewed at the start of the program. Students will be expected to review and become informed of most program and hospital policies. **Program manuals will be made available to potential candidates by contacting Program Coordinator.**

ADMISSION PROCEDURES

Program accreditation standards and guidelines for admission state each applicant shall demonstrate completion of high school (or equivalent) and the following prerequisite secondary course along with education background #1 or #2 - below:

Required pre-requisites (post secondary courses-college or university):

1. Algebra
2. Biology/biologic science
3. General physics
4. Communication skills
5. Human anatomy and physiology
6. General pathophysiology
7. Patient care
8. Medical terminology
9. Medical ethics and law

To qualify for admission into the Providence Hospital School of Diagnostic Medical Sonography, candidates must have one of the education backgrounds - #1 or #2.

Education background #1:

Completion of an AMA-recognized two (2) year qualified allied health program* by the start of the sonography program with a GPA of 2.5 or higher. The applicant must be registered or become registered within two weeks of the start of the program in the allied health field. **Note – if Physics or any other pre-requisite(s) was/were not included in the Allied Health Program or completed as a post secondary course, it/they must be completed prior to the start of the program.**

*Qualified Allied Health Programs include: Registered Radiologic Technologist, Registered or Certified Respiratory Technologist or Registered Nurse

QR Education background #2:

Bachelor Degree (*or recognized equivalency of) from an accredited American university with completion of pre-requisites listed above with GPA or 2.5 or above. The Bachelor of Science or Bachelor of Applied Science Degree is the preferred degree, however, if another Bachelor Degree has been obtained, the pre-requisite courses must be completed before the start of the program. Courses that are completed more than 10 years ago will be reviewed by selection committee to determine if any review courses should be completed.

All candidates are encouraged to have patient care/clinical experience.

Foreign graduates

**Foreign graduates must have a course-by-course evaluation completed by a facility that is a member of the National Association of Credential Evaluation Services (NACES) qualified to evaluate foreign educational credentials to verify equivalency to a U.S. Bachelor Degree. Contact Program Coordinator for further details.*

Medical School Graduates

Providence Hospital School of Diagnostic Medical Sonography is a technical educational program and does not accept applications from domestic or foreign graduates of medical schools. These physicians are advised to seek education for developing clinical education through physician-based ultrasound training programs by contacting the American Medical Association (ama-assn.org) or Society of Diagnostic Medical Sonography (sdms.org).

EARLY ADMISSION POLICY/ADVANCED PLACEMENT

Providence Hospital School of Diagnostic Medical Sonography does not offer early admission or advanced placement for candidates.

MINIMAL PHYSICAL REQUIREMENTS

*All applicants are notified of the minimum physical requirements appropriate to Diagnostic Medical Sonography. The **Technical Standards Survey** (see application forms) must be completed and returned with application (written or on-line). On-line application surveys will need to be physically signed by applicants during interview process.*

It is program policy, in compliance with the Americans with Disabilities Act (ADA), to provide reasonable accommodation to select qualified, disabled individuals so that they can perform the essential functions of the job. Reasonable accommodation will be provided to such individuals unless it imposes an undue hardship upon the program.

Candidates not authorized to work in the U.S.

After selection into the program, candidates not authorized to work in the U.S. must apply for a VISA to the U.S. Department of Immigration under direction of the Providence Hospital Legal Department. Program officials will inform candidates how the VISA application process proceeds and necessary information required by the candidate. It is the responsibility of the candidate to incur the cost of the VISA application and will be billed for legal costs for VISA process. The U.S. Department of Immigration has the sole authority to grant the VISA. The program cannot guarantee VISA approval, but will aid in providing the required documentation to apply for the VISA. Please contact Program Coordinator for more information regarding VISA application.

APPLICATION REQUIREMENTS

Applications deadline is March 31 of each year. Eligible candidates are asked to complete the following:

1. Application Form* (written or on-line)

2. Technical Standards Survey* (written or on-line)

**All on-line applications and surveys will need to be personally signed during interview process.*

3. Personal letter to state why there is an interest in the field of sonography and Providence Hospital School of Diagnostic Medical Sonography.

4. Two (2) letters of professional reference - both must be dated within the last twelve (12) months at time application is received.

5. High school transcript (HS transcripts do not need to be sent if candidate's date of graduation is more than ten (10) years from date of application.

6. All official educational transcripts since high school (courses taken more than 10 years ago will be reviewed by selection committee to determine if review courses must be completed).

7. Copies of all certificates of graduation or diplomas from colleges/universities and/or allied health educational programs since high school.

8. Documentation of current registry status for allied health careers (ARRT Rad Tech, RN, Resp Tech)- if applicable.

9. Prior to the interview process, all applicants are required to fill out a release to grant permission to perform a criminal background check, which will be completed before final acceptance into the program.

Limited number interviewed

Program Coordinator is responsible to evaluate all candidates for eligibility. A limited number of the eligible candidates will be selected for the interview process based on selection criteria. Everyone will be informed of his/her eligibility and interview status by the first/second week of April. Candidates that are selected for the interview portion of the selection process will be interviewed in mid-late April. Everyone who is interviewed will be mailed a letter of acceptance or non-acceptance.

Selected candidates without background in Radiology

Candidates who are accepted into the program without clinical background in a radiology department will be required to complete a one (1) week/40 hour orientation prior to the start of the program in order to gain experience in imaging modalities and orientate to departmental procedures. The Program Coordinator will schedule the week of orientation with selected candidates.

SELECTION CRITERIA

Candidates are selected into the program based on valid and objective admission criteria. The principle criteria in which candidates are selected are (in no particular order of importance) academic standings, clinical/patient care experience, and results of personal interview.

STUDENT HEALTH CARE POLICY

*Health care, other than incidental hospital-service health care, is not provided by the hospital and must be obtained privately by each student. **Providence Hospital and Medical Centers are not able to sell or provide health care insurance to students at any time during the program.***

PRE-PROGRAM PHYSICAL

After acceptance into the program and prior to start of the program, each student must successfully complete a pre-employment physical, including a drug screen. The Providence Hospital Associate Health and Wellness Services will perform the pre-employment physical.

FINANCIAL INFORMATION

*The 2006 tuition is \$2,500 (textbooks not included). (see Tuition Forgiveness Program/PEAT next paragraph). \$850 is due with the letter of agreement upon acceptance into the program (May). The second \$850 is to be paid on the first day of the program (Sept) with the remaining \$800 is paid after 6 months completion of the program (March). **Textbooks are not included in the tuition amount.***

Tuition Forgiveness Program*, PEAT and criminal background check

All students must complete PEAT within one month upon signing the letter of agreement.

The sonography program has a tuition forgiveness program for the students who are eligible to work in the United States (U.S.). *Corporate approval of the tuition forgiveness program is required each year. Upon acceptance into the program, students must first successfully complete the PEAT (Pre-Employment Assessment Tool) within one month upon accepting a position in the program before qualifying for the tuition forgiveness program. Generally, the tuition forgiveness program allows the student to be exempt from paying tuition provided the student agrees to work full-time for St John Health System for a period of one-year (full-time) following graduation. For complete details, please ask Program Coordinator for tuition forgiveness program information packet.*

All applicants selected for an interview are required to sign a release form in order to authorize a background investigation. Only the candidates and alternate who are selected for the program will have the background check completed. **Final acceptance into the ultrasound program is contingent upon a successful background check examination.**

Tuition refund

The initial \$850 is nonrefundable, the 2nd \$850 can be refunded if the student withdraws from the program within the first two weeks of the program. The last payment of \$800 due after 6 months is nonrefundable after payment is received.

Possible additional costs:

1. Membership in the Michigan Sonographers' Society - MSS (2006 fee - \$45)
2. Membership in the Society of Diagnostic Medical Sonographers – SDMS (2006 student fee- \$40).

Scholarship information is available from:

The SDMS Educational Foundation
2745 Dallas Pkwy Ste 350
Plano, TX 75093-8730
(214) 473-8057 or (800) 229-9506

Radiologic Technologists should contact the Michigan Society of Radiologic Technology (MSRT) for scholarship information through
V. Kay Williams MS, RT(R), ARRT
Chairperson MSRT Scholarship and Grant Committee
1924 Crabtree Lane
Jenison, Michigan 49428
(616) 457-4721

STUDENT WORKING DURING PROGRAM

Due to the intensity and volume of course material, maintaining employment while in the program is not recommended. If employment outside the program is necessary, it must not conflict with the academic or clinical schedules and not interfere with clinical or academic performance.

EQUAL OPPORTUNITY POLICY/REASONABLE ACCOMODATIONS

Providence Hospital and Medical Centers (PHMC) is an Equal Opportunity Employer. In decisions regarding hiring, recruiting, promotion, transfer, assignment, training, classification, pay, benefits, discipline any other term, condition or privilege of student position, PHMC will apply equal criteria without regard to religion, race, color, national origin, age, sex, height, weight, marital status, sexual preference, arrest record or disability unrelated to job duties. (cont.)

It is the policy of the program, in compliance with the Americans with Disabilities Act (ADA), to provide reasonable accommodation to select qualified, disabled individuals so that they can perform the essential functions of the job. Reasonable accommodation will be provided to such individuals unless it imposes an undue hardship upon the program.

CORRESPONDENCE ADDRESS

Please address all communications to the address below or contact Program Coordinator at (248) 849-5385 with any questions.

*Providence Hospital
Attn: Janette Jablonski
School of Diagnostic Medical Sonography
16001 West Nine Mile Road
Southfield, MI 48075*

*Email Program Coordinator: janette.jablonski@providence-stjohnhealth.org
Program website: <http://www.realmedicine.org/AlliedHealth/Sonography/>*