Students receive this copy and sign an acknowledgment of receipt on their first day of jumpstart with the Cardiac and Vascular instructors.
Vascular Ultrasound Technology, AAS

Vascular Technologists perform various diagnostic medical procedures through the use of high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body that are used by physicians to make a medical diagnosis. Evaluation and analysis of the hemodynamics (blood flow) of peripheral and abdominal blood vessels will be evaluated through the use of high-tech, non-imaging and imaging instrumentation. The Vascular Technologist must be able to obtain accurate patient history, perform high-tech diagnostic procedures, analyze technical information and summarize technical findings to the physician, provide quality patient care and collaborating with physicians and other members of the health team.

Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical internship.

Background check and drug screenings are required for this program.

Students who have not completed the pre-requisites listed below are required to take Health Pre-program Preparatory Coursework. Please see Admissions for additional information.

Beginning in 2015-2016, students will be required to be a Certified Nursing Assistant (CNA) or complete STI’s HC 106 Certified Nursing Assistant course prior to beginning program-specific coursework. These students, however, will not be required to take HC 121 and HC 121L Patient Care Techniques I (course and lab). For more details, please see admissions.

- Bring Your Own Laptop (BYOL) (You can either purchase a laptop on your own or purchase one from the STI Support Center.)

Vascular Ultrasound Technology, AAS

Upon completion of an Associate of Applied Science Degree in Vascular Ultrasound Technology, a student will be able to:

Science & Technology

- Recognize and understand cardiovascular anatomy.
- Operate and understand vascular equipment to obtain diagnostic data.
- Measure and calculate data obtained from various diagnostic modalities.
- Apply principles of ultrasound physics to each scan.
- Apply vascular hemodynamic principles when gathering Doppler information.
Problem Solving/Critical Thinking

- Understand and recognize cardiovascular pathophysiology’s using various imaging modalities.
- Understand appropriate diagnostic and interventional studies for various cardiovascular disease states.
- Safely operate and troubleshoot equipment problems appropriately.
- Interpret various vascular studies.

Professionalism

- Exhibit strong work ethic, self-esteem, integrity, honesty, sociability and interpersonal skills.
- Exhibit an awareness and respect for cultural diversity.
- Network with coworkers, support staff and physicians.
- Encourage involvement on committees through student organizations.
- Show compassion for patients.
- Provide quality and friendly service.
- Treat patients with dignity and respect.
- Work with clients in diverse situations, exhibit flexibility, and adaptability.
- Plan for advancement and professional development by setting goals, by continuing training, exploring new technology, conduct research and learning of opportunities for career.

Communication

- Communicate in a professional manner.
- Follow verbal and written instructions.
- Communicate appropriate information to patients and family in an empathetic and confidential manner.
- Be accurate and coherent in written documentation.
- Deliver group presentations on cardiovascular topics within the classroom environment.

Vascular Ultrasound Technology, AAS: Total Program Fees (estimate)

<table>
<thead>
<tr>
<th>Estimated Program Fees</th>
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<td>Physical and Immunizations</td>
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<td>Background Check/Drug Screen</td>
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<tr>
<td>Other</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$25,678</strong></td>
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</tbody>
</table>
# Program Curriculum - Total Credits: 99

## Prerequisites to Vascular Ultrasound

- **MATH 102T - College Algebra** 3 Credit Hours
- This program requires MATH 102 for degree completion. Students placed with **MATH 101** may use this course as a prereq for **PHYS 100**.
- **CHEM 106T - Chemistry Survey** 4 Credit Hours
- **CHEM 106TL - Chemistry Survey Lab** Credit Hours
- **PHYS 100 - Applied Physics** 3 Credit Hours
- **HC 117 - Medical Language** 1 Credit Hours
- **HC 119 - Anatomy/Physiology** 5 Credit Hours
- **HC 119L - Anatomy/Physiology Lab** Credit Hours

## Fall Semester

- **CIS 101 - Computer Essentials** 2 Credit Hours
- **HC 114 - Health Care/Human Relations** 3 Credit Hours
- **HC 124 - Basic Pharmacology** 2 Credit Hours
- **CV 101 - Intro to Cardiovascular Ultrasound** 1 Credit Hours
- **CVP 136 - Vascular Anatomy** 2 Credit Hours
- **CVP 137L - Vascular Anatomy Lab** 1 Credit Hours
- **CV 131 - Cardiovascular Physiology** 3 Credit Hours

## Spring Semester

- **HC 121 - Patient Care Techniques I** 3 Credit Hours
- **HC 121L - Patient Care Techniques I Lab** Credit Hours
- **CVP 102 - Vascular History & Physical** 2 Credit Hours
- **CVP 123L - Vascular Hemodynamics Lab** 2 Credit Hours
- **CVP 124 - Vascular Hemodynamics** 3 Credit Hours
- **CV 123 - Ultrasound Physics** 3 Credit Hours
- **CV 125 - EKG Analysis and Interpretation I** 2 Credit Hours

## Summer Semester

- **CVP 210 - Vascular Pathophysiology I** 3 Credit Hours
- **CVP 211L - Vascular Pathophysiology I Lab** 1 Credit Hours
- **SPCM 101T - Fundamentals of Speech** 3 Credit Hours
- **SOC 150T - Social Problems** 3 Credit Hours or
- **SOC 250T - Marriage & the Family** 3 Credit Hours

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August 17, 2014
Fall Semester

- **PSYC 101T - General Psychology** 3 Credit Hours
- **CV 202 - Cardiac Pathologies** 3 Credit Hours
- **CVP 214 - Vascular Pathophysiology II** 3 Credit Hours
- **CVP 215L - Vascular Pathophysiology II Lab** 1 Credit Hours
- **CVP 220 - Abdominal Vascular Ultrasound** 2 Credit Hours
- **CVP 221L - Abdominal Vascular Ultrasound Lab** 1 Credit Hours
- **ENGL 101T - Composition** 3 Credit Hours

Spring Semester

- **CVP 233 - Vascular Ultrasound I Clinical** 14 Credit Hours
- **CVP 255 - Vascular Registry Review** 2 Credit Hours

Summer Semester

- **CVP 243 - Vascular Ultrasound II Clinical** 12 Credit Hours

Additional Information

Requirements: Achievement of a grade of “C” or higher for Prerequisites to Prerequisites to Vascular Ultrasound (CHEM, PHYS and MATH) SSS, HC, CV and CVP courses.

Clinical placement by Program Chair.

Registry Requirement: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

I understand that, I the student am responsible to make sure that I have transferred in and/or taken and passed all courses listed in the above curriculum in order to graduate.
Cardiac Ultrasound Technology, AAS

Echocardiography is an imaging technology that plays an important role in the diagnosis of all forms of heart disease. The cardiac sonographer obtains structural, functional, and hemodynamic information about the cardiovascular system for interpretation by a cardiologist. Our program provides hands-on scanning with an academic curriculum in echocardiographic principles, technology, ultrasound physics and instrumentation.

Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the United States. If a student does not complete specialty cardiovascular classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical internship.

Background checks and drug screenings are required for this program.

Students who have not completed the pre-requisites listed below are required to take Health Pre-program Preparatory Coursework. Please see Admissions for additional information.

Beginning in 2015-2016, students will be required to be a Certified Nursing Assistant (CNA) or complete STI's HC 106 Certified Nursing Assistant course prior to beginning program-specific coursework. These students, however, will not be required to take HC 121 and HC 121L Patient Care Techniques I (course and lab). For more details, please see admissions.

- **Bring Your Own Laptop (BYOL)** (You can either purchase a laptop on your own or purchase one from the STI Support Center.)

**Cardiac Ultrasound Technology, AAS**

**Cardiac Ultrasound Technology, AAS**

**Learning Outcomes**

Upon completion of an Associate of Applied Science Degree in Cardiac Ultrasound Technology, a student will be able to:

**Science & Technology**

- Recognize and make a distinction between normal cardiovascular anatomy and cardiovascular pathology.
- Become proficient in the operation of cardiac ultrasound equipment.
- Master scanning techniques for precise documentation and measurement of cardiac structures.
- Apply pathology-appropriate echocardiography quantification.

**Problem Solving/Critical Thinking**

- Choose and apply appropriate quantification techniques when faced with specific cardiovascular disease states.
- Improve critical thinking skills by analyzing all facets of cardiac ultrasound applications.

**Communication**

- Communicate in a professional manner.
- Follow verbal and written instructions.
- Demonstrate accuracy in written documentation.
- Demonstrate an ability to participate in group presentations.

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**Cardiac Ultrasound Technology, AAS: Total Program Fees (estimate)**

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**Program Curriculum - Total Credits: 98**
Prerequisites to Cardiovascular

- **MATH 102T - College Algebra** 3 Credit Hours
  - This course must be completed prior to taking **PHYS 100**. These credits will be tabulated into the total credit hours required for this program.
- **CHEM 106T - Chemistry Survey** 4 Credit Hours
- **CHEM 106TL - Chemistry Survey Lab** Credit Hours
- **PHYS 100 - Applied Physics** 3 Credit Hours
- **HC 117 - Medical Language** 1 Credit Hours
- **HC 119 - Anatomy/Physiology** 5 Credit Hours
- **HC 119L - Anatomy/Physiology Lab** Credit Hours

**Fall Semester**

- **ENGL 101T - Composition** 3 Credit Hours
- **CIS 101 - Computer Essentials** 2 Credit Hours
- **HC 114 - Health Care/Human Relations** 3 Credit Hours
- **HC 124 - Basic Pharmacology** 2 Credit Hours
- **CV 101 - Intro to Cardiovascular Ultrasound** 1 Credit Hours
- **CV 131 - Cardiovascular Physiology** 3 Credit Hours

**Spring Semester**

- **HC 121 - Patient Care Techniques I** 3 Credit Hours
- **HC 121L - Patient Care Techniques I Lab** Credit Hours
- **CV 123 - Ultrasound Physics** 3 Credit Hours
- **CV 125 - EKG Analysis and Interpretation I** 2 Credit Hours (8 weeks)
- **CV 135 - EKG Analysis and Interpretation II** 2 Credit Hours (8 weeks)
- **CVN 134 - Cardiac Ultrasound I** 5 Credit Hours
- **CVN 135L - Cardiac Ultrasound I Lab** 1 Credit Hours

**Summer Semester**

- **CVN 123L - Cardiovascular Principles & Hemodynamics Lab** 1 Credit Hours
- **CVN 124 - Cardiovascular Principles & Hemodynamics** 2 Credit Hours
- **SPCM 101T - Fundamentals of Speech** 3 Credit Hours
- **PSYC 101T - General Psychology** 3 Credit Hours

**Fall Semester**

- **CVN 125 - Congenital Heart Disease** 1 Credit Hours
- **CVN 212 - Cardiac Ultrasound II** 6 Credit Hours
- **CVN 213L - Cardiac Ultrasound II Lab** 2 Credit Hours
- **CV 202 - Cardiac Pathologies** 3 Credit Hours
SOC 150T - Social Problems 3 Credit Hours or
SOC 250T - Marriage & the Family 3 Credit Hours

Spring Semester

- CVN 233 - Cardiac Ultrasound I Clinical 14 Credit Hours
- CVN 255 - Cardiac Registry Review 2 Credit Hours

Summer Semester

- CVN 243 - Cardiac Ultrasound II Clinical 12 Credit Hours

Additional Information

Requirements: Achievement of a grade of “C” or higher for Prerequisites to Cardiovascular (CHEM, PHYS and MATH), SSS, HC, CV and CVN courses.

Clinical placement by Program Chair.

Registry Requirement: In order to maintain CAAHEP accreditation, all Cardiovascular graduates must take a registry examination at the earliest possible date after completion of the Cardiovascular program.

Students entering a program in any semester other than outlined may not graduate in the expected amount of time.

I understand that, I the student am responsible to make sure that I have transferred in and/or taken and passed all courses listed in the above curriculum in order to graduate.
To assist in making a decision about pursuing this program, the following is a general overview of the physical requirements, working conditions and job duties of Cardiac & Vascular Sonographers/Technologists.

**Cardiac & Vascular Sonographers/Technologists**

The sonographers use imaging technology to help physicians diagnose cardiac (heart) and peripheral vascular (blood vessel) ailments in patients. They also help physicians treat problems with cardiac and vascular systems, such as blood clots. Cardiovascular technologists may assist physicians with invasive procedures.

**Vascular sonographers** help physicians diagnose disorders affecting blood flow. They listen to the blood flow in the arteries and veins to check for abnormalities. They perform a medical history, evaluate pulses and assess blood flow in arteries and veins by listening to the vascular flow sounds for abnormalities. Then they perform a noninvasive procedure using ultrasound instrumentation to record vascular information such as vascular blood flow, blood pressure, changes in limb volume oxygen saturation, cerebral circulation, peripheral circulation, and abdominal circulation. Some of these tests are performed during or immediately after surgery. They may also assist with invasive procedures to help diagnose or treat disorders.

**Cardiac sonographers** use ultrasound to examine the heart’s chambers, valves, and blood flow. They use ultrasound instruments to create images called echocardiograms. They may also assist with invasive procedures to help diagnose or treat disorders.

Cardiovascular technologists typically do the following:

- Prepare patients for procedures by taking medical history and answering their questions
- Prepare and maintain imaging equipment
- Perform noninvasive procedures, such as taking ultrasound images
- Analysis the images to check for quality and to ensure adequate coverage of the area being diagnosed
- Recognize the difference between normal and abnormal images
- Discuss image results with the physician
- Help physician’s during invasive procedures, such as inserting catheters, needles etc
- Record findings and track patient records
Sonographers/technologists do or help do tests that can be either invasive or noninvasive. An invasive procedure requires inserting probes or other instruments into a patient’s body, and a noninvasive procedure does not.

**Important Qualities:**

- **Detailed orientated** – Must be able to follow exact instructions from physicians or other healthcare workers.
- **Interpersonal skills** – Must be able to work closely with patients. Sometimes patients are in extreme pain or under mental stress, and the sonographer must get patients to cooperate to do the procedures.
- **Physical stamina** – Must be able to work on their feet for long periods of time and must be able to lift and move patients who need help.
- **Technical skills** – Must understand how to operate complex machinery to provide useful diagnostic information to physicians and other healthcare workers.

Hours are generally daytime hours with some weekends, holidays and call time is expected for emergency procedures. Sonographers may work within a hospital/clinic setting or on a mobile unit. They must be able to explain procedures to the patient prior to testing, and able to explain preliminary test results to physicians following procedures. Most hospitalsclinics will require a registry from credentialing agencies such as Cardiovascular Credentialing International and/or American Registry of Diagnostic Medical Sonographers.

Sonographers/Technologists are expected to have the ability to:

- regularly talk and hear
- regularly sit; reach with hands and arms; use hands and fingers to handle and feel
- regularly communicate effectively via speech, reading, and writing
- regularly possess fine finger dexterity
- regularly use high degree of hand-eye coordination to manipulate equipment, while simultaneously inputting data into a machine or working with a patient
- frequently required to stand, walk, kneel, bend/stoop, squat
- frequently see images from monitors; distinguish multiple shades of gray and colors
- routinely able to discern small numbers and gauges on medical equipment in dimly lit conditions; extreme attention to detail
- frequently distinguish audible (Doppler) sounds
- occasionally lift and/or move or use pushing/pulling force up to 75 pounds
- occasionally reach above shoulder level

*Source: [www.bls.gov](http://www.bls.gov) and local job descriptions*

I am acknowledging I have read the above information and understand the general physical requirements, working conditions and job duties typically associated with Vascular Sonographers and Technologists. I understand that this information is general in nature and those actual conditions and job duties may vary.
As a student of the Southeast Technical Institute Cardiac or Vascular Ultrasound Program, these typical requirements of a Cardiac/Vascular Sonographer are provided for you in order to enhance your understanding of the position, its responsibilities, working conditions and to help you make a more informed decision about pursuing this career. If you have further questions, please contact program instructor.

Technical Standards for Cardiac and Vascular Sonographers

- See the previous sheet
- You may also go to www.bls.gov

Risks and work conditions of for sonographers:

- Work-related musculoskeletal disorders affect a large number of sonographers, particularly those with heavy loads and those who have been in the profession for a long time.
- Sonographers and student Sonographers will have extensive, direct patient contact that will likely include invasive procedures and exposure to blood and body fluids.
- Sonography is usually performed in small, dark exam rooms, at patient bedsides, in emergency rooms, or operating rooms.
- Sonographers may be required to work various shifts to provide 24-hour coverage, including early morning, day, evening and night shifts. Shifts may be 8, 10, or 12 hours in length. Some facilities will also require sonographers to be on call.
- Sonographers and student sonographers must be able to tolerate physical and emotional stress and continue to function effectively and compassionately with the sick and injured.
- The Sonographer must be able to conceptualize and comprehend multi-dimensional relationships of anatomic structures and their appearance on a two-dimensional screen.

I am acknowledging I have read the above information and understand the requirements and working conditions typically associated with Cardiac and Vascular Ultrasound.
Cardiac and Vascular Ultrasound

**Student Dress Code Policy**

Whether we like it or not we are judged by our appearance. Health care institutions spend many dollars to promote their image of professionalism. Patients (customers) expect a level of professionalism by the staff providing their care. The clinical affiliates of Southeast Technical Institute expect a professional, appropriate appearance and demeanor from you that will maintain the organization’s public image, promote a productive work environment and comply with health and safety standards.

Students will be entering the professional clinical environment within the program. Preparation for your transition includes observing the following items of the dress code policy. These items are in addition to the dress code policy as outlined in the Health Handbook.

**Dress code while attending any DMS, CV, CVP, CVN or HC course:**

- STI specific ‘Scrubs’ are required. 
  Scrubs are to be sufficiently sized to allow patient care to be given without exposure. Necklines and backsides are to be properly covered. 
  Scrubs should be clean, non-wrinkled, and in good repair.
- No caps of any kind are allowed.
- Limited and conservative jewelry and cosmetics may be worn. 
  No dangling earrings or necklaces
  No artificial nails
- Exposed body piercing, facial piercing or ear gauges are not allowed.
- Any visible tattoos are to be covered.
- Personal hygiene should limit body odor, including perfumes and colognes
- Smoke odor should not be detectable

**Additional Requirements for Dress Code in any STI LAB:**

- STI Scrubs are required in the lab. (No sweatshirts/sweaters, etc. may be worn over scrub top. Students may wear long or short sleeve white T-shirt under scrubs, and or add lab coat if cold.)
- Sturdy closed-toe shoes with socks must be worn. (No uggs or slippers, etc.)
- Long hair should be drawn back in a neat pony-tail during lab.
- STI Student ID badge is to be worn during lab.
- Students are required to have a lab coat available for lab sessions and for any Clinical course.

*Students in violation of dress code will be asked to correct their transgression in order to join the classroom, lab, or clinical session.*
Cardiac and Vascular Ultrasound Program Specifics

As a student of the Cardiac and Vascular Ultrasound program at Southeast Technical Institute, I am aware of the following:

- Clinical placement is determined only after the student has been observed safely and consistently performing all required procedures in specified time frames.
- The number of clinical sites in the Sioux Falls area and the state of South Dakota is extremely limited. This means the student will more than likely have to move away from this area for the clinical internship portion of this program.
- Students may have to compete with other students for desired clinical site positions. Selection of students for site placement is determined by the personnel at the clinical site through an interview process. Interview expenses are the responsibility of the student.
- Moving and living expenses incurred are the responsibility of the student.
- No preference is given to students because of family situations, owning houses, etc., in the clinical site selection process.
- Criminal Background Checks and Drug Screening will be completed before admission to the program as part of the application process. Another background check will be required prior to the start of the clinical internship at the student’s expense. Drug Screens may be requested at any time during the clinical internship.
- Physicals will be required within 1 year before clinical placement.
- Immunization records including Hepatitis B, Measles, Mumps, and DTP will be required. A Rubella Titer and a documented history of, or immunization for, Chicken Pox will be required. A current TB test and CPR certification will also be required that will be valid throughout the entire clinical period. All immunizations, influenza vaccination, physical and TB tests need to be completed 1 month prior the start of the clinical.
- Health Insurance coverage will be required during the clinical internship. Proof of insurance must be submitted.
- The Cardiac and Vascular Ultrasound program is accredited through the Commission on Accreditation of Allied Health Education Programs. Students are eligible to take the American Registry of Diagnostic Medical Sonography exams during their academic program. There are two components to becoming a registered sonographer.
  1. Sonography Principles and Instrumentation (SPI) exam. Students are eligible to sit this exam when they have successfully passed CV 123 Ultrasound Physics.
  2. Specialty exam Adult Echocardiography (AE) or Vascular Technology. Students are eligible to sit for this exam during their clinical internship but the status of “registered sonographer” will not be granted until a diploma is issued upon graduation from their ultrasound program.
- Successful completion of the ARDMS Registry Board exams is an expectation of the Cardiac and Vascular Ultrasound programs at Southeast Technical Institute. (Refer to The American Registry of Diagnostic Medical Sonography or www.ardms.org for details of eligibility.)
- The ARDMS application fee is currently $250 for each exam. The ARDMS requires an additional fee (minimum $150) for any applicant that has any criminal offenses at the time of first
application. Students are expected to apply for and complete the ARDMS SPI Exam during the first summer.

- Job opportunities in the immediate region are typically limited.
Imaging Program Policy
Clinical Site Selection Process

1. A list of approved sites shall be presented to the students upon its completion.
   a. The list shall contain the number of sites no fewer than the number of students in the program specialty.
   b. At the very least, a tentative list shall be released no later than September 30 of the year prior to the clinical period.
2. Site selection for the list is based on:
   a. Specialty advisor approval with consideration on the number and variety of procedures, the amount and types of equipment, and staffing.
   b. Sites interest in having a student and in teaching.
   c. Sites within the same cities as existing sites (from any of the programs).
   d. Sites willing to take more than one student. This may be in more than one specialty area, or in the same area. This will be subject to instructor approval of each specialty involved.
3. Changes in the list once it has been presented will be made only if an approved site needs to withdraw. Replacement will be based on selection criteria set forth in this policy.
4. The student is NOT allowed to make contact with hospital/clinic personnel at any clinical site until approved by their advisor.
   a. Failure to comply with this policy may sacrifice the student’s opportunity to apply at the site.
5. Placement is determined by selection of the clinical site through an interview process.
   a. The interview/placement process will begin at a time designated by the specialty advisor (all specialties may not be on the same schedule).
   b. The student is free to select from the list the site they wish to interview at. They may be competing with other students for that site.
   c. Some sites may wish that the selection be made by the school. In this situation, it will be made by luck of the draw. The student(s) not selected will go into a second stage (outlined in section 7).
   d. Once the process begins, the student is expected to schedule their interview within two weeks and complete it within no more than six weeks (to avoid competition with others at a different placement stage.) These time frames may be adjusted by the Program Advisor based on unforeseen circumstances that may arise during the application process. Special exceptions due to distance may be made, however, at a sacrifice of what selection round the student returns to if they are turned down by the site, or they turn the site down.
6. Application for placement:
   a. Student must have successfully passed all completed and required courses at the time the list is handed out.
   b. Successful completion of the SPI (Sonography Principles and Instrumentation) board exam.
   c. Student must have a “C” or better in current Program courses at the time the Advisor contacts the site to announce the student’s interest.
   d. Students must be free and clear from any school or program probation, academic or otherwise (i.e. documented attendance concerns).
      (1) Students may not apply for clinical internship until concerns have been resolved.
   e. At such a time when delays for application for clinical internship have been resolved the student may chose:
(1) To wait until the beginning of the next stage.
(2) Choose from any available site on the list that currently:
   (i) does not have a student in the current stage applying for it.
   (ii) does not have a student going into the stage applying for it.

f. Applications for placement must be turned in directly to the Advisor, at a time set by the Advisor.
   (1) Students failing to return their applications within the designated time frame will not be allowed to apply to a site that another student has applied to. They may select another site without waiting for the next stage in the placement process.

7. Placement stages:
   a. First stage occurs after the list is first handed out. The Program Specialty Director will designate the amount of time that the students have to select one site, as their first choice.
   b. The student will be given the name of the contact for that site. They will have two weeks to arrange their interview date. This time frame may be adjusted by Program Advisor based on the unforeseen circumstances that may arise during the application process.
   c. If more than one student selects the site, they will be competing for the position, unless the site requests it be done by a draw.
   d. Students not selected or decide to turn the site down move to the next stage of the selection process. Students in the later stage may not compete for a site against a student in the previous stage, unless the advisor deems that those in the previous stage have taken too long to arrange or complete their interview as set forth in section 5.d. of this policy.
   e. Once all students have completed the current stage (1st, 2nd, etc.), the process starts over at 6.a., for those who were not selected or chose to turn down the site. The site list will be consisting of those sites that do not have a student in place. Special exceptions may be made when someone who is at a later stage may be allowed to select another site prior to everyone completing the current stage.
   f. Once all students have confirmed placement, the sites are closed and may not be opened up again if for any reason that student does not go to clinical.
   g. Once a student has confirmed placement, they may not reapply for a site that may have become available due to the fact that the student, that the site selected, is not going on to their clinical internship.
   h. In the situation of multiple sites in one city and there are an equal or fewer number students wanting that city, the advisor may designate a site to a student in an attempt to better match the student’s personality with what they know of the site’s personality. This may be done to insure the best clinical experience for all students.

8. The student will need for the interview:
   a. A current resume.
   b. Three letters of recommendation (from other than their program specialty advisor.)
   c. A copy of their current transcript (including high school if graduated within the past 2 years. It does not need to be an official transcript)

I have received a copy of the “Program Policy for Clinical Site Selection Process” for my records. I have read it and it has been explained to me.

I understand the program policy as it relates to applying for clinical internships. In signing this policy statement, I hereby agree to abide to all policy requirements.
PROFESSIONAL BEHAVIOR/SOCIAL MEDIA POLICY

As students enter the health care professions, it is necessary to understand the effect social media has on them personally and professionally. Communications that may have taken place in students’ juvenile years may not be appropriate for their professional educational term or employment. In preparation for the professional work place, the cardiovascular program has adopted the following policies:

Student “friending” of faculty, preceptors, clinical instructors, clinical site sonographers, and ultrasound lab assistants is prohibited. Students expect evaluations from all instructors to be accurate and fair. “Friending” in a social media may result in an inaccurate evaluation or a biased placement.

Students posting comments regarding clinical experiences is considered unprofessional behavior and may be a violation of HIPAA criteria. This behavior is prohibited.

Socializing with faculty, preceptors, clinical instructors, clinical site sonographers, and ultrasound lab assistants while enrolled as a sonography program student is also prohibited outside the normal educational environment ‘on-campus’ and in a clinical setting.

It is important for health care students to behave in a professional manner and realize that their behavior may be misinterpreted by those they serve. Unprofessional behavior may include, but is not limited to communications (verbal, voice inflections, non-verbal actions or stances, postings, etc.) which may potentially compromise the health care relationship with patients, family members, staff, or physicians, or which may compromise the clinical affiliation relationships, or those that may violate legal or ethical standards.

I have received a copy of the “Professional Behavior/Social Media Policy.” I have read it and it has been explained to me.

I understand the program policy as it relates to all areas of my Sonography Education. In signing this policy statement, I hereby agree to abide to all policy requirements.

August 17, 2014
Professionalism and Rules in Lab:

- Academic dishonesty includes, but is not limited to cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement. Unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers or other academic materials. This behavior will result in a zero for that work or an “F” for the course if unethical behavior has occurred before in the course or program.

- A locker with combination lock will be assigned to you for the semester by your instructor.
  - May have to share locker with 2-3 students.
  - Lab jacket/shorts are to be stored in locker.
  - Book bag if fits is to be store in locker or on floor, not in walk way.
  - Keep valuables in locker.
  - Instructors may inspect lockers at any time.

- Please put cell phones on vibrate or turn off. (volunteer “patients” may not use cell phone)

- No caps maybe worn during lab.

- Use of phone on desk without permission is prohibited.

- Desk and file cabinets beside the desk are off limits to students.

- Clothing:
  - All clothing shall be neat and clean, reflecting expectations of healthcare providers.
  - STI dress code
  - STI nametag must be worn
  - Closed-toe shoes and socks must be worn in the lab.
  - Shoes are to be worn at all times unless you are the patient.

- No scanning may be performed in the lab WITHOUT STI staff person present.

- Machines and probes may only be used after appropriate instruction and authorization from instructor.

- No unauthorized scans may be performed.

- Children are not allowed in the lab at any time.

- Hands must be washed upon:
  - Entering lab as sonographer or patient
  - Before and after scanning each patient.

- Students will wear exam gloves when performing scans.

- Instructor must be informed of any latex allergies.

- Students will use proper body mechanics in all aspects of performing ultrasound exams.

- Student conduct will be professional at all times:
  - Any student displaying unprofessional behavior may be immediately dismissed from the lab/class and further disciplinary action may occur.

- Students who report to class/lab after the consumption of alcohol or other drugs are subject to suspension/expulsion; administration will be notified.

- Food and beverages are not allowed in the scanning rooms.

- All accidents or injuries, no matter how minor, must be reported to STI staff supervising the lab immediately.

- Unobstructed access to all exits must be maintained.

- All coats must be hung in HC 111 entryway coat rack.

- Ultrasound exam room doors are to be open during scanning.

- “Patients” are to be appropriately covered/clothed at all times.

- All laundry must be kept off the floor.
- Desktop Computers are for the use of reviewing scans exported on DI COM (Prosolve)
- Student laptop computers are to be used for viewing emails, STI Net etc.
- Students will abide by the guidelines for signing up for specific lab times. (posted in lab)
- While in lab, student scanning should finish at 10 minutes to the hour to allow for proper room turnaround.
- Equipment:
  - Transducers and cords should be inspected for damage prior to each scan.
  - Care must be taken with all cords on the machines that they are not pulled on or run over.
  - Transducers, cords, EKG wires, machines and bedside table must be cleaned after each scan.
  - Any equipment malfunctions must be reported to STI staff supervising the lab immediately.
  - All cord and cables must be placed so as to be above the wheels of the machine.
  - Gel bottles must be refilled and returned to proper cupboard.
  - Gel bottles removed from warmer should be replaced with a new full bottle from cupboard.
  - Remove any garbage from machine

Laundry rules:

- When you are assigned laundry duty, laundry must be done and put away every day, whether you have lab/class that day or not.
- If you are unable to fulfill your laundry duty it is your responsibility to find a student to cover or trade with you.
- If you fail to perform your laundry duties you will be assigned another day to do laundry.
- Typical Ultrasound lab hours are 7am-8pm except on Fridays, lab closes earlier.
- You need to be checking on the laundry and keeping up with it on an hourly basis.
- Never overload the washer or dryer.
  - Follow laundry procedures posted in laundry room
- Report anything unusual with the washer and dryers to the instructor or lab specialist in HC 111

I have read and understand the above lab rules and agree to abide by them.
RELEASE FORM FOR VOLUNTEERS FOR HEALTH CARE
LABORATORY PROCEDURES - ULTRASOUND

I, ____________________________________________, volunteer to be a “patient” for

(Any Student) that is in the DMS / Cardiac / Vascular Ultrasound Program.
I understand that acting as a patient in this laboratory may require disrobing, and procedures involved in this laboratory may be performed by a male or female student in this program.

I understand and expressly agree that my participation as a “patient” for procedures in this laboratory is voluntary, and I will not receive reimbursement. If I am a student, I understand and expressly agree and consent that my participation or lack thereof will not affect my grade. I further understand that this procedure will not result in a diagnosis or record, and I expressly agree that I will not rely or seek to rely upon the procedures in this laboratory as any indicator of my health. Rather, if I have any health concerns, I will consult with my own medical care provider.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or any of their officers, agents, servants, employees, assigns, or successors, or any students of the Southeast Technical Institute, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while participating in the activities contemplated by this RELEASE, whether such loss, damage, or injury is caused by the negligence of the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or any of their officers, agents, servants, employees, assigns, or successors, or any students of the Southeast Technical Institute, or from some other cause.

I HEREBY EXPRESSLY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I may sustain while participating in the activities contemplated by this RELEASE, caused by the negligence of the Southeast Technical Institute, the Sioux Falls School District, the State of South Dakota, or their officers, agents, servants, employees, assigns, or successors, or students of the Southeast Technical Institute.

I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY and I further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

This release form is good as long as I am a STI student in one of the ultrasound programs.

_________________________   ___________________________   ___________________________
Date                  Printed name                  Volunteer Signature

_________________________   ___________________________
Date                  Printed name                  Witness Signature

August 17, 2014
AUTHORIZATION TO RELEASE INFORMATION & THAT I HAVE READ AND UNDERSTAND THE SOUTHEAST TECH CARDIAC AND VASCULAR ULTRASOUND HAND BOOK INFORMATION

I authorize the instructors of the program at SOUTHEAST Technical Institute in which I am enrolled to provide the following information to prospective clinical sites/employers:

1. School/program activities
2. Degrees, Awards, Certificate of Completion
3. Most current GPA/most current program GPA
4. Synopsis of clinical/internship experience
5. Information regarding attendance and behaviors in clinical/internship experience
6. Recommendation for employment

The purpose of this signature is to:
1. Acknowledge that I have received and read the STI Cardiac and Vascular Ultrasound Policy Handbook covering:
   a. Curriculum sheet for my program and that I the student am responsible to make sure that I have either transferred in or taken and passed each course in order to graduate. (Pages 2-9)
   b. Technical standards (Pages 10-12)
   c. Student Dress Code Policy (Page 13)
   d. Specifics dealing with the program (Page 14-15)
   e. Clinical Site Selection Process (Pages 16-17)
   f. Professional Behavior/Social Media Policy (Page 18)
   g. Professionalism and Rules in the Ultrasound Lab (Page 19-20)
   h. Release form for volunteering in lab (Page 21)

TO THE STUDENT: Please sign and return this authorization to your program instructor. This authorization will be filed in your program student file.

__________________________________
Program

__________________________________  ________________________
Print Student Name                    Date

__________________________________
Student Signature

__________________________________  ________________________
Instructor Signature                  Date

August 17, 2014