

Echocardiography Admissions Policy

West Virginia University Hospitals and those responsible for the administration of the Imaging Science Education Programs consider each applicant without regards to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by applicable law. The program coordinator reserves the right to limit enrolment based upon the quality of the applicant pool and current employment market conditions. Admission to the Echocardiography Program is governed in accordance with the following minimum admission requirements.

Requirements for Admission Consideration

All of the following criteria are required for admission consideration and documentation must be received on or before **February 1st** of the year in which the student is applying for admission.

1. Applicant **must** review the Essential Performance Standards form located on the program's web-site <http://wvumedicine.org/radtech/echocardiography/>
2. Applicant **must** possess, at minimum, an Associate's degree (*or pending graduate*) of a 2-year postsecondary, Allied Health education program that is patient care related. Allied Health occupations include, but are not limited to Radiologic Technology, Respiratory Therapy, Occupational Therapy, Physical Therapy, Registered Nurse, and Licensed Practical Nurse.
3. Applicant **must** submit the following by the **February 1st** deadline to be considered for the program starting in July:
 1. Program Application
 2. Three Personal Reference Forms
 3. Official high school grades or G.E.D. scores
 4. Official transcripts of all post-secondary education

Transfer, Advanced Placement and Part-Time Student Policy

The Echocardiography program does not admit student sonographers on a transfer basis. The program has a structured curriculum design that does not provide enough time or flexibility to accommodate a transferring student. The West Virginia University Hospitals, Echocardiography Program does not provide for any advanced placement. Due to the nature of the educational process relative to the clinical education requirements and competencies, the program does not provide for student attendance on a part time basis. Part time hours would disrupt the coordination of the student's clinical education relative to his or her didactic education.

Academic Evaluation

Program officials utilize an established, objective screening mechanism to assign academic points to a candidate based on their current level of academic achievement. The following categories are evaluated in assigning academic points:

1. Applicant must document completed college level course work in the following:
 - a. Mathematic (Statistics, Calculus, Trigonometry or Algebra accepted)
 - b. General physics (Radiology physics is accepted)
 - c. Communication skills (English, Speech, or Composition accepted)
 - d. Human Anatomy and Physiology
 - e. Medical Terminology
 - f. Patient Care (clinical experience accepted)

2. Post-secondary (college-level) allied health education grades to include:
 - a. Cumulative GPA/ Weighted Average
 - b. General college-level physics and/or radiographic physics
 - c. Human Anatomy & Physiology
 - d. Clinical Experience / Clinical practicum
 - e. College mathematics course (cumulative)
 - f. Communication courses (cumulative)
 - g. Pathophysiology

3. College / University Credit (based on GPA relative to number of hours completed)

4. College / University degree (BA, BS, MA, etc.)

5. Healthcare Experience

6. Military Service / VA Benefit Eligible: For applicants that will potentially be using VA educational benefits if accepted, WVUH will accept, review, and maintain a written record of previous education and training for each candidate. Such materials will be reviewed to determine if credit towards admission or program completion is possible.

Interview Evaluation

Interviews are granted to the top candidates each year; however, the Education Coordinator reserves the right to limit or expand this number based on the quality of the applicant pool. Applicants not receiving an interview will be notified by mail. Interviews will be conducted in March or April of each year and candidates will be notified of their admission status no later than the end of April of each year.

Interviews are conducted by an admission's committee consisting of a least three members selected by the education coordinator and may include faculty members, department managers and /or clinical staff. Using a standardized form, total interview scores from each committee member will be calculated and averaged for each candidate.

Overall Evaluation

The Education Coordinator/ Program Director will combine the academic and interview points into a cumulative total score for each candidate. The candidates will be ranked in descending order. The admissions committee will review the scores and finalize the assessment.

Selection

The Education Coordinator will rank the candidates in descending order and will extend offers to top candidates having the highest overall scores (available seats in the program, vary year to year with an average of 4 students). The next 3 candidates will be waitlisted in the event one or more of the top candidates do not accept the position. Waitlisted positions expire once a class is filled and do not carry over to the next admission year.

The candidates selected for admission will receive:

- a. Acceptance letter
- b. Access information for the student handbook
- c. Statement of Intent To Enroll (to be signed and returned)
- d. Essential Performance Standards Form
- e. Invoice for Admission Fee

All other applicants interviewed will receive a written verification of their non-admission or waitlisted status.

Acceptance

The selected applicants will be given approximately 10-15 business days to respond to the offer of admission by completing the following prior to the established deadline:

1. Read the Student Handbook
2. Sign and return the Statement of Intent to Enroll form
3. Sign and return the Essential Performance Standards form
4. Submit a \$50.00 check to WVUH for the admissions fee

If an applicant fails to respond to the offer of admission by the established deadline, the program coordinator will consider the offer as void, and will proceed by offering the position to a wait-listed applicant.

Enrollment

Enrollment is contingent upon the student satisfactorily completing the following screening and assessment procedures within the guidelines specified by West Virginia University Hospitals (WVUH). These screenings will be conducted during the orientation time frame or at a time specified by program coordinator. Students will be provided with additional information regarding these procedures prior to the program start date.

Students will be required to:

- (1) Complete a health assessment and a vaccination record review conducted by the Employee Health department.
- (2) Complete the criminal background investigation process. (See WVUH Policy V.036)
- (3) Complete the drug screening / testing process. (See WVUH Policy V.035)

Recruitment

As part of the requirements of the Essentials and Guidelines for an Accredited Program of Echocardiography, adequate announcement and advertising that accurately reflects the program must be practiced. To comply with this, our program information is available on the WVUH Radiologic Technology Education Programs' website. We provide application packets upon request. Letters and advertising materials are sent out to many radiography programs in the state and surrounding areas.