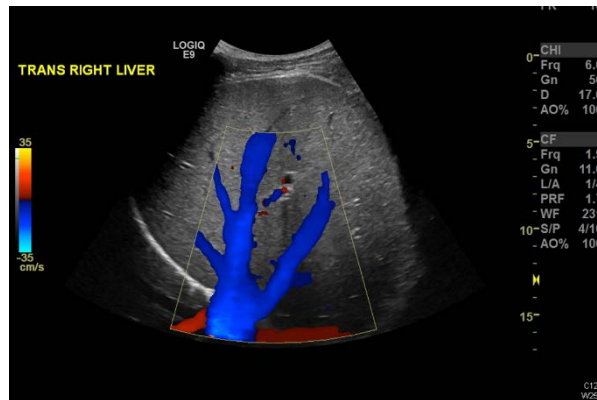




West Virginia University Hospitals
Imaging Science Education Programs
Diagnostic Medical Sonography

Student Handbook



2025-2026
Academic year

1 Medical Center Drive
Morgantown, WV 26506

Revised: 6/2025



PREFACE

WVU Hospitals offers an 18-month, 40-hour-per-week education program in Diagnostic Medical Sonography. It is designed to provide students with the basic knowledge and principles necessary to perform sonographic procedures in the clinical setting. The program is hospital-based and is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The essentials and guidelines for accreditation are available to students to read and may be found in the office of the Program Director.

WVU Hospitals awards a certificate to each student who satisfactorily completes all courses of study and fulfills all clinical requirements of the program. Upon graduation, students are eligible to sit for several registry exams offered by the American Registry of Diagnostic Medical Sonographers. In addition, students are also eligible to sit for the certification exam in Sonography held by the American Registry of Radiologic Technologists. One stipulation beginning in January of 2015 is that for a student to be eligible to take the ARRT Sonography Exam, the student must hold an academic degree of an associate degree or higher will be mandatory.

Students enrolled in the program are regarded as mature, responsible individuals seeking education in the field of ultrasound. They are not considered employees of the hospital or students of West Virginia University.

The following information has been prepared to inform the students of both policies and procedures of the ultrasound facilities as well as the didactic and clinical requirements expected of them during this educational endeavor.

West Virginia University Hospitals

Imaging Science Education Programs

Diagnostic Medical Sonography

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History

The WVUH Diagnostic Medical Sonography Education Program originated in July 1976 with an initial enrollment of four students. The program was under the direction and administration of Dr. Michael Hogan, Medical and Educational Program Director, until 1978. The JRC-DMS awarded initial accreditation in July 1986 for an enrollment of two students. Since then, there has been an increase in enrollment to four students per cohort.

Program Description

The Diagnostic Medical Sonography program at WVU Hospitals is an 18-month certificate program specializing in abdominal, obstetrical, and gynecological sonography. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Upon successful completion of the program, students are eligible to sit for the Sonography Principles and Instrumentation (SPI) examination, administered by the American Registry of Diagnostic Medical Sonography (ARDMS). Successful completion of the SPI examination then qualifies graduates to sit for the ARDMS Abdominal, Obstetrical, and Gynecological Sonography specialty certification examinations.

Facilities

WVU Hospitals utilizes state-of-the-art GE™ equipment. Our machines have the most recent technological software packages available, including 3D/4D imaging. A caseload of approximately 19,000 examinations per year provides students with an excellent, comprehensive clinical education in ultrasound, which includes exposure to pediatric exams, breast imaging, high-risk obstetrics, and vascular technology.

Medical Director: Dr. Cara Lombard Ultrasound Education Coordinator: Kathleen Riley

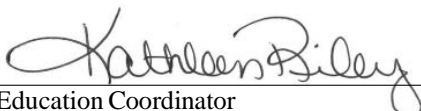
Mission Statement

The Diagnostic Medical Sonography education program at West Virginia University Hospitals withholds a mission to develop entry-level diagnostic medical sonographers through comprehensive didactic and clinical education in Diagnostic Medical Sonography. In addition, this program strives to provide the necessary skills for professional growth and career advancement in the imaging sciences.

Through continued technological advancement and strong commitment to medical education, West Virginia University Hospitals provides the foundation on which students can cultivate and expand their imaging skills in the diagnostic medical sonography discipline.

Goals

1. To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal sonography - Extended and Obstetrics and gynecology sonography concentrations.
2. To develop effective communication skills.
3. To utilize critical thinking/problem-solving skills.
4. To reinforce professional behavior.
5. To integrate professional growth and development practices.


Education Coordinator

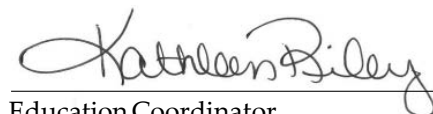
Date

West Virginia University Hospitals
Imaging Science Education Programs
Diagnostic Medical Sonography

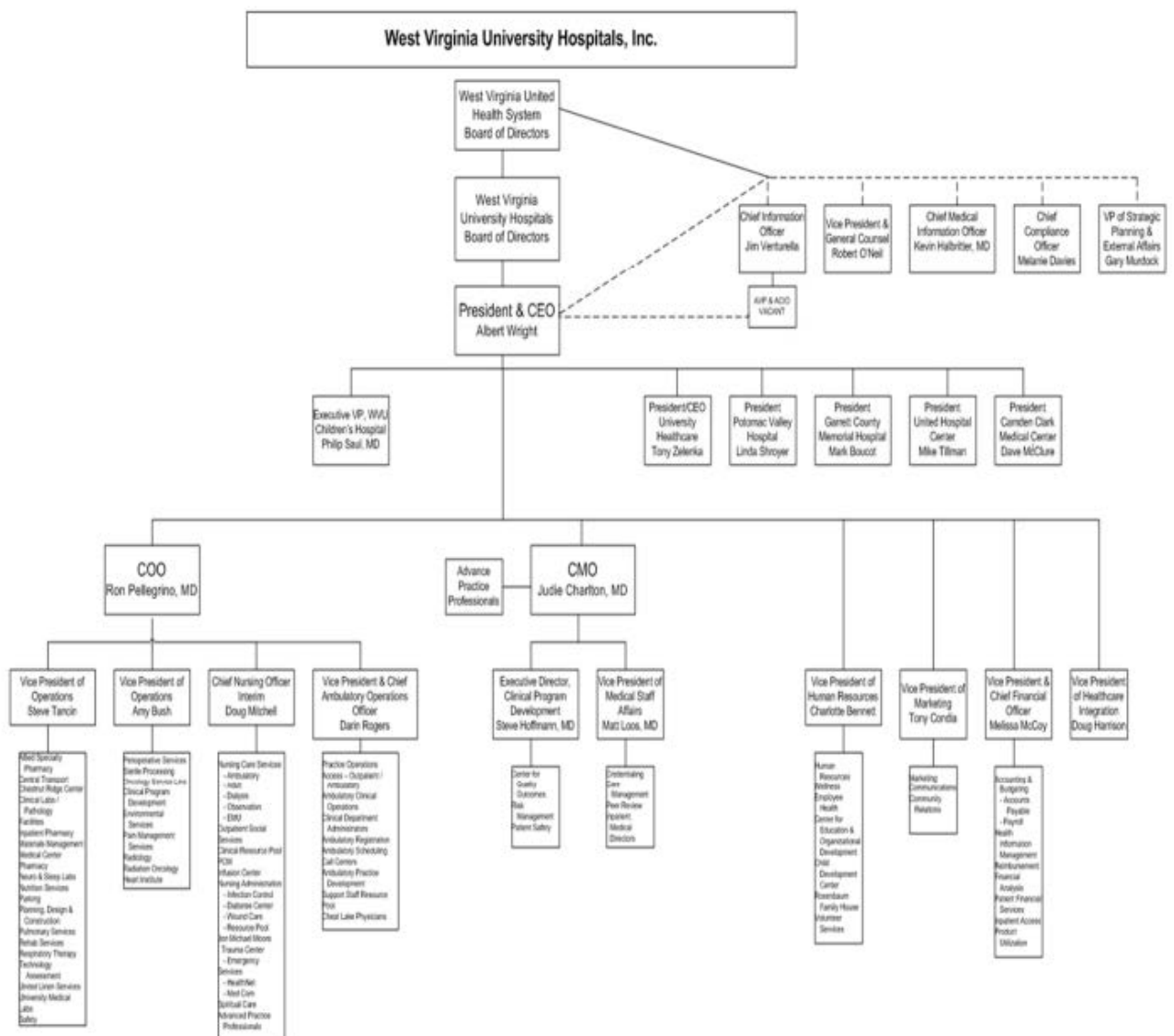
<u>Policy No.</u>	<u>2.001</u>
Effective:	3/1991
Revised:	6/2019
Reviewed:	6/2021

Policy Change

The administration of the West Virginia University Hospital's and the Faculty of the West Virginia University Hospital's Program of Imaging Science reserve the right to change any of the stated policies as necessary and/or when advisable for improvement of or to meet new standards within the program.

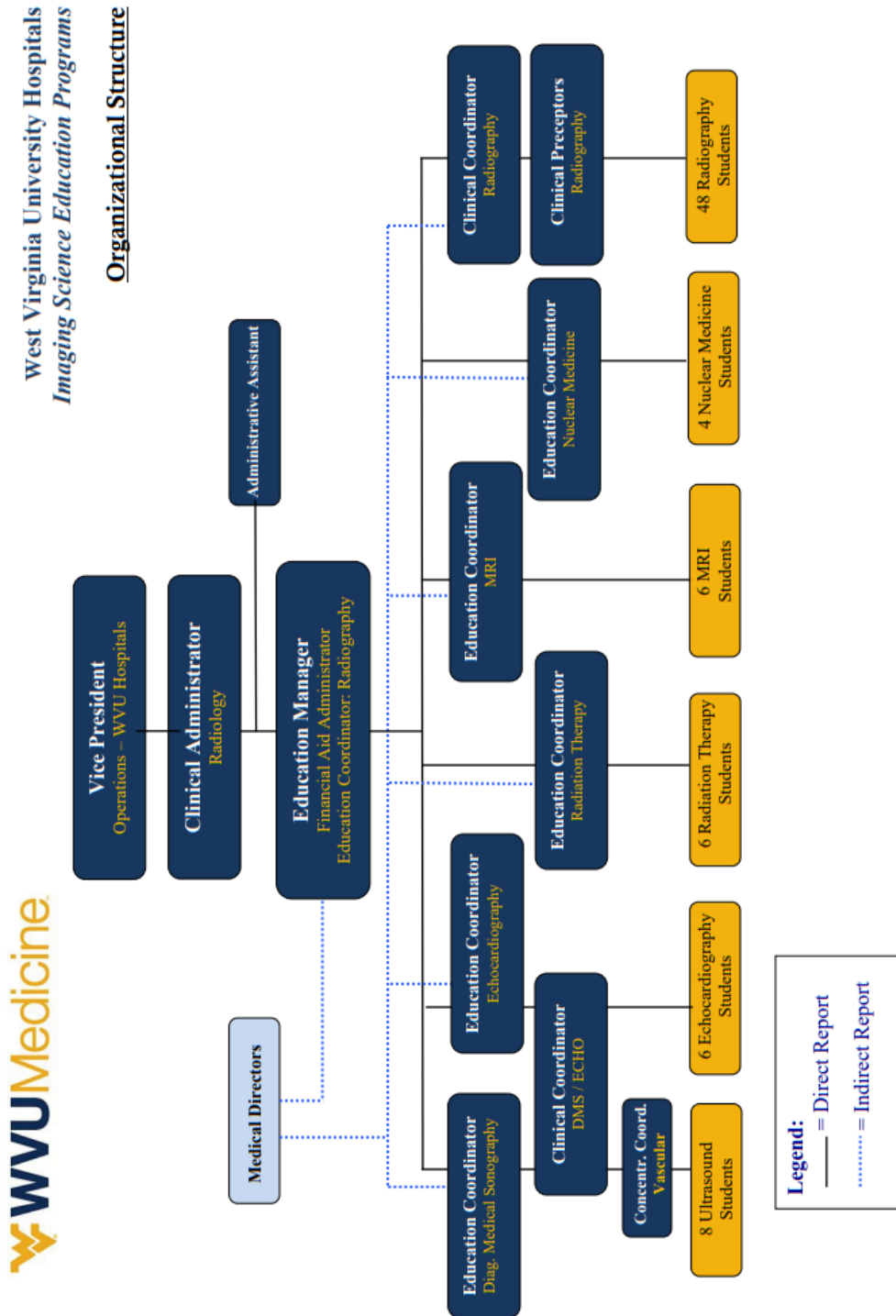

Education Coordinator

Date



IMAGING SCIENCE EDUCATION PROGRAMS

Diagnostic Medical Sonography Program



IMAGING SCIENCE EDUCATION PROGRAMS

Diagnostic Medical Sonography Program

Education Advisory Committee

Diagnostic Medical Sonography Education Program

Amanda Pechatsko
Clinical Administrator, Radiology

Jay Morris
Education Manager

Kathleen Riley
Education Coordinator, Ultrasound

Stephanie Hardy
Education Coordinator, Echocardiography

Tiffany Davis
Education Coordinator, Nuclear Medicine

Christina Paugh
Education Coordinator, Radiation Therapy

Charles Bradley Holben
Education Coordinator, MRI

Caitlin Chisler
Clinical Coordinator, Ultrasound

Dawn Smith
Clinical Coordinator, Echocardiography

Joy Mason
Clinical Coordinator, Radiology Ed.

Neal Humphries
Clinical Preceptor, Radiology Ed.

Samantha Eakle
Clinical Preceptor, Radiology Ed.

Deb Ferencz
Clinical Preceptor, Radiology Ed.

Student Representatives:

Diagnostic Medical Sonography
Echocardiography
MRI
Nuclear Medicine
Radiation Therapy
Radiography Junior Class
Radiography Senior Class

Faculty Roster

Faculty Member

Kathleen Riley MSRIS, RDMS, RT(R)
DMS Program Director

Course(s)

Ultrasound Physics
Obstetric Sonography
GYN Sonography
Pediatric Sonography
Abdominal Board Review
Physics Board Review
OBGYN Board review
OB Scan Lab
Case Review

Caitlin Chisler BA, RDMS, RT(R)
DMS Clinical Coordinator

Abdominal Sonography
Abdomen & small parts scan lab

Sarah Sherman MA, RDMS, RVT
Lead Vascular Sonographer

Vascular Sonography

Darbi Wolfe AAS, RDMS, RT(R)
Staff Sonographer

Breast Sonography

Ultrasound Clinical Administration

Managers

Crystal Rosenberger, RT (R)(M)(CT)(ARRT)	Manager, Imaging Services	CT, Ultrasound, & LUCAS Mobile imaging
Shenna Snead, MBA, RT(R)(M)	Manager, Imaging Services	Fairmont Medical Center/Gateway Clinic
Andrea Deuesenberry, BS, CRA, RT(R)	Manager, Imaging Services	Betty Puskas Breast Care Center / Bonnie's Bus
Frances Spishock, BSN, RN	Manager Cardiac and Vascular Services	Noninvasive
Allison Pekar, BA, RT (R) (CT)	Manager, Imaging Services	WVU Medicine Children's Hospital

Supervisors

Grenaville Guthrie, RT(R)(M)(CT)	Radiology Supervisor	CT Scan, Ultrasound
Amy Jo Clark, RT(R)(VI)(CT),	Imaging Supervisor	University Town Center, Cheat Lake, and Waynesburg
Jennifer Graham, RDMS, RT(R)	Ultrasound Supervisor	OB/GYN
Diane Stofcheck, RVS	Supervisor	Cardiac & Vascular Ultrasound

Ultrasound Modality Specialists

Kim Tustin BA, RDMS, RVT, RT(R)	Physician's Office Center, Inpatient ultrasound
Katy Brugnoli BA, RDMS, RT(R)	Children's Hospital

DMS Staff Clinical Instructors

Radiography department

Kariann Taylor, RDMS, RVT
Kelli Jordan, RDMS, RT(R)
Sydney Banker, RDMS, RT(R)
Halley Neely, RDMS, RT(R)
Antoinette Casto, RDMS
Cali Holt, RVT, RT(R)
Breanna Decker, RDMS
Alena Olson, RDMS
Shayna Miller, RDMS
Dallas Kelly, RDMS
Megan Rush, AAS, RDMS, RT(R)

OBGYN

Amber Payton, RDMS, RVT, RT(R)
Sarah Atkins, RDMS, RT(R)
Briana Ditman, RDMS, RT(R)
Candice Norris, RDMS, RT(R)
Marleah Whipkey, RDMS, RT(R)
Brooke Bertovich, RDMS, RT(R)
Kelsey Hill, RDMS
Paula Camden, RDMS, RT(R)

Vascular

Rachel Chatkin, RVS
Heather Kitta, RVS
Kelly Honaker, RDMS, RVT
Danielle Nicklow, RDMS, RVT
Hadleigh Nair RDMS, RVT, RDCS
Lisa Cameron BS, RDMS, RVT

Children's Hospital

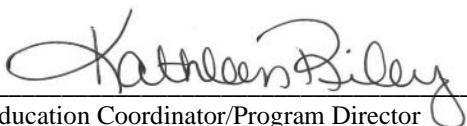
Keriann Ross, RDMS
Caitlin Gutta, RDMS, RT(R)
Courtney Knicely, RDMS, RT(R)
Anastasia Benedum, RDMS, RT(R)
Megan Rush, RDMS, AAS, RDMS, RT(R)

UTC/Cheat Lake/FGC general sonographers

Cara Miller, RDMS
Jaime Lancaster, RDMS, RT(R)
Misty Rechichar, RDMS
Maria Redpath, RDMS, RT(R)
Megan Hickman, RDMS, RT(R)

Mary Babb Randolph Breast Care Center

Carrie Wilhelm, RDMS, RVT, RT (M)(R)
Amanda Starkey, RDMS, RT(R)(M)
Paula Camden, RDMS, (R)(M)
Darbi Wolfe RDMS, RT(R)
Tammy Harbert RT(R)(M)(BS)(ARRT)
Janet Witt RT(R)(M)(CT)(BS)(ARRT)
Celia Smith RT(R)(M)(BD)(BS)(ARRT)
Carla Plum RDMS (AB)(BR),RT(R)(N)(M)(ARRT)
Onnie Bergman RT(R)(M)(BS)(ARRT)


Education Coordinator/Program Director

DMS 2025- 2026 Academic Calendar

Date: 2025

July 1-3

July 4

July 7

July 7

September 1

September 26

October 17

October 20-24

November 27 & 28

December 5

December 12

December 12

December 15-17

December 22-Jan 2

Event:

New Student Orientation (dates TBD)

Independence Day Holiday- No Class

Tuition due – Modality & 2nd yr. Radiography students

Modality & 2nd yr. Rad. begin Summer & Sem III didactic / clinical courses.

Labor Day Holiday - No Class

Mid-Term

Fall break for 1st year students

Fall break for 2nd year students

Thanksgiving Holiday - No Classes

Graduation

Last day of Semester I & III didactic courses

Final Grades due (Semester I & III)

Student Counseling Sessions

Student Holiday break

Date: 2026

January 5

January 5

February 1

March 1

March 13

April (TBA)

May 25

June 12

June 12

June 12

June 15-16

June 22-26

Event:

Tuition due - Semester II & IV

All students begin Semester II & IV didactic / clinical courses

Application Deadline for 2026 Advanced Modality program candidates

Application Deadline for 2026 Radiography program candidates

Mid-Term Grades due

Spring Break - Modality Students

Memorial Day Holiday - No Class

Final Grades due (Rad. Therapy, Nuclear Medicine, ECHO, & MRI)

Graduation Reception - (Rad. Therapy, Nuclear Medicine, ECHO, & MRI)

Last day of Semester II didactic courses (1st year Rad, & Ultrasound)

Student Counseling Sessions (1st year Rad & Ultrasound)

Summer Break

DMS Admissions Policy

Policy

West Virginia University Hospitals and those responsible for administering the Imaging Science Education Programs consider each applicant without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status, or any other status protected by applicable law.

Program officials reserve the right to limit enrollment based on the quality of the applicant pool and current employment market conditions. To be considered for admission to the Diagnostic Medical Sonography Program, applicants must meet the following minimum admission requirements.

Requirements for Admission Consideration

All 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 website (<https://wvumedicine.org/radtech/ultrasound/>).
2. Applicant must possess, at minimum, an associate 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 have passing grades in the following college courses to be considered for admission into the program.
 - a. Algebra, statistics, or higher mathematics course
 - b. General college-level physics and/or radiographic physics
 - c. Communication skills
 - d. Human anatomy and physiology
 - e. Medical Terminology
4. Applicant is required to provide documentation of patient care experience, this can be from clinical experience associated with their degree or through a job. Volunteer and shadowing hours will not be considered patient care experience.
5. Applicant must submit the following by February 1st to be considered for the program starting in July each year:
 - a. Program Application
 - b. Three Personal Reference Forms
 - c. Clinical Experience Form
 - d. Official transcript of high school grades or G.E.D. scores
 - e. Official transcripts of all post-secondary education (radiography school, college, etc.)
 - i. International colleges and university transcripts must be submitted through the World Education Service (WES). Per policy 1.018 Validation of Foreign Educational Records.
 - f. American College Test (ACT) scores **or** Scholastic Aptitude Test scores
 - i. Minimum required composite score: **ACT ≥19, SAT ≥900.**
 - ii. Requirement may be waived for applicants possessing an associate's degree or higher.
 1. However, additional academic points will be awarded if the ACT or SAT score is provided and it satisfies or exceeds the minimum recommended composite score.

iii. **ACT School Code - 4549 SAT School code - 3863**

Academic Evaluation

Program officials utilize an established, objective screening mechanism to assign academic points to candidates based on their current level of academic achievement. The following categories are used to assign academic points.

1. ACT Composite score or SAT (Critical Reading & Math) score.
2. College-level coursework
 - a. Algebra, statistics, or higher mathematics course
 - b. General college-level physics and/or radiographic physics
 - c. Communication skills
 - d. Human anatomy and physiology
 - e. Medical Terminology
 - f. Patient Care (clinical experience and /or current job experience accepted)
 - i. Hours earned through volunteer or shadow experiences will not be considered patient care experience.
 - ii. Clerical positions or other non-patient care experiences will not be considered patient care experience.
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 Benefits 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 toward admission or program completion is possible.

Interview Evaluation

Interviews are granted to the top academic candidates each year. Applicants not receiving an interview will be notified by mail. Interviews will be conducted by the end of February of each year and candidates will be notified of their admission status no later than April 1st of each year.

Interviews are conducted by an admissions 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. Candidates must score a minimum average of **25 interview points** (out of a possible 40) to be considered eligible for admission to the program. (See Interview Form).

Spatial Reasoning Puzzles

Applicants will complete five spatial reasoning puzzles to assess their critical thinking, reasoning skills, spatial visualization, and problem-solving abilities. Points are assigned based on time to complete, completion of all puzzles, and accuracy.

Overall Evaluation

The Education Coordinator / Program Director will combine the Academic and interview points into a cumulative score for each candidate and rank them in descending order. All points will be summated, and a Total Point score will be assigned.

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 four students). Should there be a tie between two candidates, the average interview score for each candidate will be used as a tiebreaker. The candidate

with the highest interview score will receive the higher ranking. The next two candidates will be waitlisted in the event one or more of the top four 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 (must 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 are given 10-15 business days to respond to the offer of admission by completing the following before 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, program officials will consider the offer as null and 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 period or at a time specified by program officials. Students will be provided with additional information regarding these procedures before 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)
- (4) Complete all other WVUH mandatory orientation procedures.



Education Coordinator/Program Director

Date

Weighted Values for Applicant Admission Points

The following values will be assigned to the applicant's previous academic achievements and the personal interview. Points assigned to each candidate will be summated and utilized as criteria for admission consideration:

I. ACT/SAT scores

<u>ACT Composite Score Range</u>	<u>SAT Score Range</u>	<u>Points Assigned</u>
19 - 20	900 - 970	2
21 - 22	980 – 1040	3
23 - 24	1050 – 1120	4
25 - 26	1130 – 1200	5
27 - 28	1210 – 1280	6
29 - 30	1290 - 1350	7
31 – 32	1360 - 1430	8
>32	1440 – 1600	9

II. College Coursework

Applicants are assigned points for each of the following categories relative to the grade the student achieved in the course(s). Multiple courses completed in each category are averaged:

<u>Courses</u>	<u>Letter Grade</u>	<u>Points Assigned</u>
College Algebra, Statistics or higher (cumulative)	A	5
Physics	B	4
Human Anatomy & Physiology	C	3
Medical Terminology		
Sciences (cumulative)		

*Included science courses include biology and chemistry

Communication Skills (cumulative)

*Communication skills may be met with English, Speech or Composition

III. Radiography / College / University Credits

Points are awarded to applicants based on the applicant's highest degree obtained and average GPA (cumulative college/university). Points are awarded based on the following scale:

<u>Associate Degree</u>		<u>Baccalaureate Degree</u>		<u>Graduate Degree</u>	
<u>GPA</u>	<u>Points Assigned</u>	<u>GPA</u>	<u>Points Assigned</u>	<u>GPA</u>	<u>Points</u>
<u>Assigned</u>					
> 3.59	3	> 3.59	6	> 3.59	9
> 2.99	2	> 2.99	5	> 2.99	8
> 1.99	1	> 1.99	4	> 1.99	7
< 1.99	0	< 1.99	0	< 1.99	0

IV. Healthcare experience

Points are assigned to candidates who document healthcare related work experience not including their clinical education.

<u>Category</u>	<u>Points Assigned</u>
Health-related work experience \geq 3 years	6
Health-related work experience \geq 2 years	4
Health-related work experience \geq 1 year	2

V. Spatial Reasoning Puzzles

Applicants will complete five spatial reasoning puzzles to assess their critical thinking, reasoning skills, spatial visualization, and problem solving abilities. Points are assigned based time to complete, completion of all puzzles, and accuracy. The range is listed below.

<u>Category</u>	<u>Points Assigned</u>
Total Puzzle Score	
36-39	5
32-35	3
25-31	1
<25	0

VI. Personal Interview

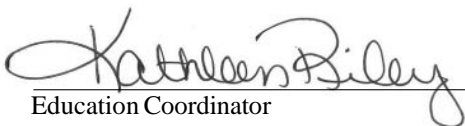
Individual interviewer points in the following categories are summated and averaged to obtain an overall average interview score (see interview form). Points are assigned based on the range below:

<u>Category</u>	<u>Points Assigned (see Interview form)</u>
Appearance	1 – 5 points
Affability/Attentiveness	1 – 5 points
Emotional - Stability	1 – 5 points
Personality	1 – 5 points
Communication Skills	1 – 5 points
Comprehension	1 – 5 points
Knowledge of Profession	1 – 5 points
Initiative & Drive to Succeed	1 – 5 points
Initiative towards Program Admission	1 – 5 points

VII. Programmatic / Institutional Fit

Points are awarded by the Admission committee relative to the candidates programmatic fit and projected ability to successfully complete the program based upon their Interview Score.

<u>Category</u>	<u>Points Assigned</u>
Interview Score	
35-40	5
30-34	3
<30	0


Education Coordinator

Date

Mandatory Orientation Policy:

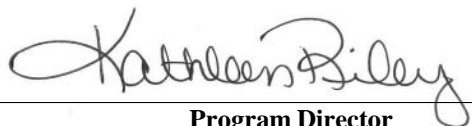
Policy:

The West Virginia University Hospitals, School of Diagnostic Medical Sonography Program requires that students attend the two-day scheduled orientation.

If the student would be unable to attend this orientation, the student's personal time will be deducted. The total time deducted from the personal time off is **twelve hours** (1.5 days) from the seventy-two hours given at the beginning of the program.

In addition, any student that was not present for the orientation will be provided the handouts and given a list of required items that will need to be completed on their own time. Required items that will need completed include but are not limited to as follows:

(1) Obtaining a Hospital Parking Pass



Program Director

Date

Attendance Policy

A student's daily attendance is vitally important in order for them to maintain satisfactory didactic and clinical performance. Students that miss exceptional amounts of clinic time will find it difficult to acquire the exams needed to fulfill their clinical education requirements. Students need to realize that poor attendance during their education can have a negative effect on their future. Employers tend to be wary of student applicants that have a record of excessive absenteeism. It is natural to relate absenteeism with a poor work ethic and a lack of commitment to the profession.

Personal Time Off: (PTO)

Personal time off (PTO) may be utilized for unscheduled absences (illness, personal emergency, etc.) and scheduled absences (job interviews, doctor appointments, etc.).

Twelve-month programs:

The student will be allotted 48 hours of personal time off for a twelve-month program. In addition, each school year will include three (3) weeks of leave to include: 2 weeks over the Christmas / New Year holiday, and one week in the spring.

Eighteen-month programs:

The student will be allotted 72 hours of personal time off for an eighteen-month program. In addition, each school year will include four (4) weeks of leave to include: 2 weeks over the Christmas / New Year holiday, one week in June, and a final week in the fall which is determined by the education coordinator.

Compensatory Time Off: (Comp time)

Compensatory time off is awarded at the discretion of the program director for activities that may exceed an 8 hour school day and/or for extraordinary circumstances. Some examples include but are not limited to: staying late to assist with heavy workload, going above and beyond duties, and/or conference(s) that are outside of the typical time frame of a normal school day.

Scheduled & Unscheduled Absences:

1. It is the student's responsibility to notify both the Program Director and Clinical Rotation site when calling to report off for illness or other personal emergencies. Notification must be received by a Program Official no later than 30 minutes prior to the beginning of the student's assigned shift. Failure to notify a Program Official in a timely manner will result in the student receiving an unexcused absence for that day. Students are required to leave a message on the phone mail system of the Program Director and the clinical rotation site.
2. In addition to calling off, students must document their absence by completing a Time Off Request form in Trajecsyst. Compensatory time may not be utilized for unscheduled absences.
3. Students that miss consecutive days due to an illness will only be charged 8 hours of PTO for every three (3) days of absence, providing the student has a valid medical excuse from a physician stating the amount of time that the student is

excused. The provision does not apply to time missed due to illnesses or incapacitation related to elective procedures or surgeries. Please refer to the Medical Leave of Absence policy regarding extended illnesses.

4. Scheduled PTO and comp time shall be granted in minimum increments of 1 hour, unless previously approved by the Program Director.
5. Students requesting time-off for non-emergent reasons should pre-schedule PTO or comp time with program officials by the end of their shift at least one (1) day prior to the requested time off. Students should complete a Personal Time Off Request form in Trajecsys and inform the Program Director as soon as the form has been submitted to ensure prompt review.

Excessive Absenteeism

This policy serves to identify the procedure and criteria implemented when a student exceeds their allotted number of hours of personal time off (PTO).

1. Excessive absenteeism will not be tolerated. If a student exhausts their allotted PTO days, they will be subject to the following disciplinary action.

Twelve-month programs:

- a. If the 48 hours of allotted PTO is exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
- b. If 16 additional hours are missed (total 64 hours), the student will receive a second formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 3).
- c. If 16 additional hours are missed (total 80 hours), the student will receive a final formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 5).
- d. If the total amount of time absent exceeds 80 hours, the student will be dismissed from the Program if any additional time off occurs. Students will be evaluated on an individual basis as to the circumstances causing the absenteeism.

Eighteen-month programs:

- a. If the 72 hours allotted PTO is exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
 - b. If 16 additional hours are missed (total 88 hours), the student will receive a second formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 3).
 - c. If 16 more additional hours are missed (total 104 hours), the student will receive a final formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 5).
 - d. If the total amount of time off exceeds 104 hours, the student will be dismissed from the Program if any additional absences occur. Students will be evaluated on an individual basis as to the circumstances causing the absenteeism.
2. In the event that a student exceeds their allotted personal time off, their clinical education will be extended beyond graduation so that all clinical requirements can be satisfied. However, the clinical education process cannot be extended beyond 5 days after graduation. All absences over the allotted personal time off will be considered as unexcused absences and will result in documentation of unsatisfactory attendance on the final transcript.

3. In accordance with the Standards of an Accredited Educational Program in Radiologic Sciences, with regard to the maximum hours of clinical and didactic instruction, students will not be permitted to make-up their excessive missed time by extending their hours in clinic on a daily basis.

Unexcused absences

Unexcused absences are classified as the following:

1. Leaving the facility grounds without a program official's permission.
2. Leaving your assigned area without program officials or a staff technologist's permission.
3. Failure to notify program officials prior to your assigned shift of an unscheduled absence.
4. Absences that occur as a result of disciplinary action (e.g. suspension) or those in excess of the allotted 48 hours PTO for twelve month programs or 72 hours PTO for eighteen month programs.

In the event that a student incurs an unexcused absence, the Disciplinary Action policy will be implemented. It is mandatory for all students to make-up, after graduation, any time missed as a result of an unexcused absence so that all clinical requirements can be satisfied. As with the excessive absenteeism policy, the clinical education process cannot be extended beyond 5 days after graduation for unexcused absences.

Tardiness

Students are required to be in their assigned clinical or didactic area and fully prepared to begin the daily clinical assignments prior to or by their designated starting time. Students should be aware that falsifying attendance records is grounds for immediate dismissal.

Tardiness is subject to the following guidelines and provisions:

- a. Tardiness is considered as any arrival time past the designated start of the student's shift.
Example: if your shift begins at 7:00am, you would be considered tardy at 7:01am.
- b. Tardiness beyond 30 minutes will result in the student being charged 0.5 days (4 hours) of PTO.
- c. Failure to notify program officials 1 hour beyond the designated time of arrival will result in the student being charged 1 day (8 hours) of PTO, marked as an unscheduled absence, and will result in a written warning.
- d. Excessive tardiness will not be tolerated and will result in a reduction in Clinical Points which will negatively affect the student clinical grade. Continued abuse will additionally result in disciplinary action and will result in documentation of "unsatisfactory attendance" on the final transcript.
- e. Exceptions to this policy will be at the program official's discretion and will be limited to unforeseen events.

Tardiness will be governed by the following limits and corresponding corrective actions:

Twelve-month programs:

- a. Upon the occurrence of three incidences of tardiness, the student will be issued a verbal warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of tardiness (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (total 3).

- c. Upon the occurrence of three additional incidences or tardiness (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (total 5). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of one additional incident of tardiness (total of 10), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Eighteen-month programs:

- a. Upon the occurrence of three incidences of tardiness, the student will be issued a verbal warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of tardiness (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (3 total).
- c. Upon the occurrence of three additional incidences of tardiness (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (5 total). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of three additional incidences of tardiness (total of 12), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Funeral Leave

Students will be given a maximum of three (3) days excused absence for deaths in their immediate family. Immediate family shall include: husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, and grandparents. Exceptions to this policy may be granted only by the Program Director.

Students needing to utilize funeral leave will be required to submit a Leave Request form in the Trajecsyst Report System and notify a program official of submission as soon as possible, prior to being absent.

Military Leave

West Virginia University Hospitals supports the Military Services of the Government of the United States and provides the following provisions for students serving in the Military Reserves during their enrollment in the program.

- a. Students serving in any branch of the U.S. Military Reserves are allotted 2 weeks (10 days) of leave per academic year to fulfill their required military commitment. Students that miss additional time (>10 days) due to military service will be required to utilize personal leave or arrange an acceptable time frame in which to make-up the time missed so that the program's clinical requirements can be fulfilled. Make-up time is subject to the Education Coordinator's discretion and subsequent approval.
- b. Students are responsible for all didactic and clinical course materials presented during their absences related to military service.
- c. In the event that a student is called-up to active military duty, the program will reserve a position for that student so that they can be re-enrolled upon the completion of their active duty assignment.

Vacation and Holidays

Twelve-month programs:

Students are granted three (3) weeks of vacation during their 12 month enrollment in the Program. Vacations are scheduled as two (2) weeks over Christmas/New Year's and one week in the spring. Program officials reserve the right to alter vacation dates.

Students are granted seven (7) holidays per year which include the following:

New Year's Day	Thanksgiving AND Friday after Thanksgiving
Memorial Day	Labor Day
Independence Day (July 4th)	Christmas

Eighteen-month programs:

Students are granted one (1) week of vacation during each semester enrolled in the Program. Vacations are scheduled as two (2) weeks over Christmas/New Year's, one (1) week in June and the final week of vacation being held in the fall. The final week in the fall is determined by the education coordinator. Program officials reserve the right to alter vacation dates.

Students are granted seven (7) holidays per year which include the following:

New Year's Day	Thanksgiving AND Friday after Thanksgiving
Memorial Day	Labor Day
Independence Day (July 4th)	Christmas

Attendance Documentation

Clocking In/Clocking Out:

Students are required to document their attendance by using the Trajecsys Report System. Students may not clock in more than 15 minutes prior to their designated start time and must clock out at the published end of their scheduled shift. Any clock in/clock out outside of the student's published scheduled shift will require approval from a program representative.

Using PTO or Compensatory Time:

Students desiring to use PTO or Compensatory Time will be required to submit a Time Off Request form in the Trajecsys Report System and notify a program official of submission by the end of their shift at least one (1) day prior to the requested time off. The exact number of hours to be taken must be marked, appropriate designation must be selected (PTO, comp, military, medical, funeral), and student must provide time of day they wish to use their time if not a whole day (i.e. 2 hours PTO, 2pm-4pm, leaving early). A comment box will be provided on the leave request form for further information, if necessary.

Please note that if requesting to use a half-day of PTO or Comp time you would be utilizing four (4) hours of PTO or Comp time. For example, if you are scheduled from 7am-3:30pm and request a half day in the afternoon, you would work 7am-11am, using four (4) hours. If you are scheduled from 7am-3:30pm and request a half day in the morning, you would work 11:30am-3:30pm. Scheduled lunch time may not be used towards time off calculation.

Please note that same day time off requests require PTO to be utilized. No compensatory time may be used for same day time off requests. A minimum of 4 hours PTO will be removed from the student's PTO bank for all same day time off requests. Students in twelve-month programs are allotted three (3) exemptions to this rule, while students of 18-month programs are allotted five (5) exemptions to this rule. The program director may use discretion when determining the number of PTO hours to remove from the student's PTO bank for certain circumstances. Compensatory time must always be scheduled in advance and may not be used for same day requests, illness, and/or calling off.

Interview Time Off:

Students are allotted interview time off for the purpose of interviewing for a job in the area of advanced imaging for which they are currently enrolled. The amount of time allotted is dependent upon location of the interview, not to exceed eight (8) hours, and is limited to one (1) time use, regardless of amount of time used. For all interviews taking place on-site within student's respective department or within a 40 mile distance, a total of 4 hours may be used if necessary. For all interviews taking place off-site and greater than a 40 mile distance, a total of up to eight (8) hours may be used to account for travel.

All interview time off must be pre-approved by the Program Director at least 24 hours prior to the interview date. Students desiring to use any amount of interview time off will be required to submit a Personal Time Off Request form in Trajecsyst by the end of their shift at least one (1) day prior to the interview date. The student will also be required to complete necessary forms which can be located and printed from the "Documents" section of Trajecsyst. These forms must be signed by a member of the interview committee and returned to the Program Director the next school day, immediately following the interview. If the signed document is not returned, the absence will be considered unexcused and PTO will be taken. If additional interview time is needed, PTO must be used.

Policy Enforcement:

Accurate evaluation and interpretation of student attendance can only be accomplished if students are methodical and precise in their documentation. For this reason, the following guidelines have been established and will be strictly enforced.

1. Each student must clock in and clock out in the Trajecsyst Report System to document daily attendance times upon their arrival and departure of clinical duties.
2. Students that fail to document accurately and timely will be counted absent until they notify the designated Program official. All time not accounted for (missed documentation) will be deducted from the student's PTO balance and disciplinary action may be enforced in accordance with the excessive absenteeism policy.
3. Logging attendance must be performed on an approved hospital computer. Logging attendance with a mobile device is unauthorized and will be considered falsification of attendance documentation unless previously approved by a program official under special circumstances. Falsification of attendance documentation is grounds for immediate dismissal from the program in accordance with the disciplinary action policy.
4. Time exceptions will be considered unauthorized unless approved by a program official under special circumstances.
5. Any student failing to properly utilize the attendance system (failing to clock in and clock out in Trajecsyst, failing to comment on early dismissals, etc.) will be subject to the following:

Twelve-month programs:

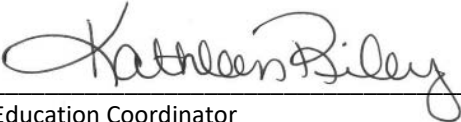
- a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (total 3).
- c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (total 5). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.

d. Upon the occurrence of one additional incident of failing to log attendance (total of 10), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Eighteen-month programs:

- a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (3 total).
- c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (5 total). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of three additional incidences of failing to log attendance (total of 12), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

The Program Director has the discretion to make changes to this policy at any time based on the situation.



Education Coordinator

Date

Attendance Documentation Policy

Students are required to document their attendance by clocking in and out on the TRAJESYS system. This system is an electronic based program that contains the student's competency forms, evaluation forms and attendance records to provide program officials with a method by which to regulate student attendance as they rotate through their various clinical and didactic assignments. A detailed description of the students' attendance is available at any time by logging into the TRAJESYS system. The attendance log documents month, day, and year. These Attendance forms are located in the Trajecsyst Electronic site for each student. At graduation, a copy of the clock hours for each student is placed into the student's permanent file located in the Program Director's Office. In accordance with CAAHEP policy, no student is to exceed a combined didactic and clinical work week in excess of 40 hours.

1. Upon reporting to the Hospital for their assigned shift, students will clock-in on the TRAJESYS system. All student badging transactions must take place on a computer located within the respective WVUH Ultrasound Department. **Clocking in or out on a personal computer or cell phone is not permitted.**

2. Upon leaving the Hospital after their assigned shift, students will clock-out on the TRAJESYS system. All student badging transactions must take place on a computer located within the respective WVUH Ultrasound Department. **Clocking in or out on a personal computer or cell phone is not permitted.**

Using PTO or Compensatory Time:

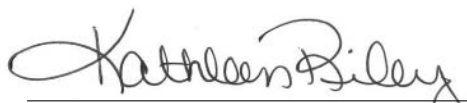
Students wishing to take PTO or Compensatory Time will be required to submit a Leave Request Form to a Program official prior to the date or time of their absence. The date and the exact amount of time the student will be absent must be included. The amount of time taken as PDO or Compensatory time will be added to the weekly computer printout so that a complete attendance record can be obtained.

Policy Enforcement:

Accurate evaluation and interpretation of student attendance can only be accomplished if students are methodical and precise in their documentation. For this reason, the following guidelines have been established and will be strictly enforced.

1. Each student must clock-in and out in the Trajecsyst Report System to document daily attendance times upon their arrival and departure of clinical duties. Students must use their individual username and password. Students are not permitted to clock in or out for each other. Students are issued ID usernames and Passwords for documentation.
2. Students that fail to document accurately and timely will be counted absent until they notify the Program official. All time not accounted for (missed documentation) will be deducted from the students PDO balance or replaced by compensatory time if available.
3. If a student consistently fails to properly utilize the time clock system clinical instructor points may be deducted. Once a student's clinic points (5 total) are exhausted, the Disciplinary Action policy may be implemented.

4. Logging attendance must be performed on an approved hospital computer. Logging attendance with a mobile device is unauthorized and will be considered falsification of attendance documentation unless approved by a program official under special circumstances. Falsification of attendance documentation is grounds for immediate dismissal from the program in accordance with the disciplinary action policy.
5. Time exceptions will be considered unauthorized unless approved by a program official under special circumstances.


Education Coordinator/Program Director

Date

Trajecsys Report System Policy/Electronic Clinical Handbook

The Trajecsys Report System:

The West Virginia University Hospitals, School of Diagnostic Medical Sonography Program implemented the use of the Trajecsys Report System®. This system is an electronic based program that contains the student's competency forms, proficiency forms, evaluation forms, and time record reports to monitor attendance.

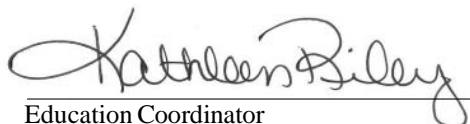
This system has replaced the traditional paper clinical handbook. With regards to students utilizing this system, there is a one-time fee of \$150.00 which is paid directly to Trajecsys. This fee is paid by doing the following.

- The student will be required to access the following website: <http://www.trajecsys.com/payments.htm>.

After accessing this website, each student will need to complete the online form and then click the "Buy Now" button. This will re-direct them to PayPal where the payment will be submitted.

- Note: Students do NOT have to have a PayPal account to use this. When the director from Trajecsys receives notification of payment from PayPal, the director will update them in the Admin Panel/Payments.

All Trajecsys data is formatted into report form for both students and educational staff to view and utilize as needed.


Education Coordinator

Date

IMAGING SCIENCE EDUCATION PROGRAMS

Diagnostic Medical Sonography Program

Course Sequence

Semester 1 – July - December

Course number	Course name	Clock hours
SONT 310	Physics & Instrumentation I	60
SONT 320	Abdominal Sonography I	60
SONT 330	Gynecological Sonography	60
SONT 370	Pediatric Sonography	40
SONT 200	Patient Care and Introduction to Sonography	30
SONT 300	Applied Sonography I (Clinic hours)	546

Semester 2 – January – June

Course number	Course name	Clock hours
SONT 311	Physics & Instrumentation II	24
SONT 321	Abdominal Sonography II	60
SONT 331	Obstetrical Sonography	60
SONT 351	Case Review & Critique I	24
SONT 312	Physics Board Review	15
SONT 360	Cardiovascular Sonography I	42
SONT 301	Applied Sonography II (Clinic hours)	620

Semester 3 – July – December

Course number	Course name	Clock hours
SONT 352	Case Review & Critique II	25
SONT 390	ARDMS Abdominal Exam Review	44
SONT 389	ARDMS OBGYN Exam Review	44
SONT 361	Cardiovascular Sonography II	33
SONT 380	Breast Sonography	4
SONT 400	Professional Growth & Development	4
SONT 302	Applied Sonography III (Clinic hours)	620

West Virginia University Hospitals
Imaging Science Education Programs
Diagnostic Medical Sonography

Revised: 05/2025
Reviewed: 05/2025

DMS Course Clock Hours
Semester I

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hrs.</u>
SONT 320	Abdominal Sonography 1	60
SONT 330	Gynecological Sonography	60
SONT 310	Physics & Instrumentation 1	60
SONT 370	Pediatric Sonography	40
SONT 200	Patient Care & Introduction to Sonography	30
SONT 300	Applied Sonography w/Scan Lab	546

Total Didactic Hours = 250

Total Clinic Hours = 546

Total Hours Excluding vacation
And holiday hours: = 796

Total Holiday Hours:

Labor Day = 32
Thanksgiving
Friday after Thanksgiving

Total Vacation: Christmas & New Years Week = 80

DMS Course Clock Hours
Semester II

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hrs.</u>
SONT 311	Physics and Instrumentation II	24
SONT 321	Abdominal Sonography II	60
SONT 331	Obstetrical Sonography	60
SONT 351	Case Review & Presentation	24
SONT 360	Cardiovascular Sonography	42
SONT 312	Physics Board Review	15
SONT 301	Applied Sonography w/scan lab	620

Total Didactic Hours = 225

Total Clinic Hours = 620

Total Hours excluding vacation
And holiday hours. = 845

Total Holiday Hours:
Memorial Day = 8

Total Vacation Hours:
Spring Break = 40

DMS Course Clock hours
Semester III

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hrs.</u>
SONT 352	Case Review & Presentation II	25
SONT 390	ARDMS Abdominal Exam Review	44
SONT 389	ARDMS OBGYN Exam Review	44
SONT 361	Cardiovascular Sonography	33
SONT 380	Breast Sonography	4
SONT 400	Professional Growth & Development	4
SONT 302	Applied Sonography	620

Total Didactic Hours	=	154
Total Clinic Hours	=	620
Total Hours excluding vacation And holiday hours:	=	774
Total Holiday Hours: July 4th		
Labor Day	=	8
Thanksgiving	=	8
Friday after Thanksgiving	=	8
Total Vacation Hours: Fall Break	=	40

COURSE DESCRIPTIONS

SONT 200

Patient Care and Introduction to Sonography

30 clock Hours, Semester 1

This six-week introductory course prepares students for roles in patient care and medical ethics, featuring hands-on training in the STEPs lab. Key topics include: - Oxygen therapy management - IV administration and vital signs monitoring - Infection and isolation control - Aseptic and sterile techniques - Medical emergencies response - Basic ultrasound and pharmacology - Professionalism and medical ethics Students will develop essential skills for effective patient care. Course also provides the history of ultrasound and the basics of how ultrasound works. The course introduces students to specific ultrasound terminology and knobology. Also introduces students to the cleaning and care of transducers, the ultrasound machine, PACS, and electronic medical charts.

SONT 310, 311

Ultrasound Physics and Instrumentation

60 clock hours, Semester 1 for SONT 310

60 clock hours, Semester 2 for SONT 311

Provides the student with an in-depth study of principles governing ultrasound physics and instrumentation. Principles range from wave behavior on a molecular level to somatic effect and from piezoelectric elements to computer memories.

SONT 320, 321

Abdominal Sonography

60 clock hours, Semesters 1 for SONT 320

60 clock hours, Semester 2 for SONT 321

Provides an in-depth study of abdominal ultrasound, including anatomy, physiology, and pathology. It covers the sonographic appearance of normal and abnormal structures in the abdomen, thyroid, male pelvis, and the musculoskeletal system. Also covered are interventional techniques, transplanted organs, and new technologies that include ultrasound contrast and elastography.

Prerequisite for SONT 321 is SONT 320

SONT 330

Gynecological Sonography

60 clock hours, Semester 1

A detailed examination of anatomy, physiology, pathology, and scanning techniques related to the female pelvis. Also included are an in-depth study of the normal and abnormal 1st trimester pregnancy.

SONT 370

Pediatric Sonography

40 clock hours, Semester 1

This is taught in concert with SONT 320 and SONT 321. Exposes the student to anatomy, physiology, pathology, and scanning techniques pertinent to pediatrics. Emphasis is placed on normal and abnormal conditions and pathologies.

SONT 312	<p><u>Physics Board Review</u> 15 clock hours (Semester 2) Purpose of this course is to review material from both ultrasound physics courses, understand the content line of the ARDMS SPI exam, as well as develop and enhance strategies in test taking for registry examinations.</p>
SONT 331	<p><u>Obstetrical Sonography</u> 60 clock hours, Semester 2 This course provides in-depth instruction into normal and abnormal fetal development this includes fetal development, fetal growth, and sonographic appearance. The students will also learn what the maternal and fetal factors related to high risk pregnancies, chromosomal abnormalities. As wells as the care of the mother, the postpartum uterus, and fetal well-being. This includes an OB scan lab Prerequisite: SONT 330</p>
SONT 360, 361	<p><u>Cardiovascular Sonography</u> 42 clock hours, semester 2 for SONT 360 33 clock hours, semester 3 for SONT 361 Exposes the students to anatomy, physiology, pathology, and Scanning techniques used in adult and pediatric heart and vascular Examinations. Prerequisite for SONT 361 is SONT 360</p>
SONT 390	<p><u>ARDMS Abdominal Exam Review</u> 44 clock hours, Semester 3 Purpose of this course is to review material from Patient Care and Intro to Sonography, Abdominal Sonography, and Pediatric Sonography and to prepare the students to sit for the ARDMS Board Exam. The instruction is based on the ARDMS content outline for the abdominal board exam.</p>
SONT 389	<p><u>ARDMS OBGYN Exam Review</u> 44 clock hours, Semester 3 Purpose of this course is to review material from Patient Care and Intro to Sonography, Gynecologic Sonography, and Obstetric Sonography and to prepare the students to sit for the ARDMS Board Exam. The instruction is based on the ARDMS content outline for the OBGYN board exam.</p>
SONT 380	<p><u>Breast Sonography (Mini Course)</u> 4 Clock Hours, Semester 3 Covers basic anatomy, physiology, and pathology of the breast which is taught by a registered diagnostic sonographer in the Breast Specialty.</p>
SONT 400	<p><u>Professional Growth & Development</u> 6 Clock Hours (Semester 1,2,3) Multiple speakers will speak giving tips and techniques when applying for a job, career advancements of a Sonographer, ultrasound societies, Quality Assurance, how to save for retirement, and the duties of management.</p>

SONT 300, 301, 302

Applied Sonography

546 clock hours, SONT 300

620 clock hours, SONT 301

620 clock hours, SONT 302

Applied sonography is designed for acquisition of practical experience in the ultrasound laboratory. Real-time scanners are utilized for this purpose. Clinical rotations at Physician's Office Center, Inpatient, Cheat Lake Physicians, High-Risk OB, University Town Center, Fairmont Gateway, Vascular and the Breast Care Center. Separate abdominal/small parts and obstetric scan labs are held in addition to the applied sonography. The Program Director and the Clinical Coordinator work with students on specific exams during this time.

Prerequisite for SONT 301 is SONT 300

Prerequisite for SONT 302 is SONT 301

SONT 351, 352

Case Review & Critique I, II

This course requires the students to select a topic related to the didactic courses, and what they have seen in clinic. They will research the topic, put together a presentation, and present it to educators, managers, and sonographers. Students will present three cases a semester, and write one research paper that is formatted in a way that it could be submitted to the Journal of Diagnostic Medical Sonography (JDMS).

CPR

8 hours (Semester 1)

Basic Cardiac Pulmonary Resuscitation

Procedures and Techniques

IMAGING SCIENCE EDUCATION PROGRAMS

Diagnostic Medical Sonography Program

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am	8:00-9:30 SONT 310 Physics I Katie Riley HSC 2041A	8:00-11:00 SONT 390 ABD ARDMS registry review Katie Riley HSC 2041A	8:00-9:00 SONT 361 Vascular Sarah Sherman CAI	8:00-9:00 SONT 310 Physics I - Katie Riley HSC 2041A	Classroom open
8:30am				8:00-9:00 SONT 361 Vascular CAI Sarah Sherman	
9:00am				9:00-10:00 SONT 330 GYN Katie Riley HSC 2041A	
10:00am	9:30-11:00 SONT 320 Abdominal I Caitlin Chisler HSC 2041A		Nuc Med time slot	10:00-11:30 SONT 370 PEDS Katie Riley HSC 2041A	
10:30am					
11:00am		11-12:00 Case Review Research time SONT 351			
11:30am	11:30-12:30 Lunch	11:30-12:30 Lunch	11:30-12:30 Lunch	11:30-12:30 Lunch	11:30-12:30 Lunch
12:00pm	according to your clinic	according to your clinic	according to your clinic	according to your clinic	according to your clinic
1:00pm	1:00-2:30 SONT 330 GYN Katie Riley CAI			12:30-2:30 SONT 200 Patient Care 4-6 week course Class with Echo and DMS Dawn Smith HSC 2041A	
1:30pm					
3:00pm	2:30-3:30 SONT 370 PEDS Katie Riley CAI		2:30-3:30 SONT 320 Abdominal I Caitlin Chisler		
3:30pm			HSC 2276 - Resident room		
4:00pm					
			1. Breast sonographer course is a 4 hour course, taking up two class days. Day and T 2. Sonography and Echocardiography students are together in the patient care course is a 4-6 week course 3. The ultrasound specific portion of patient care will be taught in the Monday PEDS time slots in the month of July 4. Scan labs will be at the discretion of the program dir. and clinical coordinator		
					Seniors
					Juniors

Textbook Ordering and Purchasing Policy

Textbooks are selected based on recommendations from the Education Coordinator, Medical Director, Radiology Education Manager, and the Course Instructor. The following sources are utilized in textbook evaluation and selection.

Radiologic Health Training Resources Catalog
Curriculum Guide of Sonography Programs
Publisher Advertisements
Educational Seminars

All textbooks may be ordered through the WVU Bookstore, Medical Division B&N, located in the Health Sciences Center in Morgantown, West Virginia, Amazon, Barnes and Noble, or whatever mode you find most economical. It will be difficult to rent any books because we use them longer than a semester.

All textbooks under the required list are mandatory.

If you have any further questions regarding the WVU Bookstore, including but not limited to the pricing of textbooks and general WVU bookstore questions, please contact Mr. Chuck Bowers at (304) 293-4849.

Required Textbook List 2025-2026

Semester 1:

- 1.) Title: Understanding Ultrasound Physics, 4th edition
Author: Sidney K. Edelman
- 2.) Textbook of Diagnostic Sonography, 9th edition, 2 volume textbooks
Author: Sandra Hagen-Ansert
- 3.) Workbook for textbook of Diagnostic Sonography, 9th edition
Author: Sandra Hagen-Ansert
- 4.) SDMS student membership

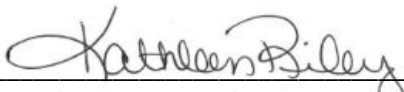
Semester 2:

- 5.) *Examination Review for Ultrasound: Sonographic Principles & Instrumentation, 3rd Edition,
Authors: Traci B. Fox and Steven M. Penny

Semester 3:

- 6.) *Examination Review for Ultrasound: Abdomen and Obstetrics & Gynecology
Author: Steven M. Penny

*Use this discount code WZT26QFT, when you make a purchase on <https://shop.lww.com>, Enjoy a 30% discount and free shipping on your purchases.



Education Coordinator/Program Director

Date

Course Lecture Sessions Makeup Policy

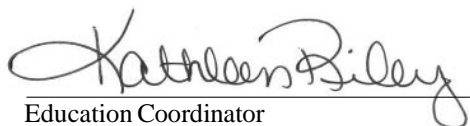
The program officials and instructors will abide by the following procedure for permitting students to make-up course work missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate, as much as possible, any potential advantage that a student may achieve by being absent from a scheduled lecture session and thereby obtaining a greater amount of study and/or preparation time, for the scheduled activities of the class, than those students in attendance.

1. The student is solely responsible for the lecture material covered and for making up any examinations, quizzes, homework assignments, etc. which occurred during their absence from the lecture session.
2. All examinations and/or quizzes must be made up on the student's first regular scheduled day of attendance (Monday thru Friday) following their absence from the lecture session.

The student must follow the following procedure:

- a. Contact the course instructor by 8am on the day of your return and inform the instructor that you are presenting yourself to make-up the missed examination and/or quiz.
 - b. In the event that the course instructor is not available, contact the program director or program clinical coordinator immediately and inform him/her to this affect.
 - c. Instructors may submit the examination and/or quiz to a program official who will proctor the make-up session for the instructor. Instructors who anticipate that they will not be available for the make-up session must arrange in advance for the program director and/or clinical instructor to proctor the session.
3. Failure of the student to follow the aforementioned make-up guidelines imposes a mandatory requirement upon the instructor to record a percentage grade of zero for the examination and/or quiz.
 4. A student who fails to meet an assignment (e.g. term paper) deadline as a result of being absent on the deadline day must submit the assignment on the first regular scheduled day of attendance following the absence. The equivalent of a 10% reduction in grade will be imposed as a penalty for missing the deadline. If the student fails to submit the assignment as described above, the instructor is required to enter a percentage grade of zero for the assignment.

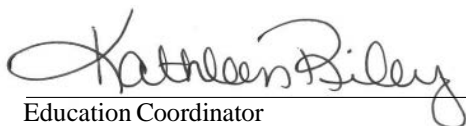
This policy and procedure will be followed in all cases except where the Program Director and Instructor have agreed to waive this policy because of special extenuating circumstances.


Education Coordinator

Date

Recruitment Policy

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


Education Coordinator

Date

Pregnancy Policy

It is the policy of the West Virginia University Hospitals Diagnostic Medical Sonography Education Program to follow the steps outlined below and provide three options to our students in the event that pregnancy should occur during the eighteen (18) month program.

1. Upon medical verification of her pregnant condition, disclosure of the said condition to program officials is the student's responsibility and is to be initiated voluntarily. Students have the right to refuse disclosure of medical information; however, in the event that a student chooses not to disclose information regarding pregnancy, the student is acknowledging that they are assuming all responsibility for their condition and the potential complications that may arise.
2. Upon notification by the student that a pregnant condition exists, the Education Coordinator will contact the Radiation Safety Officer to assess the student's likeliness of radiation exposure as well as the risks associated with radiation exposure to the fetus. Students working in ultrasound are not exposed to radiation producing equipment, however if the student or Radiation Safety Officer wishes a film badge will be issued to be worn at the level of the pelvis to monitor any possible fetal dose encountered while working in the Department of Radiology.
3. Upon medical verification that a pregnancy exists, and after consultation with the Radiation Safety Officer, the Education Coordinator will offer two options to the student.

Option # 1 – Choose Not to Disclose Information Regarding Pregnant Condition

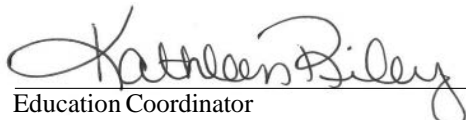
By choosing this option, the student implies acknowledgement that she has chosen to disregard the recommendations made by the Radiation Safety Officer and the program. In addition, she is assuming responsibility for all potential risks and related complications. No policy or performance exceptions can or will be implemented should the student choose this option.

Option #2 - Leave of Absence during pregnancy. If the student so decides, she may elect to leave the Program under the following requirements:

- a. Upon accepting this option and leave the Program, she must notify the Education Coordinator immediately.
- b. The student shall re-enter at the beginning of the corresponding semester in which she left. (i.e., if the student left mid-way through the second semester she would be required to re-enter the program at the beginning of the second semester the following year).
- c. All didactic and clinical course work must be completed prior to graduation from the Program

Option # 3 - Remain in Program throughout pregnancy. If the student so decides, she may continue in the Program under the following requirements:

- a. The student shall imply all radiation safety practices as outlined by the Education Coordinator and the Radiation Safety Officer.
 - b. Upon request, an exposure monitoring device will be issued by the Radiation Safety Officer.
 - c. The student shall participate in all scheduled clinical rotation areas as assigned with no special provisions.
4. The Education Coordinator shall document the student's decision in regard to the three options described above.
 5. The student shall complete and sign a form acknowledging receipt of information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student's permanent personal file.


Education Coordinator

Date

West Virginia University Hospitals
Imaging Science Education Programs - DMS

Declaration of Pregnancy Form (DMS)

I verify by my signature below that:

- 1)** I have notified the DMS Program Director of my pregnancy.
- 2)** I have read and understand the DMS program pregnancy policy
- 3)** I have had the opportunity to discuss questions concerning the sonography program with the DMS Program Director. Furthermore, I understand that should additional questions arise, I may again consult with the DMS Program Director.

Please Choose One of the Following:

_____ I understand challenges of the DMS Education Program. I **elect to remain** in the Program and adhere to the requirements as stated in Option # 3 of the attached Pregnancy Policy.

_____ I do understand the challenges in continuing in the DMS Education Program while pregnant. However, I **elect not to remain** in the DMS Education Program and that a **leave of absence** from the Program has been granted to me as stated in Option #2 of the attached Pregnancy Policy. I have read, understand, and agree to the conditions specified in the Medical Leave of Absence Policy.

Student

Date

DMS Program Director

Date

Education Manager

Date

West Virginia University Hospitals
Imaging Science Education Programs – DMS

Withdrawal of Declaration of Pregnancy Form (DMS)

I verify by my signature below that:

- 1) I have notified the DMS Program Director my medical condition (i.e., pregnancy) no longer exists.
- 2) I withdraw my previous declaration of pregnancy and fully resume my duties as a student.

Student

Date

DMS Program Director

Date

Education Manager

Date

Student Transfer Policy

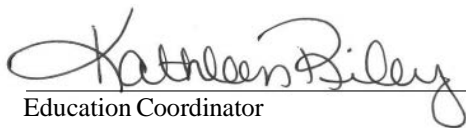
The following statement serves to identify the policy regarding the transfer of a student sonographer to The West Virginia University Hospitals, School of Diagnostic Medical Sonography Program.

Policy:

West Virginia University Hospitals School of Diagnostic Medical Sonography Program does **not** admit student sonographers on a transfer basis.

Reasons Regarding the No Transfer Policy:

1. A loss of both didactic and clinical course content may be un-avoidable.
2. Student Capacity May Be Exceeded
 - a. Refers to the ultrasound program's structure of keeping the student to sonographer ratio of 1:1
3. The 18 Month educational program with a structured curriculum design does not provide enough time or flexibility to accommodate a transferring student.
 - a. Therefore, this could jeopardize both currently enrolled students and the transferring student's education and training.


Education Coordinator

Date

Student Advanced Placement

Policy:

The West Virginia University Hospitals, School of Diagnostic Medical Sonography Program does not provide for any placement activities.

Notwithstanding this statement, students are encouraged to participate in placement activities sponsored by the Medical Center, the University, and other parties elsewhere in the community.

Placement opportunities received by program officials in written or verbal form are posted for the students on the student activity board that is located within the Physician's Office Center ultrasound laboratory.

In addition, students also receive their own individual copy of any placement activities.


Education Coordinator

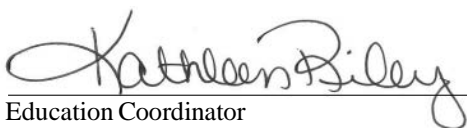
Date

Student Part Time Policy:

Part-time Status

Due to the nature of the educational process relative to the clinical education performance requirements and competencies, it is the program's philosophy that part-time student attendance disrupts the coordination of the student's clinical educational relative to his/her didactic education.

Therefore, the program does **not** provide for student attendance on a part-time basis.


Education Coordinator

Date

Access or Release of Student Records Policy

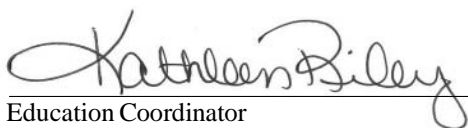
The Accreditation Standards for Diagnostic Medical Sonography Education released by the Joint Review Committee on Educational Programs in Diagnostic Medical Sonography requires that records be maintained permanently for all didactic and related courses attempted and/or completed by all students. The student's permanent record file shall contain the following:

1. Admission Documents: application, weighted values calculation sheet, signed acceptance letter, essential performance standards
2. Transcripts and associated records
3. Physical examination reports
4. Counseling records
5. Transcripts of didactic, laboratory and clinical achievement in diagnostic medical sonography
6. Records of attendance, clinical rotation and grades for all courses in diagnostic medical sonography
7. Documented evidence of student clinical competency
8. Copy of certificate from ARRT (R) certification
9. Copy of CPR certification card
10. Copy of associates degree

Our program is re-evaluated and re-accredited every seven years. A site-visit team assigned by the Joint Review Committee will re-evaluate the program at the end of the seven-year accreditation period. The site visit team will request access to student records to assure that each student's records have been properly maintained. Due to the Family Education Rights and Privacy Act of 1974 also known as the "Buckley Amendment" it is necessary that we obtain prior authorization from the student to allow access to the student's personal records. Your signature on the attached "Authorization for Access or Release to Student Record Information" will provide our program with the aforementioned authorization.

The following provisions will be followed to assure the students privacy:

1. A record of disclosure will be maintained and kept with the educational records of the student whose personally identifiable information was released.
2. This record must identify the parties who obtained the information and the reasons why these parties needed the information.
3. In addition, the party to whom the information was disclosed must not disclose the information to any other party without prior written consent of the student or his or her parents. The information taken from the records may be used by the organization only for the purpose for which the disclosure was made.
4. If the organization does release personally identifiable information for other purposes, it must also maintain a complete record of disclosures.


Education Coordinator

Date



Imaging Science Education Programs

Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, MRI & Echocardiography

Educational Records Release Form

Student/Graduate: _____

Institution, Program or Individual to which records are to be sent:

Address: _____

City, State, Zip: _____

Educational records to be sent: (WVUH can only release **WVUH transcripts** to outside agencies)

1. _____
2. _____
3. _____
4. _____
5. _____

“In accordance with the Family Education Rights and Privacy Act of 1974, my signature below authorizes West Virginia University Hospitals Imaging Science Education Programs to release the aforementioned “Educational Records” to the institution(s) and/or individual(s) indicated above.

Student Signature: _____ Date: _____

Program Director: _____ Date Sent: _____

Box 8062 Medical Center Drive

Morgantown, WV 26506-8062

(304) 598-4251

Program Effectiveness / Outcome Assessment Policy

The Imaging Science Education Program in Sonography evaluates programmatic effectiveness and performance by projecting and measuring outcomes relative to each academic year. These outcomes serve to provide assurance of successful achievement of the Program's mission and goals. Programmatic goals are developed by evaluating past performance and establishing benchmarks on which to evaluate current performance. In the event a programmatic goal is not met, action will be taken in an attempt to facilitate performance improvement. The basis for these measurement procedures is derived from the Commission as provided by the JRC-DMS. The data collected is presented in the Program Effectiveness / Outcome Assessment report which is compiled each year.

Quantitative Outcomes:

1. Student Retention / Attrition Rate

Description

Student retention is calculated as the percentage of students who have remained enrolled over the past eighteen month time frame. Attrition is calculated as the percentage of students who resign, withdraw, or are dismissed over the past program length.

Programmatic Goal

Retention = $\geq 80\%$

Attrition = $\leq 20\%$

Data Collection Mechanism

Current enrollment numbers

2. Credentialing Exam (ARDMS) Pass rate

Description

Credentialing Exam pass rate is calculated as the percentage of students each academic year who successfully complete (75% scaled score or greater) the national certifying exam administered by the American Registry of Diagnostic Medical Sonography. The assessment is separated into two categories: 1st attempt pass rates and cumulative pass rate. Cumulative pass rates take into account the total average from 1st and 2nd attempts of a graduating class. The Program also evaluates student performance in each individual section compared to the national averages.

Programmatic Goal

ARDMS Exam Pass rate (1st attempt) $\geq 85\%$

ARDMS Exam Pass rate (cumulative) $\geq 100\%$

Individual Section Scores

\geq National average / section

Data Collection Mechanism

Official ARDMS Exam report

3. Employment rate (Job placement rate)

Description

Employment rate is calculated as the percentage of graduating students who obtain employment in diagnostic medical sonography within six months of graduation. The calculation includes all graduates who are seeking employment as their primary endeavor. Students who electively pursue additional education and are not seeking initial employment are not included.

Programmatic Goal

Employment rate = $\geq 75\%$

Data Collection Mechanism

Exit Survey

Qualitative Outcomes**1. Graduate Satisfaction****Description**

Graduate satisfaction is measured as the cumulative results of the five principal questions on the Exit Survey, which reflects how the student feels about the quality of education received at WVU. Graduates rate the program on a 5-point scale (Excellent = 5, Good = 4, Satisfactory = 3, Fair = 2, Poor = 1).

Programmatic Goal

Graduate Satisfaction = Graduates rate program as “Good” (3.0) or higher (cumulative) Return Rate = 50%

Data Collection Mechanism

Exit Survey

2. Employer Satisfaction**Description**

Employer Satisfaction is calculated as the cumulative results of the fifteen performance question on the employer questionnaire component of the Alumni survey. Responses on all returned surveys are summated and averaged. Employers rate the graduates on the following 4-point scale: (1 = excellent, 2 = satisfactory, 3 = needs improvement, 4 = unsatisfactory)

Note : Scale changed in July 2000 to the following:

(5 = Excellent, 4 = Above average, 3 = Satisfactory, 2 = Needs improvement, 1 = Unsatisfactory)

Programmatic Goal

Employer Satisfaction = ≤ 2.0 (prior to July 2000)
 Employer Satisfaction = ≥ 3.0 (after July 2000) Return
 Rate of $\geq 50\%$

Data Collection Mechanism

Alumni Survey (Employer Questionnaire)

3. Didactic Instructor Performance**Description**

At the end of each semester, students are required to complete Instructor Evaluations for all didactic courses. The results on each instructor are compiled and averaged for the academic year. Students rate their instructors on a 5-point scale (Excellent = 5, Good = 4, Satisfactory = 3, Fair = 2, Poor = 1).

Programmatic Goal

Instructor Evaluations = ≥ 3.5 per instructor / year

Data Collection Mechanism

Didactic Instructor Evaluations

4. Clinical Instructor Performance

Description

At the end of each semester, student's are required to complete Instructor Evaluations for all clinical instructors they have rotated with. The results on each instructor are compiled and averaged for the academic year. Students rate their instructors on a 5-point scale (Excellent=5, Good=4, Satisfactory=3, Fair=2, Poor=1).

Programmatic Goal

Instructor Evaluations = ≥ 3.0 per instructor/year

Data Collection Mechanism

Clinical Instructor Evaluations

Actions for Unmet Criteria

The aforementioned outcomes provide program officials with a mechanism for evaluating the overall effectiveness of the program. Criteria that is met or satisfied can provide assurance that the mission and goals of the program are being achieved and maintained. In the event that criteria is unmet, program officials will take the following steps to assess the results and implement a performance improvement plan.

Step #1:

Review findings / outcomes for accuracy and relevancy.

Step #2

Identify or rule out obvious rational explaining reason for unmet criteria.

Step #3

Identify individual reasons for unmet criteria (academic, clinical, programmatic, or personal).

Step #4

Contrast and compare data with previous outcomes to identify potential trends.

Step #5

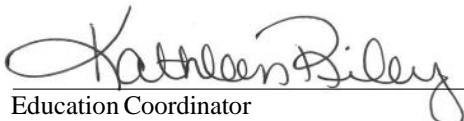
Use data to identify if a causal relationship between unmet criteria and programmatic attributes exists.

Step #6

Develop improvement plan that attempts to address and correct the casual elements of the unmet criteria.

Step #7

Follow-up: Compare with subsequent year's performance to identify potential improvement.


Education Coordinator

Date

Graduation Requirements

1. Achieve necessary requirements as outlined by the Academic and Clinical Standards policies. This includes all didactic and clinical grades as well as completion of clinical competency exams and proficiencies.
2. Achieve proficient use of sonographic imaging equipment and demonstrate knowledge of ultrasound instrumentation, including but not limited to acoustic physics, Doppler ultrasound, and other medical imaging principles.
3. Maintain satisfactory attendance to all classes and clinical rotations.
4. Use oral and written medical communication.
5. Provide quality patient care.
6. Recognize emergency patient conditions and initiate first aid and/or basic life support procedures.
7. Demonstrate knowledge of human physiology, pathology, patho-physiology, and systemic and sectional anatomy.
8. Integrate patient history and physical findings to determine appropriate area(s) of interest for obtaining a diagnostic examination.
9. Demonstrate knowledge and skills necessary to design and implement quality assurance programs, protocols, policies and procedures for general function and operation of the ultrasound department.
10. Demonstrate knowledge and proficiency in optimal recording and analysis of ultrasound data.
11. Demonstrate knowledge and understanding of the interactions of sound and tissue.
12. Demonstrate current knowledge related to bio-effects of ultrasound imaging.
13. Exercise professional judgment and discretion in obtaining diagnostic information and correlating findings with physicians.
14. Exercise professional judgment and discretion in communication with patients, co-workers, and the public concerning the field of ultrasound.
15. Demonstrate knowledge and understanding of related imaging, laboratory, and testing procedures and how they contribute to the clinical diagnosis of disease.
16. Identify sonographic representation of normal and abnormal anatomy.
17. Apply optimal scanning techniques and imaging for specific areas of interest.
18. Demonstrate knowledge of permanent image production methods, storage, and processing of both hard and soft copy images.
19. Actively appreciate the need for continuing education.
20. Develop a cooperative teamwork approach with other allied health professionals.

Staff Clinical Instructor Orientation

Policy:

This policy serves to identify the procedure for orientation of new staff sonographers relative to their required duties as Staff Clinical Instructors for the Imaging Science Education Programs/Ultrasound.

Individuals hired for the Position of Diagnostic Medical Sonographers at West Virginia University Hospitals will participate in the Staff Clinical Instructor orientation process after their initial employment and before being assigned a student. The orientation process will be conducted in the following manner.

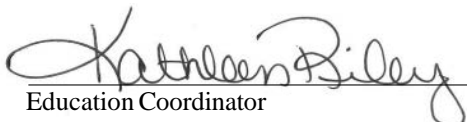
Procedure:

- I. The Radiology/Department Manager will explain to the new employee his/her duties as a Staff Clinical Instructor for the Imaging Science Education Programs/Ultrasound, as described in the employee's job description. The Radiology/Department Manager will point out that the staff sonographer job description requires that the sonographer perform in his/her capacity as a Staff Clinical Instructor.
- II. The Radiology/Department Manager will notify the Education Coordinator when a new sonographer has been hired. The coordinator will schedule a time with which to meet with the new sonographer to describe the clinical education process. The agenda for this meeting shall include but will not be limited to the following:

The Clinical Coordinator will:

- a. Describe to the new sonographer the process by which the student's clinical grades are formulated.
- b. Explain the proper procedure in which to complete the required evaluations (Weekly Evaluations, Competency/Proficiency Exams) on the electronic Trajecsyst System.
- c. Describe the Program's Policy relative to the performance of Competency and Proficiency Examinations by the staff sonographers.
- d. Explain the "Guidelines for Supervision of Student Sonographers" policy, identifying the meaning of "direct" and "indirect" supervision.
- e. Identify the function of the student's Competency Worksheet and its practical application.
- f. Explain that at the end of each semester, the student is required to complete an evaluation on the Staff Clinical Instructor, which rates the quality of clinical education that the student received during the clinical rotations. These evaluations will be given to the Radiology/Department Manager prior to the Staff Clinical Instructor's annual performance appraisal.

- III. The Clinical Coordinator will document Staff Clinical Instructors orientation by having the Sonographer sign the Clinical Instructor Orientation on Trajecsyst. The Clinical Coordinator will also provide the Sonographer with links to the program website and electronic Trajecsyst System to review the student handbook, policies and procedures.
- IV. Should the employee have specific questions relative to their duties as a Staff Clinical Instructor or desire further information concerning the operations of the Educational Program, they should direct these questions to the Radiology/Department Manager and/or the Education Coordinator who will respond accordingly.


Education Coordinator

Date

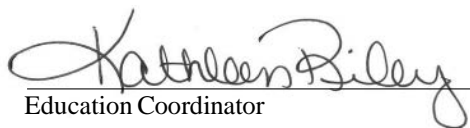
Staff Clinical Instructor Evaluation

The Staff Clinical Instructor Evaluation provides program officials with a mechanism for the evaluation of quality of the clinical education provided by Staff Clinical Instructors. These evaluations are completed by the diagnostic medical sonography students at the conclusion of each semester (3 total). The objective of this evaluation process is to identify the strengths and weaknesses of each clinical instructor and to identify potential student / technologist issues.

The evaluation process will be conducted as follows:

- A. During the student orientation week, the components of the Staff Clinical Instructor Evaluation form will be explained to the student. After the completion of each semester, each student will be required to complete an evaluation of the Diagnostic Medical Sonographers they have rotated with that semester. The student will be instructed to base their evaluation rating on the technologist instruction performance only. The importance of remaining objective in their evaluation criteria will be stressed.
- B. The student will rate the instructor from a scale of 1 to 5 in each category on the evaluation form.

(1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Good, 5 = Outstanding)
- C. Each student will submit individual clinical instructor evaluations to the Education Coordinator at the end of each semester.
- D. The average score produced by each student will be averaged together to produce an overall rating.
- E. Evaluations will be retained by the Education Coordinator. At the end of each semester, the Education Coordinator will distribute evaluation results to the Ultrasound/Department manager for use in the annual performance appraisal of each staff technologist relative to their duties as staff clinical instructors.
- F. In the event that a technologist receives an evaluation that falls into the “needs improvement or unsatisfactory” category, the Education Coordinator will discuss the evaluation with the student evaluator. If the Clinical Supervisor deems that the evaluation is accurate and the performance of the technologist is detrimental to the clinical education process, the evaluation will be discussed with the Radiology manager and Ultrasound/Department manager. If deemed necessary, the technologist will be counseled regarding their clinical instruction performance.
- G. In order to maintain the integrity of the evaluation and to allow students to complete the evaluation without fear of retribution, the student’s identification will be kept extremely confidential. At no time will the staff clinical instructor be provided with information regarding the identity of the student evaluator. Staff clinical instructors who wish to challenge a student’s evaluation may do so by submitting a formal complaint in writing to the Program Director. The Program Director and the Radiology/Department Manager will investigate the complaint and provide feedback to the staff clinical instructor relative to the validity of the student’s evaluation.


Education Coordinator

Date

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