

## APPENDIX C CATALOGS

pg of Catalog  
The following items are to be incorporated:

- pg 1 - cover 1. Name, address, and telephone number.
- pg 1 - cover 2. Date of catalog printing.
- pg 3 - 4 3. Statement of history and ownership.
- pg 4 4. Names of the officers (may be included as an insert).
- pg 3 5. Mission statement
- pg 6 6. Listing of approvals, licensures, memberships in professional or trade associations (approvals or affiliations are clearly stated and properly presented, e.g., licensed by the state; member of associations).
- pg 6 7. Listing of agencies that accredit an institution, including the address and telephone number. The scope of accreditation is clearly designated (institutional or program accreditation).
- pg 35 - 36 8. Academic calendar listing program timelines, calendar break periods, and holidays (this may be included as an insert).
- pg 4 - 5 9. Listing of administrative staff and faculty (full- and part-time) that includes each faculty member's level of education, degrees, and name of institution conferring same. If a faculty member is on a part-time basis, or is considered a consultant or adjunct, such facts are clearly stated. The names of the management team of an institution and their titles are listed (this may be included as an insert).
- pg 12 - 17 10. Admission requirements and procedures (if applicable, include a clear statement of requirements for students to be admitted under the ability-to-benefit standard).
- pg 7 11. Educational programs offered, which includes the following information:
  - pg 7 a. **Program objectives:** clearly defined statement of goals of program, type of instruction, level of occupation for which training is intended and for whom the training is intended. The courses and academic standards required for successful completion of the programs and the credential given for successful completion are also stated.
  - pg 11 b. **Program schedule:** the number of total weeks and contact hours for the program. If credit hours are awarded, the credits are listed. A separate statement for the definition of credit (quarter or semester and its equivalent to clock hours) is included in the catalog.
  - pg 43 c. **Course Descriptions:** sufficiently detailed to define the scope and sequence, hours, and credit awarded, if applicable (subject or "course" descriptions appears in the catalog but may be listed in a separate section).
  - pg 7 d. **Program delivery:** an institution must identify the type of instructional delivery (i.e. residential, distance learning, or a combination of both.)

- pg 4 12. A general description of the facility, including classrooms, laboratories and equipment. All pictures used must be identified in the institutional catalog, brochures, and other printed material and clearly and explicitly state if they are not actually a part of the institution's facilities. All laboratories, classrooms, and other physical facilities are those actually used by an institution in the instruction of its students and are properly labeled.
- pg 22 13. Standards of Satisfactory Academic Progress.
- pg 22 14. Grading scale (system).
- pg 38 15. Student services describing available services to students, such as academic advising, tutoring, career advising, placement assistance, and facilities, specifically regarding accessibility for disabled students.
- pg 26 16. Cancellation and refund policies (see ABHES requirements for minimum standards) and policies for refunds to Title IV programs.
- pg 18-19 17. Tuition breakdown, including registration fee, tuition, and any other fees charged for each program. Any other costs such as books, supplies, and any/all costs of equipment and materials required to complete the program must be listed. Tuition payment plans, financial aid information and policies are listed (may be included as an insert).
- pg 38 18. A clear statement that an institution does not guarantee employment.
- pg 37 19. Nondiscrimination statement.
- pg 21 20. Rules and regulations (may be included in a student handbook with proper references made in the catalog).
- pg 12 21. A policy and published criteria addressing advanced placement and credit for experiential learning.
- N/A 22. Full and complete disclosure of any portion of a program that is delivered in a language other than English.
- pg 12-B 23. A policy for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA.)

**If a common catalog is used for more than one institution, the following also applies:**

24. All institutions are of common ownership.
25. Any pictures of facilities are labeled to identify the institution.
26. Supervisory personnel from the corporate or highest administration level are identified.
27. Any information common to all institutions is clearly identified.
28. Full addresses are included and proper campus designation (main, non-main, satellite, separate classroom) is made.

# The Institute of Ultrasound Diagnostics



## Student Handbook

&

## Course Catalog

**2012 -2013**

One Timber Way  
Suite 202  
Spanish Fort, AL 36527  
251-621-8668 or 800-473-2485  
[www.iudmed.com](http://www.iudmed.com)

Revised: 10/29/2013

## TABLE OF CONTENTS

<b>General School Information:</b>	pg. 3-6
Mission Statement	pg. 3
Goals	pg. 3
History	pg. 3
Facilities	pg. 4
Ownership	pg. 4-5
Board of Directors	pg. 4-5
Faculty	pg. 5
Advisory Committee	pg. 5-6
Accreditation and Licenses	pg. 6
<b>One Year Program</b>	pg. 7-38
Technical Standards	pg. 8-9
Blended One Year General Sonography Program	pg. 7-9
Admission Requirements and Procedures	pg. 12-17
Tuition and Expenses	pg. 18-19
Financial Aid	pg. 20
Cancellation and Refunds	pg. 26-28
Deadlines	pg. 17
Attendance Policy	pg. 21
Standards of Satisfactory Academic Progress	pg. 22-31
Student Attire	pg. 34
Holidays	pg. 35-36
Academic Calendar	pg. 33
Housing	pg. 38
Student Services	pg. 38-39
Pregnancy Policy	pg. 40
Health Issues Policy	pg. 40-42
<b>Continuing Medical Education Courses:</b>	pg. 48-51
One Year General Sonography Course Descriptions	pg. 43-47
One Week	pg. 48-49
Three Week	pg. 49-50
Three Month	pg. 50-51
<b>Emergency Preparedness Plan:</b>	pg. 52-59

## **Mission Statement:**

The Institute of Ultrasound Diagnostics is dedicated to providing a current course of study to meet the ever-changing demands of medical sonography including continuing medical education for practitioners at all levels, instilling a sense of professionalism and desire for continual growth within the field and offering practical solutions to meet individual and institutional needs.

## **Goals:**

**The Institute of Ultrasound Diagnostics' primary goal is to prepare competent entry - level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to include:**

- A. To provide information concerning ultrasound physics and instrumentation while providing clinical instruction on the various scanning techniques utilized to produce diagnostic images.
- B. To provide pertinent information concerning laboratory values, other imaging modalities, patient history and physical findings related to various disease processes and to increase the students' critical thinking skills.
- C. To provide information about pertinent disease processes and pathophysiology.
- D. To provide information related to sonographic characteristics of normal and abnormal anatomy enabling the student to produce and evaluate sonographic examinations for diagnostic quality.
- E. To provide the didactic materials and clinical experience that will enable graduates to sit and pass the ARDMS (American Registry of Diagnostic Medical Sonographers) exams in Physics and Instrumentation, Abdomen, Breast and OB/GYN and the ARRT (American Registry of Radiologic Technologists) exam in general sonography.

## **History:**

The Institute of Ultrasound Diagnostics evolved from a hospital based program located at Providence Hospital in Mobile, Alabama, in 1982 under the direction of Kathryn Gill. In 1986, the decision was made to open the school privately allowing for expansion of its courses and scope of operation to include ten new clinical sites. Since becoming a private school, the Institute has expanded to include a distance option through a web-based course management system and over 65 clinical affiliates. The program has evolved into a blended hybrid including

residency and distance components. The Institute is currently located at One Timber Way, Suite 202, in Spanish Fort, Alabama.

### **School Facilities:**

**The Classroom:** The classroom is set up with tables to accommodate up to 30 students. Audio/visual equipment includes a PC, large overhead projector, and audio sound system. The classroom has web conferencing capabilities to accommodate our distance students by allowing them to log on to participate during live classroom sessions.

**Library:** The school library maintains a supply of sonography journals, books and continuing education materials (videos-CD-DVD) that are available to all students. Most clinical sites allow students access to the medical libraries within their facility.

**Scan Lab:** The scan lab houses four scan stations where students learn and can practice fundamental scan techniques and the instrumentation of the machines. Students are scheduled for labs throughout the program.

**Computer Lab:** Five computer stations are set up for self-directed study and reviews via interactive modules and course offerings. VHS and DVD players are also available. The lab is internet and wirelessly connected and available to students for conducting research.

### **Statement of Ownership:**

Institute of Ultrasound Diagnostics, Inc. is under the sole ownership of Kathryn A. Gill. It was incorporated under the laws of Alabama on February 26, 1986.

### **Board of Directors & Faculty:**

Larry J. Arcement, Ph.D., M.D.

**Medical Director**

Kathryn A. Gill, M.S., RT, RDMS  
Bachelor of Science in Health Arts  
Master of Science in Health Services  
Administration  
University of St. Francis, Joliet, IL

**Program Director/Instructor**

Lacey Singley, A.S., RDMS  
Associate of Science  
Faulkner State Community College,

**Clinical Director/Instructor**

Bay Minette, AL

Smyth R. Gill, B.A.  
Bachelor of Arts – Accounting  
University of West Florida Pensacola, FL

**Chief Financial Officer/Dean**

Melissa Frego, A.S., RDMS,  
Associate of Science  
Sanford Brown  
Atlanta, GA

**Clinic Supervisor/Instructor**

Micah Gill, M.S.  
Master of Science-Accounting  
University of Charleston  
Charleston, SC

**Administrative Director**

**Advisory Committee:**

Ginger Adams, B.S., RDMS

**Gulfport Memorial Hospital**

David Barry, RVT

**Vascular Associates Lab**

Rachel Voekel, RDMS

**Ocean Springs Hospital**

Kathryn A. Gill, M.S., RT, RDMS

**Institute of Ultrasound Diagnostics**

Lacey Singley, A.S., RDMS

**Institute of Ultrasound Diagnostics**

Melissa Frego, A.S., RDMS

**Institute of Ultrasound Diagnostics**

Larry J. Arcement, Ph.D., M.D.

**Atmore Hospital**

Carla Myers, RDMS, RVT

**Thomas Hospital**

Joshua Gordon, M.S.

**Citronelle, AL**

Tom Ozio, RDMS, RVT

**Hammond, LA**

### **Accreditations/Licenses:**

The Institute of Ultrasound Diagnostics, One Year General Sonography Program (Resident and Distance) is accredited by the Accrediting Bureau of Health Education Schools (ABHES). 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 Tel (703) 917-9503 Fax (703) 917-4109. [www.abhes.org](http://www.abhes.org)

The Institute of Ultrasound Diagnostics, One Year General Sonography Program (Resident and Distance) is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 1361 Park Street Clearwater, FL 33756. Telephone: 727-210-2350. <http://www.caahep.org>.

The Institute of Ultrasound Diagnostics is Licensed by the Alabama Department of Postsecondary Education for Private Schools. 135 S. Union St., Montgomery, AL 36104. Telephone: 334-293-4500. <http://www.accs.cc>

The Institute of Ultrasound Diagnostics is approved to train veterans under the authority of Title 38, U.S.C., Chapter 16, Section 3675 through the State of Alabama, Department of Education. (Three Month Course and One Year Program)

The Society of Diagnostic Medical Sonographers (SDMS) approves our courses in Physics and Instrumentation, Abdomen, OB/GYN and Vascular applications (One Week) for continuing medical education. 2745 N. Dallas Pkwy., Ste. 350, Plano, TX 75093. 214-473-8057. <http://www.sdms.org>



## **One Year General Sonography Program (ABHES and CAAHEP ACCREDITED) (52 weeks, 1982 total contact hours)**

The Institute of Ultrasound Diagnostic's One Year General Sonography Program is a one year general diagnostic medical sonography program that includes abdomen and OB/GYN applications as well as the Sonography Physics and Instrumentation.

Our One Year Program provides an extensive education in abdominal and OB/GYN sonography (**1982 Clock Hours**). Graduates will be well versed in current techniques and at ease with several commercially available ultrasound systems. Several of our clinical affiliates perform neonatal neurosonology, vascular and echocardiography examinations. One year students have the opportunity of rotating through these areas for an introduction to the techniques practiced in each specialty. Other specialties emphasized in the One Year Program include transvaginal sonography, transrectal scanning of the prostate and high risk obstetrics. Clinical rotations in hospital departments of varying sizes, outpatient clinics and mobile units prepare the student to function in a variety of work situations. CME certificates and a One Year certificate will be awarded upon completion. This program can be attended as a **RESIDENT** or a **DISTANCE** student.

After successful completion of the One Year Program, students are eligible to take the National Certification exams through the American Registry for Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technologists (ARRT). Students are eligible to take Sonography & Physics Instrumentation (SPI), Abdomen, Breast and OB/GYN registry exams. One year students, upon completion of the Physics course, will receive a Continuing Medical Education (CME) certificate from SDMS, which will allow them eligibility to take the ARDMS SPI exam before graduation from the program. <http://www.sdms.org>. All one year students must attempt the SPI exam before graduation in order to receive their certificate.

## **Blended One Year General Sonography Program**

Over the last decade, in order to keep tuition expenses low, the One Year General Sonography Program has evolved into a blended distance program. For all students the didactic portion of the program is offered the same way. All students begin with our mandatory 3 week "sonography

bootcamp” on campus in Spanish Fort, Alabama. Class are 8:30am to 5:30pm CST Monday thru Friday. For the first 3 weeks there are rigorous lectures, scan labs, and testing throughout the week. Only normal anatomy and associated variants will be presented at this time. During this time we provide a good introduction from which to build. Instructor-led scan labs will orient the student to basic scan techniques and allow them to recognize normal anatomy.

After the initial 3 week session, students are offered an additional 1-2 weeks of scan labs. It is highly recommend that all students participate in these labs before starting clinical rotations although they are not required.

Once the initial three week session concludes, didactic class days will be on Mondays and Fridays. Didactic classes will present pertinent clinical information and show pathologies that can be identified with sonography. Class days will include lectures (live and recorded), quizzes, modules, and proctored tests. These items are delivered via our online course management system. Clinical rotations will be Tuesday – Thursday. Any changes to the class or clinical schedule must be approved by the Directors.

All students will be required to return for the last week of the program for our final evaluations. We offer a one week vascular course two (2) times per year of which all one year students have the option to attend but are not required.

NOTE for VA Students - Students funded by the Veteran’s Administration must return for an additional 3 week residency session.

### **Resident vs. Distance Students**

Though the One Year General Sonography Program is a blended program, due to the clinical requirements for the program, we still differentiate between Resident and Distance students for clinical purposes.

**RESIDENT STUDENTS** - The main difference between a “Resident” and “Distance” student is where the student perform their clinical requirements. For this reason we define “Resident” students as those students that reside within the IUD clinical residential area. This area extends from Foley, AL to Atmore, AL over to Lucedale, MS and all along the Mississippi Gulf Coast. If a student resides within that geographical area they will be required to rotate through preapproved sites for the duration of the program.

Clinical rotations are typically scheduled for 8 weeks at a time, Wednesday – Thursday each week.

NOTE: Due to the geographic area of our “Resident” sites, Resident students may be required to drive up to 90 miles

**DISTANCE STUDENTS** – For Distance students, clinical sites must be approved by the school before the student is accepted into the program. Clinical sites must have an adequate volume and mix of studies and employ staff registered in appropriate disciplines. Students are required to make initial contact with a Hospital or clinic in their area to gauge interest by the clinical site to allow the student to rotate. For more information about how to approach a clinical site contact Micah Gill at mgill@iudmed.com. Clinical sites should provide student access to high speed internet as all tests must be proctored and taken at the sites through a secure browser. Students are also required to clock in and out on a clinical site computer. If a clinical site cannot provide the technology for the proctored exams, students must locate a local community college or library that will serve as a proctored site. The site must be approved by IUD.

The One Year General Sonography Program requires good time management skills and strong self-discipline. Our distance and resident students are monitored closely and receive the same education. References from past and present students will be provided upon request. If you are interested in the distance option, please contact the school to start the approval process.

### **Notice for Students admitted through The Veteran Affairs/ GI Bill**

As of May 15th, 2013, all students admitted to our program through the VA and GI Bill program will be required to return to the IUD facility for a 3 week residency period either at the 6 month or 9 month interval of the program in addition to the 3 week session at the beginning of the program. This policy is in accordance with Veteran Affairs and Alabama State Approving Agency for the continued certification of the GI Bill program at The Institute of Ultrasound Diagnostics.

## **Class Size:**

RESIDENT - One Year General Sonography Programs for Resident students begin twice per year in January and July. Class size is limited to up to ten students per class with a maximum enrollment of 20 students per year. NOTE: seat numbers are dependent upon available clinical sites and may be less than 10 for a given start date. Contact IUD for specific start date and seat availability.

DISTANCE - One Year General Sonography Programs for Distance students begin 4 times a year in January, April, July, and October. Distance students are accepted based on approval of clinical sites in their area of residence and program requirements.

## One Year General Sonography Program

Quarter	Course ID	Course Name	Clock Hour
<b>First Quarter</b>	PHYS 01	Physics & Instrumentation I	61
	ABD 01	Abdominal Sonography I	100
	OB 01	Obstetrical Sonography I	64
	GYN 01	Gynecologic Sonography I	58
	GUL 01	General Ultrasound Lab	97
	CLIN 01	Clinical Internship I	127
<b>Second Quarter</b>	PHYS 02	Physics & Instrumentation II	49
	ABD 02	Abdominal Sonography II	50
	OB 02	Obstetrical Sonography II	58
	GYN 02	Gynecologic Sonography II	47
	GUL 02	General Ultrasound Lab	32
	CLIN 02	Clinical Internship II	234
<b>Third Quarter</b>	PHYS 03	Physics & Instrumentation III	61
	ABD 03	Abdominal Sonography III	58
	OB 03	Obstetrical Sonography III	61
	GYN 03	Gynecologic Sonography III	52
	GUL 03	General Ultrasound Lab	73
	CLIN 03	Clinical Residency I	169
<b>Fourth Quarter</b>	PHYS 04	Physics & Instrumentation IV	42
	ABD 04	Abdominal Sonography IV	52
	OB IV	Obstetrical Sonography IV	59
	GYN 04	Gynecologic Sonography IV	43
	GUL 02	General Ultrasound Lab	61
	CLIN 04	Clinical Residency II	220
	Vasc 01	Intro to Vascular ***	55
		<b>Total Program Clock Hours</b>	<b>1982</b>

## Admission Requirements:

### Academic Requirements:

Applicants to the One Year General Sonography Program must at a minimum have completed ALL of the Following courses before being allowed to considered.

Requisites:

- College Level Algebra or higher mathematics (may include Statistics, Finite Math, Etc)
- 1 Communications Course (may include Public Speaking, Speech, English Composition)
- Anatomy and Physiology I\*
- Anatomy and Physiology II\*
- Medical Terminology\*
- Medical Law and Ethics\*
- Introduction to Patient Care\*
- Introduction to Physics\*

*\*Anatomy & Physiology I & II equivalent, Medical Terminology, Medical Ethics/Law, Physics (Intro), and Introduction to Patient Care credits must have been taken within ten years of starting the sonography program, unless you are an allied health professional who is currently registered and been practicing since graduation.*

**Only Credits of a “C” or higher from any postsecondary institution that is accredited by an agency recognized by the United States Department of Education (USDE) or Council for Higher Education Accreditation (CAHEA) that match the requisite course criteria will be accepted as transfer credits. Credits obtained through CLEP exams will also be accepted. Military education credits are accepted on a case by case review. The Institute of Ultrasound Diagnostics does not recognize credits for advanced placement or experiential learning.**

**A minimum overall G.P.A. of 2.5 for all post-secondary course work is required as well as a minimum 2.5 GPA for the above requisite classes. Non-citizen applicants are required to provide documentation to prove permanent resident status from INS. The Institute of Ultrasound Diagnostics in not, otherwise, approved to accept foreign students.**

**For students desiring to transfer from another ultrasound institution, The Institute of Ultrasound Diagnostics will consider transfer credits from schools who are accredited by an agency recognized**

by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) on a case by case basis.

## Application Completion Requirements

### Admission Procedures:

Applicants for the One Year General Sonography program must submit to the school the following items on or before the application deadline for their desired start date:

- 1 Completed copy of formal application
- **Official** Copies of High School Transcripts \*
- **Official** Copies of College/Postsecondary Transcripts
- Proof of Health Insurance (**must be current at program start**)
- Proof of Auto Insurance (**must be current at program start**)
- Proof of current CPR Certification (**Must be American Heart Asso. Certified**)
- Clear Copy of Driver's License or other Photo ID
- Clear Copy of Social Security Card
- 1 Reference Letter from a supervisor
- Physical Form signed by Physician
- Required Shot and vaccination records (**See vaccination requirements pg )**)
- Sonographer Observation Sheet (**8 hours required**)
- Completed 1 Year Interview Questionnaire (**In-person/telephone interview may be required**)
- Copy of Allied Health Registry Card ( **IF APPLICABLE**)

\* - A signed attestation of high school graduation may be provided if high school transcripts are not available. A copy of a GED certificate may fill this requirement as well

## Required Shot and vaccination records

**Proof of the following immunizations are mandatory:**

- **Tuberculin (TB) Skin Test**—within the last 6 months (if positive, a chest x-ray is required within the last two years.
- **Tetanus/Diphtheria**—Current within 5 years
- **Measles/Mumps/Rubella (MMR)**—Two doses of measles are required either separately or in combination with MMR.
- **Varicella (chicken pox)** – immunization is required. History of Chicken pox is not sufficient proof of immunization. If no proof of immunization, a titer must be completed.
- **Flu Shot**

**Not required but HIGHLY recommended:**

- **Hepatitis B Series**—Health situations which may prohibit the use of hepatitis B vaccine must be documented by a physician and a declination waiver must be signed by the student. Students choosing not to take the vaccine will also be required to sign a declination form.
- **Meningococcal**—not required but recommended.

**All file items as well as completed prerequisite courses must be in the applicants file to be deemed “complete”. Completed files by the application deadline will get first consideration for seats into the One Year Program. If all seats are not filled with completed files, the seats will be filled by other applicants on a conditional basis that their files are completed by the chosen start date.**

## Additional Requirements

### Live Interview

Depending on the number of applicants for a given start date or based on responses on the interview questionnaire, it may be determined that a live interview is required. The interview may be done in person at IUD or over the telephone via conference call (Skype or Go to Meeting



if available). Interviews will be determined on a case by case basis.

Applicants are scored according to the following point system:

### **STUDENT APPLICATION POINT SYSTEM**

**Prerequisite Class Grades:** A = 50 points  
B = 25 points  
C = 10 points

**Points for Overall GPA** (all post secondary course work)

2.5 – 2.75 = 1 point  
2.76 – 3.09 = 4 points  
3.1 – 3.59 = 8 points  
3.6 – 4.0 = 10 points

**Clinical Observation**

Over the required 8 hours = 10 points

**Interview questionnaire** (and live interview if required) = Up to 15 points

**Maximum points available 435**

---

College Algebra - \_\_\_\_\_  
Communications - \_\_\_\_\_  
A & P I - \_\_\_\_\_  
A & P II - \_\_\_\_\_  
Medical Terminology - \_\_\_\_\_  
Medical Law and Ethics - \_\_\_\_\_  
Intro to Patient Care - \_\_\_\_\_  
Intro to Physics - \_\_\_\_\_  
  
Overall GPA - \_\_\_\_\_  
  
Observation Hours - \_\_\_\_\_  
  
Interview Questionnaire - \_\_\_\_\_

Total Score = \_\_\_\_\_ / 435

If accepted into the program, matriculation is conditional upon successful completion of the following items required through CertifiedBackgroundcheck.com:

- **Drug Screen**
- **Level 1 Background check**

### **Technical Standards:**

Accepted applicants must be able to meet the physical and technical requirements necessary for the One Year General Sonography Program as well as the One Week, 3 Week, and Three Month Courses. A medical examination and current immunization records are required prior to admission into the program. Physical and technical requirements include:

1. Transport, move, lift and transfer patients from a wheelchair or stretcher to an imaging table or patient bed. Must be able to lift more than 50 pounds routinely and work standing on your feet 80% of the time.
2. Move, adjust and manipulate a variety of equipment, including the physical transportation of mobile machines. Must be able to push, pull, bend and stoop routinely.
3. Must have full use of both hands, wrists and shoulders.
4. Must be able to distinguish audible sounds.
5. Adequately view sonograms, including color distinctions.
6. Handling stressful situations relating to technical and procedural standards and patient care situations.
7. Provide physical and emotional support to patients during procedures, being able to respond to situations requiring first aid and providing emergency care to patient either in the absence of or until the physician arrives.
8. Communicating verbally in an effective manner in order to direct patients during examinations; reading and interpreting patient charts and requisitions for imaging examinations.
9. Students must possess the mental and intellectual capacity to calculate and select proper exposure factors according to the individual needs of the patient and the requirements of the procedural standards.
10. One must possess the emotional stability required for full utilization of those abilities in order to exercise sound judgment in the activities as a health care professionals.

## Equipment Required

Equipment required to access archived lectures & modules, attend live webinars, complete and submit assignments and evaluation forms include:

1. Lap top computer with webcam – MACS STRONGLY DISCOURAGED
2. Windows OS: Mozilla Firefox Most recommended, Internet Explorer 6.0 or above.
3. Microsoft Word, PowerPoint & Excel
4. High Speed Internet
5. Microphone, Speakers (or headset), and a Web Camera
6. Email Address

## Application Deadlines:

<u>Class Start</u>	<u>Deadline for application</u>
January	October 1 <sup>st</sup> (Resident and Distance)
April	January 1 <sup>st</sup> (Distance Only)
July	April 1 <sup>st</sup> (Resident and Distance)
October	July 1 <sup>st</sup> (Distance Only)

Up to Ten resident students will be accepted per class. Distance students are accepted based upon availability & approval of clinical sites. Accepted students will be informed of an informational session about the program which will be scheduled and presented through the learning management system. This on-line session will explain the One Year Program in detail including the role of a sonographer, didactic and clinical scheduling, assignments, special projects and student policies and procedures. A short quiz must be taken and submitted upon completion of the session.

The Admissions Committee reserves the right, in every case, to accept or reject any applicant based on previous academic performance, motivation, personality/character and/or educational background as determined by the application process, review of academic and sociological data, references and/or investigation.

Applicants may apply for a start date while still completing the pre-requisite courses. However, the applicant's file is not considered complete until all academic and filing requirements are met.

## **Tuition & Expenses:**

Tuition and fees are listed here for courses and programs offered. There are no carrying charges, interest charges, service charges, out of state, or application fees connected or charged at this time. Tuition and fees may be subject to change at any time.

### **2013 - 2014 Fee schedule — One Year Program**

#### **One Year General Sonography Program (Resident and Distance)**

Tuition and Fee paid to IUD

One year	\$10,500.00
Books/Materials	\$850.00
Technology Fee	\$1,000.00
Lab Fee	\$250.00
Graduation Fee	\$50.00

Addition Fees for One year program

Background Check/ Drug Screen (paid directly to provider)	\$117.00
Clinical Fee—Trajecsys (paid directly to provider)	\$100.00
SDMS Membership (paid directly to SDMS)	\$40.00
Liability Insurance (paid directly to provider)	\$36.50
Registry Prep. Package (paid directly to provider)	\$216.00

Total Cost for One Year Program \$13,159.50

### **Short Term Courses**

#### **One Week Courses**

One week sessions w/ scanning (Physics/Abdomen/OB/GYN)	\$1,000.00
Books (One week sessions)	\$175.00
One week session (didactics only) (Physics/Abdomen/OB/GYN)	\$850.00
Books (One week sessions)	\$175.00

#### **One Week Vascular course**

One week Vascular course	\$1,000.00
Books (Vascular)	\$250.00

**3 Week Tuition & Fees**

Three week cross – training	\$3,000.00
Books/Materials	\$425.00
Total Cost	\$3,425.00

**3 Month Tuition & Fees**

**Tuition and Fees Paid to IUD**

Three month	\$4,950.00
Books/Materials	\$425.00
Technology Fee	\$700.00

**Additional fees for Three Month Program**

Background Check (paid directly to provider)	\$117.00
Clinical Fee—Trajecsys (paid directly to provider)	\$50.00
Total Cost	\$6,242.00

**Prerequisite Tuition & Fees**

Medical Terminology (books included)	\$465.00
Physics Fundamentals (books included)	\$460.00
Anatomy & Physiology (books included)	\$465.00
Medical Law & Ethics	\$400.00
Introduction to Patient Care	\$300.00

**OTHER Service Tuition & Fees**

OB Scan Lab (per 1 hour session)	\$300.00
One day w/ scanning	\$250.00
One day (didactics only)	\$150.00
Books/Materials for Two Weeks	\$425.00

\*\*The Institute of Ultrasound Diagnostics is a private institution and requires tuition payment for all classes, in full, before the first day of class. All applications and fees must be sent one month prior to the first day of class. Special arrangements must be made directly through the corporate office at the Institute of Ultrasound Diagnostics, One Timber Way Suite 202 Spanish Fort, AL 36527. If cancellation is received two weeks prior to the beginning of class, a full refund will be given. Cancellation after this time will result in the loss of the materials fee unless the attendee transfers to the next available class.

We reserve the right to cancel courses due to insufficient registrations. If the Institute cancels a course, attendees will be given the choice of transferring to a future program or a full tuition refund. Prices, schedules and CME credits subject to change without notice.

## Financial Aid:

Our financial assistance is limited at this time. The institute of Ultrasound Diagnostics does not currently participate in the U.S, Department of Education's Title IV program. However, we do have several options available for students who are accepted into our Three Month Course or One Year Program.

**Work Investment Act (WIA)** - WIA is a financial aid program for technical schools such as ours. If you qualify for WIA, they will pay up to \$7,500.00 for the One year program and up to \$3,500.00 for the Three month program. Our Contact for WIA is Ms. Mary Beth Driggers. Her phone number 251-943-2327.

**Veteran Affairs**—We are approved by the Veteran Affairs. If you or your spouse are currently or have been in the military, those benefits may be able to extend to you. If this applies to you, you should contact your VA representative or go on the VA website (<http://www.va.gov>) to get more information.

**Interest Free Payment Plan** — (One Year Program only) We also have an in house interest free payment plan we can offer. The terms of the plan are as follows. Material fees plus 20% down before the start of the class. The remaining balance is broken up into 3 payments. A payment is due every 3 months. IE if you started the program in January, a payment would be due in April, then in July, and the final due in October. For more information regarding this payment option contact Micah Gill at 251-445-1582 or [mgill@iudmed.com](mailto:mgill@iudmed.com).

## Malpractice Insurance:

Due to direct patient contact, it is required that students have professional liability insurance. Professional liability insurance is provided by group coverage through (HPSO) Healthcare Providers Service Organization. Applicants should apply online at [www.hpso.com](http://www.hpso.com). The Application should be completed during the first week of the course after class instruction is given.

## **Policies and Procedures**

### **Attendance Policy:**

Attendance is required Monday through Friday and students are expected to attend all scheduled classes and clinical rotations. Upon occasion, evening labs and weekend clinical rotations may be required. These additional obligations will be prearranged and the student will be notified well in advance. Students will not be required to attend classes, labs or clinical rotations more than 40 hours per week. Excessive absences, tardiness and/or abuse of rules will be considered on an individual basis by School officials for disciplinary action and/or termination from the program. However, continued offenses and/or dishonest representation of clinical time/patient logs is considered grounds for immediate dismissal from the program without refund. Students are allowed five (5) personal days to be taken at their discretion.

- Minor variations may and should be expected to occur, occasionally, when a student is involved with a sonographic procedure that continues beyond regular clinical hours.
- Students should remain in attendance for an average of eight (8) hours per day but will not be restricted to any given (8) hour period such as 7:00 A.M.—3:30 P.M. Clinical instructors have the discretion of dismissing a student early if all patient exams have been completed or there are no patients scheduled.
- Compensatory time will be awarded to students who work over the required 40 hours per week unless the decision to work extra hours is the decision of the student. The student will not be allowed to work extra hours in order to accrue additional time off.
- Students unable to attend class or clinical rotations should notify the School and their assigned clinical site. Failure to do so will result in an unexcused absence. An unexcused absence will result in losing three (3) personal days. If the student has used all his/her personal days, arrangements must be made with the Clinical Director to make up the time. Three (3) unexcused absences may result in termination from the program. If a student has more absences than his/her allotted days, they must make the time up. “Make up” time must be done at the end of the course year unless other arrangements are approved by the Directors.

## **Academic Education: Standards of Satisfactory Academic Progress:**

The Institute of Ultrasound Diagnostics is a full time (40-hours per week) program consisting of simultaneous didactic and clinical education on a daily basis. Didactic sessions enable students to acquire the knowledge that will be applied in the clinical environment. Students must maintain a minimum 75% cumulative average and must complete all work for the One Year Program within eighteen months. The Institute of Ultrasound Diagnostics satisfactory academic progress policy consists of 2 components: a qualitative measure (GPA) and a quantitative measure (maximum time frame). If a student is unable to turn in an assignment or participate in classroom activities due to an excused absence, he/she has one week (7 days) to make up the work. Failure to do so, in the time allotted, will result in a zero for graded assignments and lectures will no longer be available for review.

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system:

<b><u>Percentage</u></b>	<b><u>Grade</u></b>	<b><u>Standing</u></b>
<b>100-94%</b>	<b>A</b>	<b>Excellent</b>
<b>93-85%</b>	<b>B</b>	<b>Good</b>
<b>84-75%</b>	<b>C</b>	<b>Average</b>
<b>Below 75%</b>	<b>F</b>	<b>Failing</b>
<b>W</b>	<b>Withdrawal</b>	
<b>I</b>	<b>Incomplete</b>	
<b>L</b>	<b>Leave of Absence</b>	
<b>T</b>	<b>Terminated</b>	

The Institute of Ultrasound Diagnostics does not award Pass/Fail grades.

## **Academic Advisement/Probation:**

Students are monitored for satisfactory progress at the end of each quarter. Each quarter consists of 12 weeks; students' grades are averaged at the end of each quarter and they are advised of their academic progress at end of quarter. Students failing to meet the overall GPA of 75%, at the



end of the quarter, will be placed on academic probation. Additional course work may be assigned to help raise the student's GPA. A student on academic probation must show documented improvement of academic achievement by the end of the next quarter. If improvement cannot be shown, the student may be terminated from the program for unsatisfactory progress. Re-entry into the program is at the sole discretion of the Directors and based on clinical site availability. If the student is approved for re-entry, he/she must begin at the beginning of the program and repeat all classes previously taken at the student's expense.

### **Non term based Programs (Certificate):**

To remain eligible for financial aid, and maintain continued active enrollment, students are required to progress satisfactorily. Students must maintain an overall GPA of 75%, and must complete their program within one and one-half times (1 ½ ) the published length of the program (18 months). Title IV aid is suspended if the student fails to attain a minimum cumulative GPA of 75% at the satisfactory academic progress evaluation point. Eligibility is reinstated when the student has completed the required clock hours with the minimum cumulative GPA of 75%. Students exceeding the maximum allowable program length, and/or failing to progress satisfactorily will be suspended from receiving additional Title IV aid. All students are evaluated for satisfactory progress at least once and usually four times during their program. For programs equal to or longer than an academic year, the satisfactory progress evaluation point is based on the period of time in which the students complete half the clock hours in the academic year.

### **Appeal Process Following Financial Aid Denial:**

The student has the right to appeal the determination of not meeting satisfactory progress or to appeal based upon extenuating circumstances. The student request should be submitted to the Program Director. A committee will review the appeals on a case-by-case basis. Appeal approval may be granted for extenuating circumstances beyond the control of the student. Inability to master course material is not an extenuating circumstance. All decisions made by the committee are final.

### **Failed Course/Reinstatement:**

If a student is terminated for academic failure of a course and wishes to be reinstated into the program, the student must submit a letter to the Program Director requesting reinstatement. Students will be allowed to be reinstated for academic failure, only once, and reinstatement will be at the student's expense. Only the highest grade is considered for GPA evaluation but all attempted credits are included for measurement of the maximum published time frame.

### **Failed Externship/Repetition:**

Students requesting to repeat a failed externship must submit the request in writing to the Program Director. Permission to repeat an externship will depend on the availability of an approved clinical site. Students will be allowed to repeat a clinical externship, only once. Only the highest grade is considered for GPA evaluation but all attempted credits are included for measurement of the maximum published time frame.

### **Non-Credit and Remedial Courses:**

The Institute of Ultrasound Diagnostics does not offer non-credit or remedial courses.

### **Incomplete Courses/Grades:**

An incomplete course grade is given when required course work has not been completed by the end of the quarter. Coursework includes assignments and activities other than examinations. All work must be completed by the end of the quarter. Failure to comply will result in the incomplete grade reverting to a 0 for the course work. Students should contact the instructor to make-up incomplete work.

### **Examination Make-Up Policy**

If a student is unable to take an exam due to an excused absence, he/she must make arrangements with the instructor to make up the examination. The exam must be made up within 7 days after returning from the absence. Failure to make arrangements to make up an exam will result in a grade of 0 for that exam.

### **Withdrawal/Termination:**

Students who withdraw or are terminated from a course or program are charged according to the settlement policy on the enrollment agreement. Courses not completed at the time of withdrawal or termination are assigned grades of W or T respectively. Students who wish to appeal termination should follow the grievance procedure described in this handbook/catalog.

## **Dismissal:**

A student may be dismissed from the School for any of the following reasons:

- Academic/clinical failure as defined by program of study
  - Failure to conform to rules and regulations
  - Failure to meet the standards of conduct
  - Fraud or misrepresentation of clinical logs or time sheets
1. The student will be scheduled to meet with the Director of the program. The Program Director will explain the reason(s) for dismissal of the student.
  2. The student has the right to appeal the decision through the grievance procedure.
  3. The School will not refund tuition to a student who has been dismissed. Dismissal will affect financial aid eligibility and may affect one's ability to sit for the ARDMS and ARRT Registry examinations

## **Reinstatement:**

If a student is dismissed for any of the reasons listed above and wishes to be reinstated into the program, the student must submit a letter to the Program Director requesting reinstatement and explaining, in detail, how he or she plans to rectify or alter the behavior which resulted in the termination. The request will be brought before all the directors including the Program Director, Clinical Director, Administrative Director, Medical Director and the Dean. The decision to reinstate a student under these circumstances is solely upon the discretion of the Directors and Dean.

## **Leave of Absence:**

Each student is entitled a maximum of five (5) personal days to be used for vacation, illness, interviews, etc. Non-emergency absences must be planned and scheduled in advance with a school official. Absences in excess of five (5) days will be considered on an individual basis. If a student must take an extended leave of absence, he/she will be encouraged to continue the program coursework on-line. If he/she is unable to continue the didactic portion of the program, the student will be allowed to re-enter the next available class where he/she left it. All coursework must be completed before a certificate of successful completion will be awarded. Students will be given no more than 180 days for a leave of absence. If the student cannot return to the program within the maximum time frame of 180 days, he/she will be terminated from the

program. Re-application would be required if the student wishes to be considered for a future class.

### **Voluntary Withdrawal:**

1. The student must submit a written request to the Director of the enrolled program. The written request must include:
  - The reason for withdrawal
  - The date that the withdrawal will be effective
  - The student's signature
2. The student must schedule an exit interview with the Program Director.
3. If the student has received financial aid assistance, the student must schedule a meeting with the Financial Aid Officer.
4. The student must vacate the residence at the time of withdrawal from the School.
5. A student who does not complete the program may be ineligible to sit for the ARDMS and ARRT registry examinations.

### **Cancellation & Refund Policy:**

A full refund of all tuition and fees paid will be made: if an applicant is not accepted by the school; if an applicant cancels his/her Enrollment Agreement by notifying the school within three business days of enrollment or in the event of school closure. A full refund of any tuition will be made if an applicant cancels his/her Enrollment Agreement prior to attending classes or does not commence training. All refunds will be made within 30 days from the date the Enrollment Agreement is cancelled. If a program is cancelled after the beginning of classes, the school will provide a full refund of tuition or provide for completion of the program.

If a student is terminated or withdraws from school prior to completing the program, the school will follow the Federal Return of Title IV Funds Policy to determine the amount of federal student aid which must be returned. The refund calculation is based on the student's current academic year cost, number of calendar days in the current academic year, number of calendar days completed

as determined by the last date of recorded attendance within the current academic year (excluding scheduled breaks of 5 days or more and days that a student was on approved leaves of absence).

- If withdrawal is within first 10% of academic year the refund is 90%
- If withdrawal is after 10% but within first 25% of academic year the refund is 75%
- If withdrawal is after 25% but within first 50% of academic year the refund is 50%
- If withdrawal is after 50% but within first 75% of academic year the refund is 25%
- If withdrawal is after 75% of the academic year the refund is 0%

Charges to the student that are excluded from the refund calculation include charges for books & supplies issued to the student. Students may return unused/unmarked books in new condition within 20 days after withdrawal to receive a credit on their account. All refunds will be made within 30 days from the date of withdrawal determination.

Postponement of a start date, whether at the request of the school or the student, requires a new enrollment agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and: b) A deadline for the new start date, beyond which the start date will not be postponed. If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Should the school cancel a class due to low enrollment, acts of God, or other instance deemed necessary by the program director the accepted students will have the choice of a full refund of any tuition or fees paid or deferment of enrollment to a later class date of their choice. In cases of class cancelation due to acts of God, an interim start date outside of the normal schedule maybe be provided at the program director's digression.

### **Last Date of Attendance and Date of Determination**

If a student officially withdraws from school or if a student is officially terminated from the school, that date becomes the Date of Determination. Upon withdrawal, the student's last day of attendance will be ascertained.

An unofficial withdrawal means the student stopped attending for 15 consecutive school days without official notification. If a student unofficially withdraws from school, the 14th calendar day

after the student's last day of attendance becomes the date of determination. (The 14 day period does not include scheduled breaks of 5 days or more.) If a student does not return from a leave of absence and has not provided a written request for an appropriate extension to that leave of absence, the student will be withdrawn from school. The date of determination will be the date the student was expected to return from leave of absence. On the Date of Determination, the student's last day of attendance will be ascertained.

If any monies are due to Federal Title IV funds, to the student, or other agency, the money will be returned within 30 days of the student's Date of Determination.

## **Additional Policies and Procedures**

### **Academic Grievances**

#### **Cheating/Plagiarism:**

Cheating and plagiarism are serious infractions of the rules and may constitute cause for immediate dismissal from the program. If plagiarism is discovered, the student will receive an automatic 0 for the assignment. If cheating is discovered, the test or assignment will be taken up and given a grade of 0. Cheating in all of its forms is a breach of trust and will not be tolerated. This includes falsifying clinical records and attendance. Although each case will be reviewed individually, by the Directors, cheating and plagiarism will not be tolerated requiring disciplinary action or dismissal from the program.

#### **Policy:**

An "*academic grievance*" is a claim that a specific academic decision or action that affects the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Academic grievance includes didactic, laboratory, and clinical experiences/grades. Grievances may relate to such decisions as the assignment of a grade as seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

The "*burden of proof*" shall be upon the student such that the student challenging the decision, action or assigned grade has the burden of supplying evidence that proves the instructor's

decision was incorrect. In considering grievances, decisions will be based on the preponderance of the evidence.

The student shall not be entitled to bring “*legal representation*” to any grievance proceeding as this is an internal review of an academic decision.

***Resolution:***

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the process (i.e., the issuance of a grade; the receipt of an assignment), and the instructor shall accommodate a reasonable request to discuss and attempt to resolve the issue.
2. If the situation cannot be resolved, the student shall file a notification letter within two weeks of the triggering incident to the program Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, School policies or procedures were violated. The program Director shall provide a copy of this statement to the instructor.
3. The program Director shall discuss the statement jointly or individually with the student and instructor to determine if the grievance can be resolved. If the grievance can be resolved, the Program Director shall provide a statement to that effect to the student and the instructor with a copy to the Dean.
4. If the grievance cannot be resolved, the program Director shall notify the student and instructor, informing the student of his/her right to file a written request within two weeks to advance the Dean. The instructor may file a written response to the grievance petition. Upon receipt of the student’s request to move the process to be reviewed by the Dean and the instructor’s response to the grievance (if provided), the program Director shall immediately notify the Dean of the grievance, providing copies of the student’s initiating grievance, any instructor’s written response to the grievance, and the written request from the student to have the process advanced to the Dean. Should the student not file a written request to move the grievance to the Dean within the prescribed time, the grievance will end. If the grievance concerns the program Director, the student has the right to bypass the program process and proceed directly to the Dean.

5. The Dean will be provided all documents for review and will schedule an appointment with all parties involved within 2 weeks. The student will be allowed a maximum of 15 minutes to present his/her case to the Dean at the meeting. The Dean will be allowed to ask questions of the student and other parties involved. Within one week after the meeting, the Dean will deliver a decision, in writing, to the Program Director who will then deliver the decision to all parties involved. The Dean's decision is final.

If the complaint fails to meet the time limits at any step, the complaint is automatically considered dropped; if School personnel, at any step, fail to meet the time limits, the complaint is automatically advanced to the next step. Extension of time limits, for extenuating circumstances, may be requested in writing, by the complainant or the faculty member through the Dean of the School.

### **Clinical Education:**

The major goal of the clinical portion of the program is to enable the student to develop skills that will allow him/her to perform the duties of a diagnostic medical sonographer. This program is competency based and students will be evaluated by faculty members of the program as well as clinical supervisors. The clinical experience should include only those activities that are based on sound educational objectives. This should be interpreted to mean that:

1. Students are not entitled to wages, fees or earnings during the obligatory 40 hour week.
2. The Institute of Ultrasound does not offer a stipend.
3. Students may be allowed to take call or work weekends in ultrasound at clinical affiliates, only, upon approval of the clinical site. They may accept payment for weekend and night hours over their obligatory clinical requirements. However, it must be understood by the student and the clinical affiliate that the program medical liability insurance does not cover the student during this time. Therefore, the student is the sole responsibility of the employer. Each student is required to maintain student liability insurance.
4. All students are required to participate in clinical activities at various sites for practical experience and observation on a scheduled basis. No deviation of the affiliate schedule shall be permitted without prior approval by the School.
5. Students are required to have reliable transportation in order to take full advantage of clinical opportunities. There may be a considerable amount of driving required to get



to and from clinical sites with some being as far away as 75-100 miles one way. Budget considerations should include fuel required to meet clinical requirements. Proof of automobile insurance is required.

### **Leave:**

Each student is entitled a maximum of five (5) personal days to be used for vacation, illness, interviews, etc. Non-emergency absences must be planned and scheduled in advance with a school official. Absences in excess of five (5) days will be considered on an individual basis and arrangements to make up clinical time must be approved through the Clinical Director. Clinical time must be made up at the end of the program, in most cases, unless other arrangements have been approved by the Directors. If a student must take an extended leave of absence, the leave cannot last more than 180 days. Reinstatement into the program to make up clinical time will be based upon clinical site availability or the next available class whichever comes first.

### **Conduct Code:**

As students interact with their fellow students, staff, faculty and other members of the medical community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with the medical training. The Clinical Affiliation reserves the right to refuse admission to any Diagnostic Medical Sonography student who is involved in any activity not considered professional or conducive to proper patient care. The following is a list of conduct violations that each student is expected to avoid. Failure to do so will result in disciplinary action and/or dismissal from the school. Violations include but are not limited to:

1. Possession, distribution or use of alcohol or illicit drugs.
2. Refusal to submit to drug screen or background check.
3. Unsatisfactory drug screen or background check.
4. Smoking in areas where it is prohibited while on Clinical Assignment.
5. Dishonesty, theft or destruction of property.
6. Violence or threats of violence towards others.
7. Violation of uniform/dress code policies.
8. Possession of firearms or weapons.
9. Non-compliance with classroom instructions.
10. Cheating

11. Habitual or excessive tardiness and/or absenteeism
12. Issuing unauthorized or false information about the School.
13. Discourtesy to faculty, staff, visitors or patients.
14. Behavior that may injure or harm others.
15. Non-payment of tuition or fees.
16. Circulation of petitions and/or rumors that defame or subvert the mission, reputation or authority of the School or its faculty and staff.
17. Failure to complete any part of the program.
18. Hazing on or off the School property.
19. Behavior that interferes with the learning process, the presentation of the instructor or that brings unfavorable criticism upon fellow students of the School.
20. Cell phones are not allowed in clinical settings or during classroom activities.
21. Sleeping while on Clinical Assignment
22. Eating in areas not specifically designed for that purpose
23. Using the Clinical Affiliation telephone for personal use.
24. Leaving Clinicals without notification.
25. Leaving assigned area within the Ultrasound Department.
26. Leaving patients unattended while undergoing diagnostic procedures.
27. Accepting any type of gratuity or “tip” from a patient or patient’s family.
28. Not adhering to appropriate guidelines as published by the school for initiation of grievances concerning any aspect of clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
29. Plagiarism of any kind.

### **Conduct Probation:**

Any student who is found to have chronically ignored and/or broken the stated rules and regulations of the School and/or its clinical affiliates shall be subject to conduct probation. This includes insubordination. A student may not be placed on probation without just cause and only after counseling has been sought. The first violation will be formally documented and serve as a warning. A second violation may result in suspension. A conduct suspension period shall not last more than ten (10) working days and shall not be less than five (5) working days. These days must be made up by the student at the end of the program. A student shall be taken off of probation only after he/she has clearly demonstrated a willingness to adhere to the stated rules

and regulations. A third documented violation may warrant dismissal from the program at the School/affiliates discretion.

### **Reporting Infractions:**

Students have the right to bring any noted discrepancies or observed abuses to the immediate attention of the School. This will require discussion with a member of the Faculty either written or verbally. Complaints will be acted upon with the best interest of all concerned being represented and considered.

### **Non-Academic Grievance Policy:**

#### **Step 1**

Should a grievance arise, the student shall first attempt to resolve the problem by discussing the issue with the involved parties within three school days of the occurrence. If the student believes that the issue is not resolved then the student may next consult with the Program Director of the enrolled program. It is recommended that (if appropriate) the Program Director convene a meeting with all involved parties in an attempt to resolve the issue. If the student feels that this process has still not resolved the issue, or if the Program Director is named in the grievance, then a formal non-academic grievance may be submitted.

#### **Step 2**

1. The student shall submit a written grievance to the Dean within five school days from the time of the discovery of the occurrence. The written grievance must include a description as to why the effort in Step 1 did not achieve a satisfactory resolution.
2. If the grievance cannot be resolved, the program Director shall notify the student and instructor, informing the student of his/her right to file a written request within two weeks to advance the Dean. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to be reviewed by the Dean and the instructor's response to the grievance (if provided), the program Director shall immediately notify the Dean of the grievance, providing copies of the student's initiating grievance, any instructor's written response to the grievance, and the written request from

the student to have the process advanced to the Dean. Should the student not file a written request to move the grievance to the Dean within the prescribed time, the grievance will end. If the grievance concerns the program Director, the student has the right to bypass the program process and proceed directly to the Dean.

3. The Dean will be provided all documents for review and will schedule an appointment with all parties involved within 2 weeks. The student will be allowed a maximum of 15 minutes to present his/her case to the Dean at the meeting. The Dean will be allowed to ask questions of the student and other parties involved. Within one week after the meeting, the Dean will deliver a decision, in writing, to the Program Director who will then deliver the decision to all parties involved. The Dean's decision is final.

### **Student Attire:**

Clinical dress is required at all times including while the students are scheduled at the School for class and Scan labs. Students are required to wear solid navy blue scrubs with no accenting colors or trim and a white or navy lab coat if you choose. Plain white or plain navy tennis shoes or nursing shoes are required. Name badges are to be worn at all times during clinical rotations and scrubs and lab coats should be clean and neatly ironed at all times.

Hair styles should be conservative for both males and females. Extreme hair colors are not permitted. Colognes and perfumes are prohibited. Jewelry should be kept to a minimum but facial jewelry including, but not limited to, nose rings, eye brow rings or tongue rings are forbidden. Mustaches and beards are allowed provided they are kept neatly trimmed.

### **School Closure Due To Inclement Weather:**

In the event of severe inclement weather or other emergencies, the faculty will make the decision to cancel all scheduled activities. Students will be notified through emails and announcements through the course management system. See the IUD Emergency Preparedness Plan for additional information.

## Legal Holidays:

- Christmas—Classes are closed during the week between Christmas and New Year’s Day. Students will be dismissed at noon on December 23<sup>rd</sup>. (*For students beginning the one year course in July, these days are considered Christmas break.*)
- Mardi Gras (Monday & Tuesday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)

## Academic Calendar for 2013:

<b>January 7</b>	January quarter classes begin
<b>February 1</b>	January 3 week introductory session ends
<b>February 4</b>	January quarter clinicals begin
<b>February 11 &amp; 12</b>	Mardi Gras Holiday
<b>April 5</b>	End of January quarter
<b>April 8</b>	April quarter classes begin
<b>May 3</b>	April 3 week introductory session ends
<b>May 6</b>	April quarter clinicals begin
<b>May 27</b>	Memorial Day Holiday
<b>June 28</b>	April quarter ends
<b>July 4</b>	Independence Day Holiday
<b>July 8</b>	July quarter classes begin
<b>August 2</b>	July 3 week introductory session ends
<b>August 5</b>	July quarter clinicals begin
<b>September 2</b>	Labor Day Holiday
<b>October 4</b>	July quarter ends
<b>October 7</b>	October quarter classes begin
<b>November 1</b>	October 3 week introductory session ends
<b>November 4</b>	October quarter clinicals begin
<b>November 28 &amp; 29</b>	Thanksgiving Holiday
<b>December 27</b>	October quarter ends
<b>Dec.23-Dec.27</b>	Christmas Break

## Academic Calendar for 2014

<b>January 6</b>	January quarter classes begin
<b>January 24</b>	January 3 week introductory session ends
<b>January 28</b>	January quarter clinicals begin
<b>March 3 and 4</b>	Mardi Gras Holiday
<b>April 4</b>	End of January quarter
<b>April 7</b>	April quarter classes begin
<b>April 25</b>	April 3 week introductory session ends
<b>April 29</b>	April quarter clinicals begin
<b>May 26</b>	Memorial Day Holiday
<b>June 27</b>	April quarter ends
<b>July 4</b>	Independence Day Holiday
<b>July 7</b>	July quarter classes begin
<b>July 25</b>	July 3 week introductory session ends
<b>July 29</b>	July quarter clinicals begin
<b>September 1</b>	Labor Day Holiday
<b>October 3</b>	July quarter ends
<b>October 6</b>	October quarter classes begin
<b>October 24</b>	October 3 week introductory session ends
<b>October 28</b>	October quarter clinicals begin
<b>November 20 &amp; 21</b>	Thanksgiving Holiday
<b>December 26</b>	October quarter ends
<b>Dec.22-Dec.26</b>	Christmas Break

## **Confidentiality:**

Student records shall not be open to third party inspection, i.e. person(s) not affiliated directly with the Institute of Ultrasound Diagnostics, Inc. without the consent of the student.

Academic records, evaluations, etc. will be issued to third parties after the school has received written consent for such records from the student.

Individual dialogues and student/instructor interactions such as counseling will be maintained in confidence by the School.

## **Student Right to Know:**

Prospective and current students have the right to know the graduation rate for students who have attended the Institute of Ultrasound Diagnostics as well as the success rate of graduates passing the ARDMS (American Registry of Diagnostic Medical Sonographers) exams. Students should be knowledgeable about ARDMS requirements and their ability to become registered upon graduation from the program attended. Requisite information can be obtained at [www.ardms.org](http://www.ardms.org).

## **Equal Opportunity Policy:**

The Institute of Ultrasound Diagnostics offers equal education opportunities to students regardless of race, creed, color, sex, age, handicap, religion or national origin. However, the Admissions Committee reserves the right, in every case, to accept or reject any applicant based on previous academic performance, motivation, personality/character and/or educational background as determined by the application process, review of academic and sociological data, references and/or investigation.

## **Criminal Issues:**

If an applicant or student has a past or current criminal record, it must be disclosed as it may affect one's ability to rotate through clinical sites, employability and Registry eligibility.

Criminal Background checks are required on all students through [CertifiedBackground.com](http://CertifiedBackground.com).

ARDMS conducts a "pre-application review" for a \$125.00 non-refundable fee for anyone who wishes to determine the impact of a previous criminal matter on their eligibility to apply for

ARDMS certification. Additional information regarding this process can be found at [www.ardms.org/legal](http://www.ardms.org/legal).

### **Housing:**

Living accommodations are the responsibility of each student. A list of apartments and their amenities can be found at <http://www.apartments.com>. Motels convenient to the school are listed on the school website at [www.iudmed.com](http://www.iudmed.com). Students wishing to share living accommodations shall be provided contact information for other students looking for a roommate.

### **Employment:**

No student should be employed during hours that are concurrent with either clinical or didactic education and no student shall be considered an employee during required clinical and didactic instruction. A student may work up to and including 20 hours per week outside of school hours. Work in excess of 20 hours per week must be approved by the school. Employer sponsored students and the employing institution are informed of this policy.

## **Student Services**

### **Tutoring:**

1. A student requesting a tutor (hereafter called the tutee) will submit a tutoring request to the Program Director.
2. The Program Director will check to see if peer tutors have been identified for that course and assist in identifying potential student tutors.
3. The Program Director will request names of potential tutors from the Clinical Instructors/faculty.
4. The Program Director will approach recommended students to identify their interest in becoming a tutor.
5. The Program Director will provide a list of potential tutors to the tutee



6. Tutee will contact tutor to schedule an appointment.
7. Tutoring sessions are determined by the tutee's needs and availability of the tutor.
8. Payment for tutoring services is determined by the tutor. The school is not responsible for the financial arrangements between the tutor and tutee. The school will not be engaged in the actual setting of fees, or the collection/payment for service. These decisions are solely the responsibility of the tutor and tutee, and payment shall be made directly from the tutee to the tutor.

### **Job Placement:**

The Institute of Ultrasound Diagnostics cannot and does not state or imply that graduation from the School will insure job placement. However, we are very interested in the successful employment of our graduates. A bulletin board for job posting is available to all students which includes a listing for recruiters. Students will also be provided direction in preparing resumes, completing employment applications and interview techniques upon request. For more job placement resources please visit: <http://www.ultrasoundjobs.com>

### **Counseling:**

Each student shall have the right to discuss any personal, academic or clinical, psychological or social problem that may influence academic or clinical performance with the Program Director and/or Clinical Director. The Directors will make themselves available to students to discuss any personal concerns or problems. A list of counselors is available upon request for issues beyond the School's ability to resolve. All dialogue in a counseling situation will be kept in strict confidence

### **Disabled Students:**

The Institute of Ultrasound Diagnostics campus is designed to accommodate wheelchair bound students. Certain technical standards are required of diagnostic medical sonographers as indicated on pages 8-9. Students with disabilities who are able to meet the standards will be accommodated to the best of our ability. For the hearing impaired, the school is willing to work with outside Rehabilitative Services. Financial resources, however,

are not available through the school for services such as sign language interpreters or equipping school computers with screen reading, voice recognition or other adaptive software or hardware.

### **Pregnancy Policy / Physical Limitations:**

If a student should become pregnant, the Program Director must be notified immediately and a letter from the student's physician stating that she can fulfill all the requirements of a Diagnostic Medical Sonography student must be submitted. Students requiring a leave of absence for pregnancy/pregnancy related problems, delivery or other medical condition will be allowed to complete the program when they become physically able. Arrangements for reinstatement must be made within a 12 month period and approved by the Directors.

Any student testing positive for, or who is knowledgeable of, a communicable disease is required to disclose such information to the School. The information will be kept confidential; however, the student must understand that his/her condition may affect clinical activities when other persons (students, faculty, staff, and/or patients) are put at risk.

### **Travel Disclaimer:**

Three month and one year resident students must have reliable transportation in order to take advantage of clinical rotations. Students will be responsible for providing their own transportation to attend clinical assignments both in and out of the city. Several clinical sites require driving 75-100 miles and public transportation is not suitable for clinical schedules. Fuel expenses should be considered into one's budgeting. One's clinical rotation schedule will not be used as an excuse for injury or accidents incurred while traveling to or from any clinical affiliate and/or the School proper. Neither the school nor the clinical affiliate shall be held responsible; therefore, proof of driver's license and automobile insurance will be required.

## **Accidents:**

All accidents that occur while on Clinical Assignment resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the Clinical Supervisor and Program Director. Students will be required to understand the safest methods of properly performing routine ultrasound procedures before undertaking them.

### **Policy on Accidental Needle Sticks:**

1. This policy is intended to provide students with information concerning steps to deal with accidental needle sticks/percutaneous injury/sharp injuries. This is the most frequent route of exposure to blood borne pathogens. Students should consult their health care provider if testing and treatment becomes necessary.
2. Students must report any incident considered to place them at risk to faculty and appropriate clinical personnel. This includes, but is not limited to, needle sticks, punctures or cuts with exposure to a potentially contaminated source, splash injury to eyes or mucous membranes, secretion contact with non-intact skin.
3. To minimize the risk of acquiring an infection due to occupational exposure and in keeping with CDC (Center or Disease Control) recommendations for port exposure prophylaxis (PEP), the student should take the following steps immediately:
  - Wash the affected area with soap and water for at least 15 seconds.
  - Notify the clinical instructor or immediate supervisor.
  - Complete an incident report with assistance of the clinical instructor or immediate supervisor. A copy of the incident should be turned into the School, within 24 hours of the incident.
  - Determine if the sharp device was clean or dirty. Include this information on the incident report:
    - A “clean” sharp is one that did not come in contact with the patient
    - Treatment for clean sharps injuries include:
      - Tetanus prophylaxis booster (if you have NOT had one in 10 years)
      - Cleansing wound with antiseptic
      - Dressing if needed
    - A “dirty” sharp device is one that came in contact with a patient or the patient’s attachments, i.e.: piggy back needle from the IV tubing; a

needle used for IM injection, or an IV stylet needle or any sharps instrument used on a patient.

- Report to a health care provider within 2 hours of the incident for evaluation. It is important to tell the health care provider that exposure has occurred.

All costs incurred relative to the exposure incident, initial follow up, are the sole responsibility of the individual student.

### **Communicable Disease Policy:**

Policy:

1. Should a student be exposed to a communicable disease while in clinical education the student shall report the incident to the faculty, fill out an incident report, and be referred to the health nurse of that particular facility.
2. Should a student contract a communicable disease the student will need a release by their physician before being allowed to participate in educational activities.

### **Loss of Personal Property:**

The School does not assume responsibility for the loss of books or other personal property. All faculty and students are instructed to turn in all articles found to the Administrative sonographer.

## **One Year Course Descriptions:**

### ***CLIN 01 Clinical Internship I***

#### ***127 Clock Hours***

Upon completion of the first month of class, clinical rotations begin on Tuesday, Wednesday and Thursday of each week. Students will be directly supervised by an onsite instructor while performing sonographic examinations on patients.

### ***CLIN 02 Clinical Internship II***

#### ***Internship -234 hrs***

Students begin full time clinical rotations, Monday-Thursday. Students will be allowed to perform sonographic procedures on patients under the supervision of a clinical instructor. They will be allowed to present their studies to the interpreting clinician after approval of images by the clinical instructor.

### ***CLIN 03 - Clinical Residency I***

#### ***Internship – 169 hrs.***

Students should be able to perform abdominal, pelvic, OB/GYN and superficial exams without assistance under indirect supervision of the clinical instructor.

### ***CLIN 04 Clinical Residency II***

#### ***Internship – 220 hrs***

Students complete clinical requirements for program completion. Students may request specific rotations during this phase of the clinical experience.

### **GUL 01 General Ultrasound Lab I**

#### **97 Clock Hours**

Scan labs are scheduled daily at the school during the first 3 weeks of class. Each student receives one instructor led lab per day. One “free scan” session per day is required to practice what was covered during the “instructor lead” lab. Normal abdomen interpretation modules are completed.

**GUL 02 General Ultrasound Lab II**

**32 Clock Hours**

Includes completion of interpretation modules for gynecologic and obstetric applications. Clinical competencies are completed for complete abdomen, vessels, liver, gallbladder, pancreas, kidney and spleen.

**GUL 03 General Ultrasound Lab III**

**73 Clock Hours**

Completion of the Clinical Portfolio and mixed pathology interpretation modules.

**GUL 04 General Ultrasound Lab IV**

**61 Clock Hours**

Completion of case studies exercises and scan finals to include a complete abdominal, pelvic and obstetrical sonogram. Scan finals will be timed.

***ABD 01 Abdominal Ultrasound I***

***100 Clock Hours***

As a basic introduction to sonography of the abdomen, this course emphasizes the identification of normal sonographic patterns of abdominal organs. Normal variants are included as well as lab tests associated with each organ system. Prerequisite(s): A&P I & II

***ABD 02 Abdominal Ultrasound II***

***50 Clock Hours***

This course covers pathological states of the organs discussed in ABD 01 and includes normal superficial structures including thyroid, breast and scrotum. Prerequisite(s): ABD 01

***ABD 03 Abdominal Ultrasound III***

***58 Clock Hours***

This course covers the more common pathologies of the thyroid, breast and scrotum. Additional information regarding the retroperitoneum, gastrointestinal tract and adrenal glands is also discussed. Prerequisite(s) ABD 02

***ABD 04 Abdominal Ultrasound IV***

***52 Clock Hours***

Comprehensive Review for ARDMS exam preparation including multiple mock exam simulations.  
Prerequisite(s) ABD 03

***GYN 01 GYN Ultrasound I***

***58 Clock Hours***

This is an introduction to the normal anatomy of the female pelvis. Transabdominal and transvaginal techniques are discussed with a focus on what to document to meet the national standards. Normal variants and congenital anomalies are also discussed. Prerequisite(s):A&P I & II

***GYN 02 GYN Ultrasound II***

***47 Clock Hours***

The most common adnexal pathologies are discussed to include symptoms and associated lab tests. Prerequisite(s) GYN 01

***GYN 03 GYN Ultrasound III***

***52 Clock Hours***

Review of normal gynecology and transvaginal applications.

***GYN 04 GYN Ultrasound IV***

***43 Clock Hours***

Comprehensive Review for ARDMS exam preparation including multiple mock exam simulations. Prerequisite(s) GYN 03

***OB 01 Obstetrical Ultrasound I***

***64 Clock Hours***

Normal fetal anatomy of the first, second and third trimesters are discussed with an emphasis on what to document in order to meet the basic guidelines according to national standards. The rationale for these guidelines is included. Embryonic and fetal measurements are included. Prerequisite(s) A&P I&II.

***OB 02 – Obstetrical Ultrasound II***

***58 Clock Hours***

Discussions include first trimester abnormalities as well as fetal anomalies that are associated with polyhydramnios and oligohydramnios. Review of the basic guidelines show how fetal anomalies can be detected if the national standards are followed. Prerequisite(s) OB 01

***OB 03- Obstetrical Ultrasound III***

***61 Clock Hours***

This course covers the complications that can occur due to maternal disorders, multiple gestations and high risk pregnancies. Prerequisite(s) OB 02

***OB 04 - Obstetrical Ultrasound IV***

***59 Clock Hours***

Comprehensive Review for ARDMS exam preparation including multiple mock exam simulations. Prerequisite(s) OB 03

***PHYS 01 Physics and Instrumentation I***

***61 Clock Hours***

This course provides a comprehensive study of ultrasound physics and instrumentation as it relates to diagnostic medical ultrasound. Topics include frequencies, units, velocity, amplitude, intensity, normal vs. oblique incidence, resolution, sound generation, transducer construction and formats, modes of display, processing of information, Doppler, bioeffects and artifacts.

Prerequisite(s): Introduction to Physics

***PHYS 02 Physics and Instrumentation II***

***49 Clock hours***

This course provides a review of basic terms, math equations and formulas used in sonographic physics. ALARA is discussed and emphasis is made on how to incorporate ALARA into daily practice. Practice in solving and manipulating basic calculations will be done in class and as assignments. Prerequisite(s) PHYS 01

***PHYS 03 Physics & Instrumentation III***

***61 Clock Hours***

This course covers the Doppler effect, calculation of flow velocities, methods of spectral analysis, analog vs. digital displays and color Doppler applications. Prerequisite(s): PHYS 02

***PHYS 04 Physics & Instrumentation IV***

***42 Clock Hours***

This course covers the review of the physics and instrumentation of diagnostic medical ultrasound using the exam outlines provided by ARDMS for the SPI exam. Computer simulated exams with interactive study modes are provided as are multiple group sessions to go over tests and identify individual weaknesses for Registry preparation.

***VASC 01 Introduction to Vascular Technology***

***54 Clock Hours***

This course provides a basic overview of general vascular applications including the carotid arteries, venous, peripheral arterial and abdominal Doppler evaluations. Normal anatomy, scan



protocols and instrument optimization is emphasized. The focus of this course is to provide a basic introduction to vascular technology.

## Short CME Courses Offered:

The following information is specific to each individual CME course offered by IUD. All CME courses fall under the guidelines stated for the One Year General Sonography Program where applicable.

### ***ONE WEEK***

Our one week courses are designed to provide continuing medical education (CME). These courses are ideal for sonographers who lack formal training or healthcare providers requiring continuing medical education credits. The focus will be on **normal anatomy for the beginner**. **Individuals attending for Registry preparation** will be offered an opportunity to watch more advanced lectures which have been archived and offered mock exams covering all aspects of the specialty. One week courses are offered in Physics/Instrumentation, Vascular, Abdominal, and OB/GYN sonography. Depending upon your specific needs, you may choose didactics, only, or include “hands on” scanning with your chosen specialty. The didactic portion can be delivered by distance learning or as a resident student. Upon completion a CME certificate will be awarded.

(Courses begin quarterly – January, April, July and October)

**Requisites:** Previous medical background required.

### **Physics/Instrumentation Week (24.25 CME credits):**

During this week we provide a great foundation and operational knowledge of medical ultrasound. We present and emphasize the importance of understanding the physical principals and instrumentation of sonography and relate it to issues in the clinical setting of today.

Topics covered include but are not limited to:

- Basic ultrasound wave concepts and characteristics
- Acoustic properties of tissue and attenuation of sound in the body
- Pulsed wave operation and parameters of basic ultrasound systems
- A working knowledge of transducers and the characteristics of the ultrasound beam
- The fundamentals of an ultrasound system, display and storage

We also provide you with an introduction to abdominal vasculature, landmarks, and techniques in abdominal scanning which is applied during instructor led scan labs.

**Abdomen Week (22.25 CME credits):**

Abdomen week directly emphasizes normal sonographic appearances, clinical correlations, and a working knowledge of the structures of the abdomen.

Abdominal structures covered include:

- Vessels and landmarks
- Liver
- Gallbladder and biliary system
- Renal
- Pancreas
- Spleen

During this week we go into more in depth abdominal scanning during our one on one scan labs. Each scanning session is tailored to the need of each individual student to meet their specific requirements. Students are able to better understand and apply what they have learned didactically.

**OB/GYN Week 23.25 CME credits):**

During the third week the normal female pelvis is covered.

Topics include but are not limited to:

- Normal uterine and adnexal structures
- Uterine and adnexal variants
- Limited uterine and adnexal pathology
- Normal 1<sup>st</sup> Trimester obstetrical examination and evaluation
- Normal 2<sup>nd</sup> and 3<sup>rd</sup> trimester appearances, correlation, and biometric calculation
- Transvaginal scanning technique and assessment of the female pelvis.

During this week each scan lab will be limited to transabdominal scanning techniques of female pelvis. 2<sup>nd</sup> and 3<sup>rd</sup> trimester one hour dedicated scanning sessions are available upon request at an additional fee.

***THREE WEEK (69.75 CME credits)***

The three week curriculum is designed for the individual with an allied health background such as nursing or radiological technology. It is a popular course for those “cross-training” in diagnostic ultrasound. The three week student will receive didactics in Physics/Instrumentation, Abdominal, and OB/GYN sonography. “Hands on” scanning labs and didactics will be limited to normal anatomy and multiple scan labs will be available each week. Labs for OB scanning

will be available upon request at an additional fee. All scan labs are “one on one” with direct instructor supervision. This course serves as a basic introduction to diagnostic ultrasound and it is recommended that three week graduates receive direct clinical supervision for an additional 3-6 months. The didactic sessions can be delivered by distance learning or as a resident student. CME certificates for each week and a Certificate for the Three Week course will be awarded upon completion.

(Courses begin quarterly – January, April, July, and October)

**Requisites:** 1. Document completion of a formal 2-year allied health education such as radiological technology or nursing.

**And/Or**

2. Document previous experience in diagnostic ultrasound

**And**

3. Verification of employment by sponsoring institution.

### ***THREE MONTH COURSE***

As an extension of the three week course, the three month curriculum includes additional didactics which include Superficial Organs (Thyroid, Breast, Testicle, and Prostate) and transvaginal sonography. During the second and third months, an emphasis is placed on recognition of abnormal processes and collection of pertinent clinical data. Special slide modules and video tape sessions reinforce the student’s knowledge and interpretative ability. Through clinical rotations, the student works with experienced sonographers and sonologists as he/she begins to evaluate “real life” patients. Due to the variety of rotations available, the student becomes familiar with several types of diagnostic ultrasound units while learning various techniques of departmental operations.

(Courses begin quarterly – January, April, July and Oct.)

**Requisites:** Individuals entering this program must verify a minimum of two years of formal training in an allied health field. Acceptable disciplines include any 2 year allied health discipline that is patient care related such as radiological technology, nursing, respiratory therapy, etc. CME and a Three Month Course certificate will be awarded upon completion. This course can be attended as a resident or a distance student.

### **Distance Option:**

The Institute of Ultrasound Diagnostics is proud to be able to offer distance education to those who are unable to be away from home for a long period of time. Employers are often reluctant to allow staff to be away for more than a few weeks. Our web-based course management system allows students to complete much of their course work on-line so they can spend more time where they work and reside. If a student is interested in didactic sessions only, any of our sessions can be attended on-line. For those students who require “hands-on” scan labs for practical training, some residency will be required. The distance option is available for the One Year Program and the Three Month Course only.

Three month students will complete the rest of the course-work on-line with no further residency requirements. One year students will attend and participate in lectures, modules, tests and class projects on-line for most of the duration of the program.

**EMERGENCY PREPAREDNESS PLAN**

**UPDATED:**

**6/2/2011**

## **EMERGENCY PREPAREDNESS PLAN**

**POLICY** The school will establish and maintain an Emergency Preparedness Program designed to manage the consequences of natural disasters or other emergencies that disrupt the school's ability to operate under normal conditions.

**PURPOSE** To conduct business normally, it is important for the school to have a strategy on preparation for emergencies. This plan must provide a system or organizational structure so that the school can effectively prepare for both external and internal disasters that can negatively affect its normal operations..

The Administrative Director, in collaboration with the Safety Officer, will tailor the school-specific Emergency Preparedness Plan using the corporate template.

### **INTERNAL EMERGENCY**

In the case of an internal emergency that requires evacuation of all students and faculty, everyone will proceed to the evacuation area. The evacuation point will be the parking lot located on the western side of the administrative building, also know as the "front parking lot".

#### **FIRE**

If there is a fire on the premises the Administrative Director will be notified immediately.

Students and faculty will maintain a calm environment.

All students and faculty will proceed with extreme caution to one of four marked emergency exits located in the administrative building or one of two marked emergency exits in the education building. Students and faculty will then make their way to the evacuation area. Accountability will be taken. No one will reenter the building until approval is given by The Administrative, Program, or Clinical director. All students and faculty will review the facility map to familiarize themselves with the emergency exits.

#### **BOMB THREAT**

If a bomb threat is received, Administrative Director will be notified immediately. The Administrative director or designee will notify the local police department immediately upon receipt of information.

Staff members will maintain a calm environment.

All personnel will passively search for items that look out of place but will *not* move items to search the school. The bomb squad will do this. Employees will make note of any unusual looking item but will *not* touch or disturb it in any manner.

Evacuation will be followed by the direction of the police or bomb squad units.

## **SEVERE AND INCLEMENT WEATHER**

Severe and inclement weather includes severe thunderstorms, tropical storms, hurricanes, and tornados.

In the event of severe inclement weather, the faculty will make the decision to cancel all scheduled activities. Students will be notified through emails, announcements through the course and clinical management systems, and via faculty voice mail messages.

Messages regarding class cancellations or postponements will also be placed through your instructor's voice mail and shall:

- Include Date & Time
- Be recorded no later than two (2) hours before the start of the scheduled class or activity
- Be updated as needed

Students seeking information regarding cancelled classes must:

- Check the course management and clinical management systems for announcements.
- Check email accounts, both personal and Angel accounts
- Call faculty voice mails to check for recordings for cancelled classes

## **DISTANCE STUDENTS**

Since distance students are located in different areas throughout the county, they are responsible for acquiring the emergency policies for their individual sites. In the event of an emergency that causes a site to close for an extended period of time, the student must notify the Clinical Director immediately of the situation.

All students will be given the opportunity to make up clinical and class time.



Appendix A – Map of facility with fire exits

Appendix B – Bomb Threat Protocol

Appendix C – Emergency Contact Numbers

Appendix D – Emergency Faculty Phone Tree.(Available to enrolled students only)

## **BOMB THREAT – Appendix B**

### PROCEDURE

In the event of a phone call with a bomb threat:

- Take the message.
- Keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him or her for this information.
- Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
- Be alert for distinguishing background noises, such as traffic, music, voices, aircraft, church bells.
- Note distinguishing voice characteristics (sex, voice quality, speech impediments).
- Note whether the caller indicates knowledge of this school or insight by his or her description of locations or the company. Lead him or her on; kill time; learn whether the caller is knowledgeable about the school.
- Complete a Bomb Threat Call form while you are on the phone or as soon as the party hangs up. (Bomb Threat Call Forms are attached.)
- Notify the Administrative Director, if the Administrative Director is not available, the Safety Officer.
- Immediately phone the School Manager's office, and state that you have received a bomb threat.
- Supply the details and follow instructions.
- The Administrative Director his or her designee will notify the police and fire departments.
- If the call has been received by someone other than intake personnel, school administration will notify the intake telephone operator.
- The person receiving the call will take the Bomb Threat Call report information or form directly to the School Manager's office.
- Patients and other personnel should not be alerted that a threat was received until the School Manager, acting School Manager, or Safety Officer gives such instructions.

### *Suspicious Package*

If a package that appears suspicious is received or found within the school, notify the School Manager, acting Manager, or Safety Officer. Do not handle the package. Clear the immediate area of patients and personnel.

If package appears suspicious to the School Manager, or Safety Officer, he or she will ask the designated staff person to send for the police and bomb squad.

Keep the area clear until the police or bomb squad arrives and completes its inspection.

*Intake Telephone Operator:*

All incoming calls from emergency agencies will be transferred to the Administrative Director acting Manager.

During the interval between a bomb threat and the arrival of officers, keep all staff and patients away from the building.

The receiver of a bomb threat will remain in contact with the Administrative Director acting Manager for interview with the police.

## **EMERGENCY CONTACT NUMBERS – APPENDIX C**

Immediate Emergency (Fire, Police, Ambulance)	911
Spanish Fort Police Department	(251) 626-4914
Spanish Fort Fire Department	(251) 626-8876
Baldwin County Sherriff’s Department	(251) 937-0202
Poison Control	(800)-222-1222
Riviera Power	(251) 626-5000
Spanish Fort Water	(251) 626-3067
Baldwin County Sewer	(251) 971-3022

## **FACULTY PHONE TREE – APPENDIX D**

Kathy Gill – Program Director

Email: [kgill@iudmed.com](mailto:kgill@iudmed.com)

Lacey Singley - Clinical Director

Email: [lmorris@iudmed.com](mailto:lmorris@iudmed.com)

Micah Gill – Administrative Director

Email: [mgill@iudmed.com](mailto:mgill@iudmed.com)

**Understanding:**

I (Print your Name)\_\_\_\_\_have reviewed the school Catalog/Student Handbook of the Institute of Ultrasound Diagnostics. I fully understand the rules/regulations and my responsibility as a student.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_