

# The Institute of Ultrasound Diagnostics



## IUD HANDBOOK

**2018-2019**

V2

One Timber Way  
Suite 102  
Spanish Fort, AL 36527  
251-621-8668 or 800-473-2485  
[www.iudmed.com](http://www.iudmed.com)

Revised: 7/31/18

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## General School Information

### **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.

### **Program 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 102, 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 and participate when live classroom sessions are scheduled.

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

**Scan Lab:** The scan lab houses four to five 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.

## **Statement of Ownership:**

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

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

G Michael Maresca, M.D.

**Medical Director**

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

**Program Director/Instructor**

Melinda Freeman RT(R), RDMS,RVT

**Clinical Director/Instructor**

Ashley Collins, RDMS  
Institute of Ultrasound Diagnostics  
Spanish Fort, AL

**Clinic Manager/ Instructor**

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

**Chief Financial Officer/Dean**

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

**Administrative Director**

## **Advisory Committee:**

Ginger Adams, B.S., RDMS  
David Barry, RVT  
Rachel Voekel, RDMS  
Kathryn A. Gill, M.S., RT, RDMS  
Lacey Singley, A.S., RDMS  
Melinda Freeman RT(R), RDMS,RVT  
Larry J. Arcement, Ph.D., M.D.  
Carla Myers, RDMS, RVT

**Gulfport Memorial Hospital**  
**Vascular Associates Lab**  
**Ocean Springs Hospital**  
**Institute of Ultrasound Diagnostics**  
**Institute of Ultrasound Diagnostics**  
**Institute of Ultrasound Diagnostics**  
**Public Member**  
**Thomas Hospital**

## **Accreditations/Licenses:**

The Institute of Ultrasound Diagnostics, One Year General Sonography Program (Local 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 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>.

# IUD Calendars

## **Application Deadlines:**

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

Up to Ten local students will be accepted per class. Distance students are accepted based upon availability & approval of clinical sites.

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.



# 2018 IUD Course Calendar

All class begin on the start date promptly at 8:30 am CST

## JANUARY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	1/8/2018	12/21/2018			
<b>3 Month course</b>	1/8/2018	3/30/2018			
<b>3 Week Course</b>	1/8/2018	1/26/2018			
<b>1 Week Classes</b>					
<b>Abdomen</b>	1/8/2018	1/12/2018			
<b>Physics</b>	1/15/2018	1/19/2018			
<b>OB/GYN</b>	1/22/2018	1/26/2018			
<b>Pre-requisite Classes</b>	1/8/2018	3/30/2018			

## APRIL

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	4/2/2018	3/22/2019			
<b>3 Month course</b>	4/2/2018	6/22/2018			
<b>3 Week Course</b>	4/2/2018	4/20/2018			
<b>1 Week Classes</b>					
<b>Abdomen</b>	4/2/2018	4/6/2018			
<b>Physics</b>	4/9/2018	4/13/2018			
<b>OB/GYN</b>	4/16/2018	4/20/2018			
<b>Vascular</b>	4/23/2018	4/27/2018			
<b>Pre-requisite Classes</b>	4/2/2018	6/22/2018			

## JULY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	7/9/2018	6/21/2019			
<b>3 Month course</b>	7/9/2018	9/28/2018			
<b>3 Week Course</b>	7/9/2018	7/27/2018			
<b>1 Week Classes</b>					
<b>Abdomen</b>	7/9/2018	7/13/2018			
<b>Physics</b>	7/16/2018	7/21/2018			
<b>OB/GYN</b>	7/23/2018	7/27/2018			
<b>Pre-requisite Classes</b>	7/9/2018	9/28/2018			

## OCTOBER

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	10/1/2018	9/27/2019			
<b>3 Month course</b>	10/1/2018	12/21/2018			
<b>3 Week Course</b>	10/1/2018	10/19/2018			
<b>1 Week Classes</b>					
<b>Abdomen</b>	10/1/2018	10/6/2018			
<b>Physics</b>	10/8/2018	10/12/2018			
<b>OB/GYN</b>	10/15/2018	10/19/2018			
<b>Vascular</b>	10/22/2018	10/26/2018			
<b>Pre-requisite Classes</b>	10/1/2018	12/21/2018			

# 2019 IUD Course Calendar

All class begin on the start date promptly at 8:30 am CST

## JANUARY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	1/7/2019	12/20/2019			
<b>3 Month course</b>	1/7/2019	3/29/2019			
<b>3 Week Course</b>	1/7/2019	1/25/2019			
<b>1 Week Classes</b>					
<b>Abdomen</b>	1/7/2019	1/11/2019			
<b>Physics</b>	1/14/2019	1/18/2019			
<b>OB/GYN</b>	1/21/2019	1/25/2019			
<b>Pre-requisite Classes</b>	1/7/2019	3/29/2019			

## APRIL

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	4/8/2019	3/27/2020			
<b>3 Month course</b>	4/8/2019	6/28/2019			
<b>3 Week Course</b>	4/8/2019	4/26/2019			
<b>1 Week Classes</b>					
<b>Abdomen</b>	4/8/2019	4/12/2019			
<b>Physics</b>	4/15/2019	4/19/2019			
<b>OB/GYN</b>	4/22/2019	4/26/2019			
<b>Vascular</b>	4/29/2019	5/3/2019			
<b>Pre-requisite Classes</b>	4/8/2019	6/28/2019			

## JULY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	7/8/2019	6/25/2020			
<b>3 Month course</b>	7/8/2019	9/27/2019			
<b>3 Week Course</b>	7/8/2019	7/26/2019			
<b>1 Week Classes</b>					
<b>Abdomen</b>	7/8/2019	7/12/2019			
<b>Physics</b>	7/15/2019	7/19/2019			
<b>OB/GYN</b>	7/22/2019	7/26/2019			
<b>Pre-requisite Classes</b>	7/8/2019	9/27/2019			

## OCTOBER

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	9/30/2019	9/25/2020			
<b>3 Month course</b>	9/30/2019	12/20/2019			
<b>3 Week Course</b>	9/30/2019	10/18/2019			
<b>1 Week Classes</b>					
<b>Abdomen</b>	9/30/2019	10/4/2019			
<b>Physics</b>	10/7/2019	10/11/2019			
<b>OB/GYN</b>	10/14/2019	10/18/2019			
<b>Vascular</b>	10/21/2019	10	10/25/2019		
<b>Pre-requisite Classes</b>	9/30/2019	12/20/2019			

# 2020 IUD Course Calendar

All class begin on the start date promptly at 8:30 am CST

## JANUARY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	1/6/2020	12/18/2020			
<b>3 Month course</b>	1/6/2020	3/27/2020			
<b>3 Week Course</b>	1/6/2020	1/24/2020			
<b>1 Week Classes</b>					
<b>Abdomen</b>	1/6/2020	1/10/2020			
<b>Physics</b>	1/13/2020	1/17/2020			
<b>OB/GYN</b>	1/20/2020	1/24/2020			
<b>Pre-requisite Classes</b>	1/6/2020	3/27/2020			

## APRIL

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	4/6/2020	3/25/2021			
<b>3 Month course</b>	4/6/2020	6/26/2020			
<b>3 Week Course</b>	4/6/2020	4/24/2020			
<b>1 Week Classes</b>					
<b>Abdomen</b>	4/6/2020	4/10/2020			
<b>Physics</b>	4/13/2017	4/17/2020			
<b>OB/GYN</b>	4/20/2017	4/24/2020			
<b>Vascular</b>	4/27/2017	5/1/2020			
<b>Pre-requisite Classes</b>	4/6/2020	6/26/2020			

## JULY

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	7/6/2020	6/25/2021			
<b>3 Month course</b>	7/6/2020	9/25/2020			
<b>3 Week Course</b>	7/6/2020	7/24/2020			
<b>1 Week Classes</b>					
<b>Abdomen</b>	7/6/2020	7/10/2020			
<b>Physics</b>	7/13/2020	7/17/2020			
<b>OB/GYN</b>	7/20/2020	7/24/2020			
<b>Pre-requisite Classes</b>	7/6/2020	9/25/2020			

## OCTOBER

	<u>State Date</u>	<u>End Date</u>			
<b>1 Year Program</b>	9/28/2020	9/24/2021			
<b>3 Month course</b>	9/28/2020	12/18/2020			
<b>3 Week Course</b>	9/28/2020	10/16/2020			
<b>1 Week Classes</b>					
<b>Abdomen</b>	9/28/2020	10/2/2020			
<b>Physics</b>	10/5/2017	10/9/2020			
<b>OB/GYN</b>	10/12/2017	10/16/2020			
<b>Vascular</b>	10/19/2017	10/23/2020	11		
<b>Pre-requisite Classes</b>	9/28/2020	12/18/2020			

## IUD Holiday and School Closure Schedule

Observed Holidays	2017	2018	2019
	<b>New Years Day</b>		1/1/2018
<b>Mardi Gras</b>	2/27/17 - 2/28/17	2/12/18 - 2/13/18	3/4/19 - 3/5/19
<b>Memorial Day</b>	5/29/2017	5/28/2018	5/27/2019
<b>Independence Day</b>	7/4/2017	7/4/2018	7/4/2019
<b>Labor Day</b>	9/4/2017	9/3/2018	9/2/2019
<b>Thanksgiving</b>	11/23/17 - 11/24/17	11/22/18 - 11/23/18	11/28/19 - 11/29/19
<b>Christmas Break</b>	12/23/17 - 1/2/18	12/22/18 - 1/1/19	12/23/19 - 1/1/20
	2020	2021	2022
<b>New Years Day</b>	1/1/2020	1/1/2021	1/1/2022
<b>Mardi Gras</b>	2/24/20 - 2/25/20	2/15/2021 - 2/16/21	2/28/22 - 3/1/22
<b>Memorial Day</b>	5/25/2020	5/31/2021	5/30/2022
<b>Independence Day</b>	7/4/2020	7/5/2021	7/4/2022
<b>Labor Day</b>	9/7/2020	9/6/2021	9/5/2022
<b>Thanksgiving</b>	11/26/20 - 11/27/20	11/25/21 - 11/26/21	11/24/22 - 11/25/22
<b>Christmas Break</b>	12/23/20 - 1/1/21	12/23/21 - 1/1/22	12/23/22 - 1/1/23

## 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.

### 2018 - 2019 Fee schedule — One Year Program

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

Tuition and Fees paid to IUD

One year	\$11,000.00
Books/Materials	\$1,000.00
Technology Fee	\$850.00
Lab Fee	\$350.00
Graduation Fee	\$50.00

Total Paid to IUD (Payment plan amount) \$13,250.00

Addition Fees for One year program

**To be completed before first day of class:**

Background Check/ Drug Screen (paid directly to provider) \$117.00

**These fees are paid during the first week of classes:**

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

**This is paid 6 months into program:**

Registry Prep. Package (paid directly to provider) \$216.00

Total Cost for One Year Program \$13,759.50

## **Short Term Courses**

### **One Week Courses**

One week sessions w/ scanning & materials (Physics/Abdomen/OB/GYN)	\$2,000.00
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### **One Week Vascular course**

One week Vascular course	\$2,000.00
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### **3 Week Tuition & Fees**

Three week cross – training	\$4,000.00
Books/Materials	\$500.00
Total Cost	\$4,500.00

### **3 Month Tuition & Fees**

#### **Tuition and Fees Paid to IUD**

Three month	\$6,450.00
Books/Materials	\$550.00
Technology Fee	\$500.00
Total	\$7,500.00

### **Prerequisite Tuition & Fees**

Anatomy & Physiology (books included)	\$600.00
Medical Terminology (books included)	\$500.00
Physics Fundamentals (books included)	\$500.00
Medical Law & Ethics (books included)	\$500.00
Introduction to Patient Care	\$400.00

### **OTHER Contract Services Available Upon Request**

\*\*The Institute of Ultrasound Diagnostics is a private institution. 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.

## Limited Financial Aid:

### **Our financial assistance is very limited.**

The Institute of Ultrasound Diagnostics **DOES NOT** participate in the U.S. Department of Education's Title IV program, therefore using a FAFSA form for Federal Student loans, Pell Grants, etc will not provide any benefit to the student.

However, we do have several options available for students who are accepted into our Three Month Course or One Year Program.

**Work Investment Opportunity Act (WIOA)** - WIOA is a financial aid program for technical schools such as ours. If you qualify for WIOA, they will pay up to \$6,500.00 for the One year program and up to \$3,500.00 for the Three month program. You must be a resident of Alabama, Mississippi, or Florida to participate. Please contact Ms. Mary Beth Driggers at 251-943-2327 for 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.

We require a materials fee (\$1,000.00) upon acceptance. Then we take the remaining balance and divide that amount by 5. This gives 5 payments of \$2,450.00. The first payment is due on or before the first day of class. Then you make payments every 3 months until you have paid the entire amount. See the below example.

Total tuition due to IUD for **Resident and Distance** Classes - \$13,250.00

\$1,000.00 Materials Fee – due upon acceptance

\$2,450.00 – Due on or before the first day of classes ( $\$12,250.00 \div 5$ )

\$2,450.00– due 3 months after start date. (total paid year to date \$5,900.00)

\$2,450.00– due 6 months after start date (total paid year to date \$8,350.00)

\$2,450.00– due 9 months after start date (total paid year to date \$10,800.00)

\$2,450.00– due last week of program (total paid year to date \$13,250.00)

**One Year General Sonography Program**  
**CAAHEP ACCREDITED**  
**12 Months, 1982 total contact hours**

The Institute of Ultrasound Diagnostic's One Year General Sonography Program is an ACCELERATED one year general diagnostic medical sonography program that includes abdomen and OB/GYN applications as well as the Sonography Physics and Instrumentation. It is unlike most sonography programs offered in a college of university setting. Our program is one of the few sonography programs that offers a distance education option. It is an accelerated, fulltime, day program which requires self-motivation and good time management skills. For those requiring additional time considerations in order to process information or desire a slower paced environment, this program may not be for you. Our program covers, in 12 months, what most schools cover in 18-24 months. We can do this because you must complete prerequisite classes prior to admission. Once you begin the sonography program, you can expect fast paced information delivery and clinical instruction.

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, 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 **LOCAL** or as a **DISTANCE** student. (See page 8 for more details)

The One Year program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation allows our students to sit for the National Certification exams through the American Registry for Diagnostic Medical Sonography (ARDMS) 60 days from their graduation date. This provides students with the opportunity to be ARDMS registered upon graduation. Our program is also recognized and accepted by the American Registry of Radiologic Technologist (ARRT) to apply for and take the ARRT Sonography exam. Our General Sonography Program will prepare candidates to apply for the Sonography & Physics Instrumentation (SPI), Abdomen, and OB/GYN registry exams.



## Program Delivery Method

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 (Local and Distance) the classroom portion of the program is offered in the same format. All students begin with our mandatory 3 week “sonography boot camp” on campus in Spanish Fort, Alabama. Classes begin at 8:30am to 6:00pm CST Monday thru Friday. For the first 3 weeks there are lectures covering normal anatomy, scan labs, and testing throughout the week. 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 abdominal and pelvic anatomy. After the initial 3 week session, students are offered an additional 1-2 weeks of scan labs may be based on individual needs and instructor recommendations.

Once the initial three week session concludes, didactic (class) days will be scheduled on Mondays and Fridays. Class days will include lectures (live and recorded), quizzes, interpretive modules, proctored tests, and other assignments. These items are delivered via our online course management system. Clinical rotations will occur in Tuesday, Wednesday, and Thursday of each week. Any changes to the class or clinical schedule must be approved by the Directors.

All students will be required to return for final evaluations including written and scan finals. These are conducted over 2-3 days and are scheduled during the last week of the program. We offer a one week vascular course two (2) times per year (April and October) of which all one year students have the option to attend at no additional cost.

## **Local vs. Distance Option**

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

**LOCAL STUDENTS** - The main difference between a “Local” and “Distance” student is where the student perform their clinical requirements. For this reason we define “Local” students as those students that reside within the Local IUD clinical area (up to 90 miles from the IUD facility). Alabama sites are in Foley, Atmore, Bay Minette, Fairhope, and Mobile, Alabama. Mississippi (local) area sites are located in Biloxi, Gulfport, and Lucedale, Mississippi. If a student resides within that geographical area they will be required to rotate through the preapproved sites within that area for the duration of the program. A typical clinical rotation is scheduled for a 12 week duration, Tuesday thru Thursday each week.

NOTE: Due to the geographic area of our “Local” sites, Local students may be required to drive up to 90 miles. Therefore reliable transportation is required.

**DISTANCE STUDENTS** – For Distance students, at least one clinical site(s) 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. If a clinical site does not provide an adequate mix of studies, additional clinical site(s) may be required for the student to successfully complete program requirements. If the school does not already have approved clinical sites in the student’s area of interest, the students may be required to make initial contact with Hospitals and/or clinics in their area to get contact information to provide to the clinical director. For more information about how to approach a prospective clinical site, contact Micah Gill at [mgill@iudmed.com](mailto:mgill@iudmed.com). Students are required to clock in and out on a clinical site computer.

In certain areas IUD has pre-established distance clinical sites that may be available for use. In order to identify students in these locations, distance applicants must fill out the Clinical Site Preference Form and submit it with their application. This will assist in the process for securing a clinical site. For applicants outside of areas with pre-approved sites, once it has been determined there are no pre-approved clinical site in their area, it is up to the applicant to make initial contact with potential clinical site in those areas

The One Year General Sonography Program requires good time management skills and strong

self-discipline. Our distance and local 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.

### **Class Size:**

**Local**- One Year General Sonography Programs for local 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

<b>Quarter</b>	<b>Course ID</b>	<b>Course Name</b>
<b>First Quarter</b>		
	ABD 01	Abdominal Sonography I
	PHYS 01	Physics & Instrumentation I
	OB/GYN 01	Obstetrical/ Gynecologic Sonography I
	CLIN 01	Clinical Internship I
<b>Second Quarter</b>		
	AB 02	Abdominal Sonography II
	PHYS 02	Physics & Instrumentation II
	OB/GYN 02	Obstetrical/ Gynecologic Sonography II
	CLIN 02	Clinical Internship II
<b>Third Quarter</b>		
	ABD 03	Abdominal Sonography III
	PHYS 03	Physics & Instrumentation III
	OB/GYN 03	Obstetrical/ Gynecologic Sonography III
	CLIN 03	Clinical Internship III
<b>Fourth Quarter</b>		
	ABD 04	Abdominal Sonography IV
	PHYS 04	Physics & Instrumentation IV
	OB/GYN 04	Obstetrical/ Gynecologic Sonography IV
	CLIN 04	Clinical Internship IV

## Program Admission Requirements

### **Application Deadlines:**

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

Up to Ten Local students will be accepted per class. Distance students are accepted based upon availability & approval of clinical sites.

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.

### **Documentation:**

Acceptance and matriculation into the IUD 1 Year Program is based on

- Academic Requirements
- Student File Documentation

In order to be accepted into the 1 Year Program all academic and student file documentation must be complete on or before the deadline for the desired class. However, missing the deadline does not necessarily mean an application cannot start on their desired start date, only that those applicants who meet the deadline will get first consideration.

## **Academic Requirements:**

Applicants to the One Year General Sonography Program must be 18 years of age or older, be a graduate of an accredited High School or High School Equivalent (GED), and must, at a minimum, have completed ALL of the following college level courses before beginning the program. Applicants completing their last prerequisite classes may be accepted into the program based on successful completion of their classes.

### **Pre-Requisite Course Requirements:**

- 1 College Level Intermediate Algebra or any higher mathematics course (IE Statistics)
- 1 Communications Course (Public Speaking, Speech, English Composition, ETC)
- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
- Medical Terminology
- Medical Law and Ethics
- Introduction to Physics (does not need to be Calculus based)
- Introduction to Patient Care\*\*\*Or CNA License

*\*\*\* Patient Care may be substituted with a Certified Nursing Assistant course (CNA). To meet this requirement an applicant must have completed the CNA course and passed their state's CNA licensing tests. CNA licenses are highly recommended for applicants who do not have an Allied Health background.*

**Understanding of Human Anatomy and Physiology I and II and Medical Terminology are paramount in being able to complete our program successfully.** If you made less than a B in any of those classes it is recommended that you consider taking them again for a thorough understanding of the subject matter.

Human Anatomy & Physiology I & II equivalent, Medical Terminology, Medical Ethics/Law, 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 have been practicing since graduation.

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 pre-requisite classes. Please note that simply having a 2.5 GPA does not guarantee acceptance into the program.

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) and match the pre-requisite course criteria will be accepted as transfer credits for pre-requisite requirements. 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. The Institute of Ultrasound Diagnostics is not approved to accept foreign students or foreign credits.

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.

## **Student File Documentation Requirements**

**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 for admission
- Signed High School Attestation/GED Verification Form
- **Official** Copies of College/Postsecondary Transcripts
- Proof of Health Insurance (**must be current on first day of class**)
- Proof of Auto Insurance (**must be current on first day of class**)
- 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 below**)
- Sonographer Observation Sheet (**8 hours minimum**)

- Completed 1 Year Interview Questionnaire (**In-person/telephone interview may be required**)
- Copy of Allied Health Registry Card (**IF APPLICABLE**)

## **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.



## **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.

### **Matriculation Requirements:**

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**
- **SDMS Membership**
- **Trajecsys Membership**
- **Professional liability insurance (HPSO) \*\*\***

\*\*\*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.

### **Application Point System**

Applicants are scored according to a point system which places emphasis on strong academic performance both overall and for the pre-requisite courses required. Other considerations are placed on other allied health backgrounds, ultrasound volunteer hours, and questionnaire/interview responses.

## 1 Year Program Requirements

### **Technical Standards:**

Accepted applicants must be able to meet the physical and technical requirements necessary for the One Year General Sonography Program. 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 and complete course work and material for this program includes:

1. Computer – Desktop or Laptop. Tablets and Smart Phone are not acceptable for completing work. MACS STRONGLY DISCOURAGED due to potential compatibility issues
2. Windows 7 OS or higher or Equivalent MAC OS
3. Microsoft Word and Microsoft PowerPoint
4. Current up to date version of Firefox or Chrome browser
5. Reliable High Speed Internet
6. Web Camera, Microphone, Speakers (or headset)
7. Email Address (to be checked multiple times daily, No .edu addresses)

## **Uniform Requirements:**

All One Year students are required to wear the IUD uniform when on campus and at clinical sites starting on the first day of class. The IUD uniform consists of plain Navy Blue Scrubs (No different trim colors) and solid white or navy blue shoes. Uniforms will be checked during the 3 week classes and monitored at the assigned clinical rotation sites. Failure to wear proper uniform will result in disciplinary actions.

## Policies and Procedures

### Academic Policies

#### **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% average in all courses and must complete all work for the One Year Program within eighteen months (150% of program length). The Institute of Ultrasound Diagnostics satisfactory academic progress policy consists of 2 components: a qualitative measure (Course Average) 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 an “F” 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:

<u>Percentage</u>	<u>Grade</u>	<u>Standing</u>
100-90%	A	Excellent
89.99-80%	B	Good
79.99-75%	C	Average
Below 75%	F	Failing
W		Withdrawal
I		Incomplete
L		Leave of Absence
T		Terminated

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

## **Attendance Policy:**

The One Year program covers in 12 months, what most schools cover in 18-24 months, therefore requiring it to be a full time day program. Attendance is required Monday through Friday and students are expected to attend all scheduled classes and clinical rotations. Class attendance is documented by completion and submission of coursework. Clinical attendance is documented through the school clinical course management system (Trajecsys).

Upon occasion, evening labs and weekend clinical rotations may be required or scheduled. 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 six (6) personal days. Any absence for any reason, other than clinical site closure, are first counted against these six personal days. Once the six personal days are exhausted, any additional absences must be made up after the students scheduled graduation date, unless earlier make up days are approved by the clinical director. Completion of the 1 year program and release of transcripts and certificate will not occur until all absences are made up and approved by the Clinical Director.

- Typically, clinical hours are 8:00 a.m. – 4:30 p.m. 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. Clinical instructors have the discretion of dismissing a student early if all patient exams have been completed or no patients are scheduled or anticipated.
- 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.

- Clinical absences due to clinical site closure (weather or otherwise) are not counted against a student's six personal day, but will have to be made up during the year.

## **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.

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

Students who failed an externship quarter must submit the request in writing to the Program Director a request to repeat that quarter. 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 (150% of program length). A Fee of \$500.00 is assessed if approval to repeat the clinical externship quarter is granted.

### **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.

### **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 at any time during the program, 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 and will require disciplinary action or dismissal from the program.

### **Academic Advisement/Probation/Reinstatement:**

Students are monitored for satisfactory progress at the end of each quarter. Each quarter consists of 12 weeks. Students' grades are calculated at the end of each quarter and they are advised of their academic progress at end of each quarter for each course. Students failing to meet the Course Average of 75% for each course (Abdomen, Ob/GYN, Physics, and Clinical), at the end of the quarter, will be placed on academic probation and will be required to repeat the course, at their expense. Failing and retaking a course will extend the graduation date 3 months. Students will be allowed to repeat any single course for academic failure, only once. The cost to re-take a

course will be \$500.00 per course and is due on the first day of the subsequent quarter. Student's prior financial obligation must be paid and current to continue in the program.

Only the highest grade is considered for Course Average evaluation but all attempted courses are included for measurement of the maximum published time frame (150% of program length). If the student fails the same course twice, they will be dismissed from the program. If the student wishes to re-enter the program, he/she must reapply for admission. No credit will be given for the previous enrollment. If re-accepted into the program, the student will begin as a new student repeating all previous classes and clinical rotations.

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

An incomplete course grade is given when required work has not been completed in a given course by the end of the quarter. Coursework includes assignments, activities, and other examinations. All work must be completed by the end of the quarter. Failure to comply will result in the incomplete grade reverting to an "F" for the course work. Students should contact the instructor to make-up incomplete work. Incomplete course which is made up with instructor approval will have the incomplete replaced with graded assignment and will be used for GPA evaluation but all make up work are included for measurement of the maximum published time frame (150% of program length).

### **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 "F" for that exam.

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

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



## Conduct Policies

### Code of Conduct:

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 may 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 or clinical 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. Use of cell phones 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.

### **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 blue 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.

### **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.

## **Formal Grievance Policy:**

### **Making a Formal Grievance:**

In the course of the program should a formal grievance arise (academic/conduct/Etc), a student must follow the steps outlined below in order to have the grievance resolved.

A “*formal grievance*” is a claim that a specific decision, action, or assigned grade (Academic or Conduct) affects the student’s successful progression through the program of study.

The “*burden of proof*” shall be upon the student to show that the decision, action, or assigned grade by the instructor 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 timely reasonable effort to resolve his or her grievance with the instructor concerned. The Student should notify the instructor in writing (letter or email) of their objection to the decision or action in question. The student should include the date of the occurrence and request a time to meet with the instructor. 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 formal grievance notification letter to the Program Director within 15 business days of the meeting with the instructor. This shall be a concise written statement of relevant facts and must include information pertaining to how, in the student’s opinion, school policies or procedures were violated and/or any extenuating circumstances. The program Director shall provide a copy of this letter to the instructor.
  1. The program Director shall discuss the letter individually and/or jointly with the student and instructor to determine all appropriate facts and information. The Program Director will make a decision based on the preponderance of the evidence within 20 business days from the date of the submitted formal grievance letter. A Student may appeal any decision from the Program Director to the Dean.

## **Appeal:**

A Student may appeal any decision from the Program Director to the Dean.

1. A Student may appeal any decision made by the Program Director to the Dean of the School. Student must make a formal appeal in writing to the Dean within 15 business days of the Program Director's decision. The appeal letter should include all information provided to the Program Director, a concise but detailed account of the decision or action in question, and an explanation as to why the Program Director's decision is incorrect.
2. The Dean will be provided all documents from the student and the Program director for review and will schedule an appointment with all parties involved within 15 business days of receipt of the appeal letter. The student will be allowed 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 two weeks after the meeting, the Dean will deliver a decision, in writing, to the Program Director and to the student. 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. No formal grievances will heard from any students whose accounts are not current and up to date.

## **Cancellation, Termination, Withdrawal & Refund Policy:**

### **Refund Policy**

A full refund of all pre-paid tuition and fees will be made in the event of school closure.

A full refund of any tuition excluding materials fees 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 pre-paid tuition or provide for completion of the program.

This refund policy is NOT applicable to IUD pre-requisite classes. Refund policy regarding IUD pre-requisite classes can be found on the pre-requisite application.

For withdrawals, cancelations, or terminations from the program once the program has begun, refunds will be calculated as follows:

**Refunds** of unearned prepaid tuition will be made in the following manner within 30 days of termination:

1. A full refund of tuition paid will be made if an applicant cancels his/her enrollment Agreement by notifying the School before the first day of class or in the event of School closure. This excludes the non-refundable materials fee.
2. Prepaid Tuition: For Students who prepay all Tuition: Payments will be allocated the same as if the student is on the Payment Plan and refunds will follow the same refund schedule as outlined for the payment plan below. Refund will exclude the non-refundable materials and processing fee.
3. For students on payment plan: Students on the interest free payment plan are charged quarterly. Payments are due after the last day of previous quarter. Refunds for prepaid unearned tuitions will be made in the following manner within 30 days of termination, excluding the non-refundable materials fee:
  - a. 1<sup>st</sup> Quarter Only - If withdrawal is within the first 2 weeks of the first quarter, the refund amount is 50% of tuition paid for that quarter. No refund is granted if withdrawal is made after the first two weeks of the quarter.
  - b. All other quarters - If withdrawal is within the first 3 weeks of the any subsequent quarter, the refund amount is 50% of tuition paid for that quarter. No refund is granted if withdrawal is made after the first three weeks of the quarter.

\*\*\*Charges to the student that are excluded from the refund policy includes a \$150.00 administrative processing fee and fees for materials which include books. Students may return unused, unopened, and unmarked books for a credit at the discretion of the school.

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 21 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 21 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.

## **Dismissal:**

A student may be dismissed from the School for any of, but not limited to, 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, time sheets, or any submitted work.
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. Dismissal may affect one's ability to sit for the ARDMS and ARRT Registry examinations

## **Withdrawal/Dismissal:**

Students who withdraw or are dismissed 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 dismissal are assigned grades of W or T respectively. Students who wish to appeal dismissal should follow the grievance procedure described in this handbook. If appeal is granted and students are reinstated Withdrawals will not affect a student's program average. Students are required to repeat all program courses with those course grades replacing previous course work. Withdrawals are included for measurement of the maximum published time frame to complete the program (150% of program length).

## **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. A student who does not complete the program may be ineligible to sit for the ARDMS and ARRT registry examinations.

### **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.

### **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.

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

### **SEVERE AND INCLEMENT WEATHER**

#### **DURING FIRST 3 WEEKS OF CLASS**

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

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/or faculty voice mail messages.

If a class is canceled during the first 3 weeks of the program, the Program Director may elect to hold class on the weekend to make up for any missed days.. In this event attendance will be mandatory. Students will be notified at least 24 hours before.

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 email accounts
- Check the course management and clinical management systems for announcements.
- 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. If local colleges and junior colleges or the student's clinical site close due to inclement weather, students should remain at home. 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.

## 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

## Health Policy

### **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.

### **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.

## **Miscellaneous Terms and Policies**

### **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. Student are not permitted to receive any payment or compensation for clinical hours.

### **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.

### **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.

### **Travel Disclaimer:**

One year local 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. Clinical sites may require driving up to 90 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 is required.

## **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). Information about graduation rates and credentialing exam passage rate for IUD can be found at [www.iudmed.com](http://www.iudmed.com) by clicking the “programs & courses” link at the top of the page, then clicking on the “One Year Program” link on that page.

## **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).



**Attorneys' Fees:**

Should either the Student or IUD incur attorneys' fees or costs in the collection of fees, dues, tuition or other amounts owed from one to the other, or in any other litigation, arbitration, mediation, cause of action or any other type of proceeding, the prevailing party shall be entitled to its/his/her reasonable attorneys' fees and costs incurred in said enforcement.

**Delay; No Waiver:**

No delay or failure of IUD to exercise any option, right or remedy herein given or reserved shall constitute a waiver of such option, right or remedy or estop IUD thereafter to exercise the same or any other option or right at any time, and IUD's continued enrollment of Student shall not constitute a waiver of the default or breach of Student of this Handbook or the Enrollment Agreement. A waiver by IUD of any option, right or remedy herein given or reserved on any one occasion shall not be deemed a waiver of said option, right or remedy on any future occasion.

**Modifications; Amendments:**

This Handbook may be changed, modified, amended, waived, discharged, abandoned or terminated at any time by an instrument in writing provided by IUD to the Student.

**Remedies Cumulative:**

No right or remedy conferred upon IUD in this Handbook is intended to be exclusive of any other right or remedy, and every such right or remedy shall be cumulative and in addition to every other right or remedy contained herein or therein or now or hereafter available to IUD at law, in equity, by statute or otherwise.

**Invalid Provisions; No Conflict:**

If any of the provisions of this Handbook or the application thereof to any person, entity or circumstances, shall, to any extent, be invalid or unenforceable, the remainder of said documents and instruments, or the application of such provision or provisions to persons, entities or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby, and every provision of this Handbook shall be valid and enforceable to the fullest extent permitted by law. No provision of this Handbook shall be deemed in conflict with any other provision hereof or thereof, and Student acknowledges that no such provision or any interpretation thereof shall be deemed to diminish the rights of IUD. IUD may at its option exhaust its remedies hereunder, and in such order as it may determine.

**Indemnification:**

Student shall and does hereby indemnify and hold harmless IUD from and against any and all claims, charges, losses, expenses and costs, including without limitation reasonable attorneys' fees, resulting from any claims, actions or proceedings in connection with any of the Student's

actions or omissions. The indemnification provided in this section shall survive the Student's graduation, expulsion or other discontinuation of the Student's enrollment with IUD.

### **Readings; Under Seal; Entire Agreement:**

Article and section headings in this Handbook are included herein for convenience of reference only and shall not constitute a part of this Handbook or be used to construe any provision hereof or for any other purpose. This Handbook is intended to be under the seal of all parties hereto and to have the effect of a sealed instrument in accordance with the law. This Handbook, together with the Enrollment Agreement, embodies the entire agreement and understanding between the parties, supersedes all prior agreements and understandings related to the subject matter hereof and thereof.

### **Governing Law; Place of Execution:**

This Handbook, and the rights and obligations of the parties hereunder and thereunder shall be governed by and be construed in accordance with the laws of the State of Alabama, unless otherwise provided therein or except where required to be governed by the laws of another jurisdiction to be enforceable. Student acknowledges that the agreements in this Handbook took place in the State of Alabama. Student hereby submits himself or herself to jurisdiction in the State of Alabama for any action or cause of action arising out of or in connection with the Student's enrollment or attendance at IUD, agrees that the sole and exclusive venue for any such action shall be in Baldwin County, Alabama, and waives any and all rights under the laws of any state to object to jurisdiction or venue within Baldwin County, Alabama.

**WAIVER OF JURY TRIAL. STUDENT AND IUD HEREBY WAIVE ITS, HIS OR HER RIGHT TO A JURY TRIAL RELATED TO ANY CLAIM BETWEEN THE STUDENT AND IUD OR OTHERWISE DIRECTLY OR INDIRECTLY RELATED TO THE STUDENT'S ENROLLMENT OR ATTENDANCE AT IUD.**

## **One Year Course Descriptions:**

### **CLIN 01 Clinical Externship I**

Scan labs are conducted during the first month of class to teach students how to ergonomically manipulate the transducer and to scan and recognize normal anatomy of the abdomen and pelvis. 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. Students should be able to identify and demonstrate the abdominal vasculature and gross organs of the abdomen and pelvis.

### **CLIN 02 Clinical Externship II**

Clinical rotations, Tuesday-Thursday. Students should be able to begin sonographic studies unassisted requiring indirect supervision. Obstetrical scan techniques will be introduced and the student will begin to work on time, equipment optimization and clinical portfolios. When applicable, students will be allowed to present their studies to the interpreting clinician after approval of images by the clinical instructor.

### **CLIN 03 - Clinical Externship III**

Students should be able to perform abdominal, pelvic, OB/GYN and superficial exams without assistance under indirect supervision of the clinical instructor. More advanced procedures and specialty rotations may be introduced. Clinical portfolios must be completed by the end of this class.

### **CLIN 04 Clinical Externship IV**

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

### **ABD 01 Abdominal Ultrasound I**

As an introduction to sonography of the abdomen, this course emphasizes the identification of normal sonographic patterns of the abdominal and fetal organs. Normal variants are included as well as lab tests associated with each organ system. Scan protocols that meet the national guidelines are emphasized. Prerequisite(s) A&P I&II

### **ABD 02 Abdominal Ultrasound II**

This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.

Prerequisite(s) ABD-01

### **ABD 03 Abdominal Ultrasound III**

This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.

Prerequisite(s) ABD-02

### **ABD 04 Abdominal Ultrasound IV**

This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.

Prerequisite(s) ABD-03

### **OB/GYN 01 OB/GYN Ultrasound I**

This is an introduction to the normal anatomy of the female pelvis and fetus in the first –third trimesters to include fetal biometric measurements and pregnancy tests. 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

### **OB/GYN 02 OB/GYN Ultrasound II**

The most common uterine and adnexal pathologies are discussed to include symptoms and associated lab tests. Abnormalities in the first trimester and fetal anomalies of the central nervous system, chest, abdomen and skeletal system will be covered Prerequisite(s) OB/GYN 01

### **OB/GYN 03 OB/GYN Ultrasound III**

This course will cover the placenta and umbilical cord to include associated abnormalities and will examine the methods of evaluating amniotic fluid and fetal well being. Maternal disorders that may affect pregnancy and complications of the multiple gestation will be discussed.

### **OB/GYN 04 OB/GYN Ultrasound IV**

Registry Prep Review for the ARDMS exam will include multiple mock exam simulations.

Prerequisite(s) GYN 03

**PHYS 01 Physics and Instrumentation I**

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**

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**

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**

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.

## Short term CME and Crosstraining 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***

All one week sessions are for continuing medical education, only, or may be attended as an introduction to the specialty. Although scan labs are or may be included, **no one should expect proficiency in the specialty at the end of the one week session.** In most cases, only normal anatomy is emphasized for recognition and scanning purposes.

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 local student. Upon completion a CME certificate will be awarded.

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

**Requisites:** Previous medical background and Hospital Employment

### **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
- 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 3 week program is **designed for those who are cross-training on the job**. Attendees must be sponsored by their employer. This course offers an **introduction to the normal anatomy** of the abdomen, female pelvis and 1<sup>st</sup> – 3<sup>rd</sup> trimester fetus as well as sonography physics and instrumentation. Attendees will learn to recognize and scan **normal anatomy, only**. The attendee should be able to return home with basic skills on which to build making instruction easier for the employer’s supervising sonographer(s). **It is recommended that clinical supervision continue for a minimum of 9-12 months upon returning home.**

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 local 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 3 week cross-training program**, the 3 month course offers additional **on-line instruction covering abdominal pathology and normal instruction of superficial organs including the thyroid, breast and scrotum**. The 3 month student must attend the initial 3 week session to obtain scanning skills of normal abdominal and female pelvic organs. Upon return home, additional lectures and interpretative modules can be done on-line. This course gives the student a **good foundation** from which to **build and begin studying** for the **ARDMS Abdominal Registry** exam.

(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.

### **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 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)

Melinda Freeman - Clinical Director

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

Micah Gill – Administrative Director

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