

# **Baker College**

## **College of Health Science**

### **Cardiac Sonography Program Handbook**



**2023-2024**

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## PART I

### INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

### THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

### MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

### VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

### ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

### **CLASS SCHEDULES**

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

### **ATTENDANCE**

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Attendance Policy in the Student Handbook.

### **Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences**

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentation from a health provider is required detailing that the student is cleared and able to return to clinical with no restrictions.

- Students will not arrange clinical site placement unless instructed to do so by program officials.
- Students will accommodate didactic and work experience schedules which may follow a non-traditional format. This may include evenings, weekends and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

### **LEAVE OF ABSENCE**

All time missed shall be made up under guidelines set by both the program and clinical site.

*Military Leave* - Students are allowed to make up any missed time due to military duties.

*Bereavement* - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse            ➤ Sibling
- Child             ➤ Grandparent
- Parent           ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

### **OUTSIDE OBLIGATIONS**

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic or clinical assignments.

### **PREGNANCY**

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

### **PROFESSIONALISM**

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress and the confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

### **PROFESSIONAL CONDUCT**

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

### **CONFIDENTIALITY**

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

### **SOCIAL MEDIA**

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

### **ETHICAL CARE RESPONSIBILITIES**

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

### **APPEARANCE**

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

### **SMOKING**

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

### **EMAIL COMMUNICATIONS**

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.



### **CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS**

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

### **IMMUNIZATION REQUIREMENTS**

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test, or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.

- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

### **Immunization Exemption**

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

### **HEALTH INSURANCE**

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: [the Healthcare.gov website](https://www.healthcare.gov) for more information on securing health insurance.

### **BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS**

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

### **PROFESSIONAL LIABILITY**

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so. Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

### **ESTIMATE OF FEES**

<b>Item or Service</b>	<b>Average Range of Fees</b>
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

### **TRANSPORTATION**

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student's expense.

### **BLOODBORNE PATHOGENS (BBP)**

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into the lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

### **LATEX ALLERGIES**

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

### **AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS**

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

### **Affective Domain**

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulations governing the healthcare profession.

### **Cognitive Domain**

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

### **Psychomotor Domain**

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

### **Communication**

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

**LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS**

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

The first two semesters require the following courses:

<b>FIRST SEMESTER</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
COM 1010	Composition and Critical Thinking I	3
HSC 1010	Introduction to Health Professions	2
*BIO 1210	Human Anatomy & Physiology I	3
*BIO 1211	Human Anatomy & Physiology I Lab	1
ELECTIVE	General Education Elective	3
MTH 1010	Quantitative Literacy I	3
<b>Total Credits – First Semester</b>		<b>15</b>
<b>SECOND SEMESTER</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
*BIO 1220	Human Anatomy and Physiology II	3
*BIO 1221	Human Anatomy and Physiology II Lab	1
*BIO 2150	Pathophysiology	3
<b>Total Credits – Second Semester</b>		<b>13</b>
*Indicates courses used for selection with equal weighting		
<b>Total Credits Required for Application to Limited Enrollment Program</b>		<b>28</b>

\*The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

### Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better
- HSC 1010 must be completed with a grade of a B- (2.7) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
  - ❑ BIO 1210 Anatomy & Physiology I 3 credits
  - ❑ BIO 1211 Anatomy & Physiology I Lab 1 credit
  - ❑ BIO 1220 Anatomy & Physiology II 3 credits
  - ❑ BIO 1221 Anatomy & Physiology II Lab 1 credit
  - ❑ BIO 2150 Pathophysiology 3 credits

### Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

### Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

### Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.



### **ACADEMIC CORRECTIVE ACTION PROCESS**

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations, the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

### **PROFESSIONALISM**

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

### **REQUIREMENTS FOR GRADUATION**

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

## **PART II**

### **CARDIAC SONOGRAPHY PROGRAM OVERVIEW**

#### CAS Program goals & Philosophies:

The primary objective of the CAS program is to provide our students with the academic knowledge, critical thinking and clinical skills necessary to make them successful in their careers as competent, compassionate sonographers. We provide an outcome-based learning model that will confirm competencies and behavioral objectives through evaluative tools consistent with our standards and those set forth by our accrediting body, the JRC-DMS under CAAHEP. Our syllabi details various coursework and is designed so students will understand what is required of them as a student to meet or exceed program standards. This is a high performance, building block program requiring dedication on the part of the student as one course builds upon the next. Good study skills, a willingness to ask for help and the ability to understand and accept constructive criticism are critical. Ability to stay on task at clinical and with assigned program coursework is vital for success.

During clinical rotation, students will work with patients at clinical affiliate imaging centers and hospitals. These sites are located throughout the state. Students may be required to rotate to more than one clinical site during the course of the program. Clinical sites are not guaranteed for the duration of the experience. Students are placed at a clinical site based on best interest. Best interest considers types of exams available, workload and dynamic, type and number of exams performed and clinical instructor availability. A clinical site where the student will have the best learning experience is most important in regard to clinical placement. Students will be in an observational role in the beginning of their clinical training. Once the students' confidence increases and experience is gained, they will progress to assisting the clinical instructor with pre or post scanning. When the student has demonstrated to the clinical instructor, their level of skill is such that they can perform complete exams, they may be monitored with more indirect supervision. The clinical experience is outcome based, which will provide the student the opportunity for a quality education. The student will be required to demonstrate clinical competency in the performance of cardiac ultrasound exams prior to graduation.

Successful completion of the program requires that the student meet the minimum clinical hours, pass each class with a B- or better, complete all required clinical competencies and submit all clinical documentation to the program clinical coordinator.



### **ACCREDITATION INFORMATION**

Baker College is accredited through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) under the Commission on Accreditation of Allied Health Education Program (CAAHEP) for accreditation. As an accredited program, students are eligible to sit for the ARDMS Sonography Principles and Instrumentation (SPI) exam after successful completion of the Acoustic Physics course. Students are eligible for the ARDMS Adult Echo (AE) exams 60 days prior to graduation.

[Joint Review Committee on Education in Diagnostic Medical Sonography \(JRC-DMS\):](#)

6021 University Boulevard

Suite 500

Ellicott City, MD 21043

phone: 443-973-3251

[e-mail](#)

[Commission on Accreditation of Allied Health Education Programs \(CAAHEP\):](#)

25400 US Highway 19 N, Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

Fax: 727-210-2354

Emails:

[General information](#)

[Program or institutional updates](#)

### **STATE AND NATIONAL ORGANIZATIONS (MEMBERSHIP)**

Student membership to the [Society of Diagnostic Medical Sonographers \(SDMS\)](#) and [the Michigan Society of Echo \(MSE\)](#) is voluntary but highly recommended. The SDMS student membership rate is \$45 per year (\$160.00/yr. for sonographers) which includes a professional bimonthly journal and discount admission rates to SDMS meetings. Go to the website and click on membership. Students are also encouraged to seek membership in the MSE, which is free for students and \$25.00/yr. annually for sonographers. Go to the website to download the membership form. Students will need a student verification letter from Baker College.

Students may also consider joining the [American Society of Echocardiography \(ASE\)](#), which is a national ultrasound cardiology physician and sonography association. Student dues are \$75.00.

[American Registry for Diagnostic Medical Sonography \(ARDMS\)](#)

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[Society of Diagnostic Medical Sonography \(SDMS\)](#)

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[Cardiovascular Credentialing International \(CCI\)](#)

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**MISSION**

The mission of the Cardiac Sonography Program is to provide each student with quality educational experiences, which will prepare them to readily make the transition from student to competent entry level Cardiac Sonographer.

**PROGRAM OUTCOMES**

By the end of the program, the student will...

- Demonstrate adequate and professional written and oral communication skills.
- Apply patient care methods appropriate to an entry-level sonographer.
- Apply mathematical computations in echo/Doppler measurements.
- Analyze human gross and sectional anatomy as required in the ultrasound exam.
- Exercise appropriate judgment of machine instrumentation and the use of electronic controls in the optimization of the digital exam.
- Apply the principles of acoustical physics and Doppler ultrasound theory and proficiency to the ultrasound exam.

- Integrate pertinent patient history using supporting scientific and clinical data including observations made during the procedure for presentations to the interpreting physician.
- Recognize cardiac pathology and exercise appropriate judgment and critical thinking in obtaining ultrasound images for the interpreting physician.
- Demonstrate professional and ethical judgment and behaviors with the health care team, patients and co-workers.
- Apply global and cultural awareness within the community and the health care setting.
- To prepare competent entry-level cardiac sonographer in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

### **CODE OF ETHICS SAFETY REQUIREMENTS**

Cardiac Sonographers, as members of a team of health care professionals work to evaluate and perform testing on patients of all ages, races, ethnic backgrounds and religions. Patients present with cardiac illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. Cardiac Sonographers must behave in a manner consistent with the standards and ethics of all health care professionals. Cardiac Sonographers work in hospitals, diagnostic clinics, at physician offices, in outpatient centers and in ultrasound equipment application or sales.

- The student will not divulge information relevant to the patient's medical information or privileged communication relative to the department or hospital business.
- The student shall judiciously protect the patient's right to privacy, following all HIPAA Guidelines.
- The student shall not diagnose, but shall provide information to the cardiologist for the sonographic impression and patient management.
- Health information, including TB testing and immunizations will be completed and submitted in the compliance tracker.
- A background check and drug screen are required once accepted into the program, prior to clinical placement.
- Proof of medical insurance coverage. Cost of medical insurance is the responsibility of the student.
- Proof of valid BLS for Healthcare Professionals from the American Heart Association must be completed prior to clinical start.
- Fingerprinting may be required based on clinical site policy
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date

Students need to be aware that they may be exposed to and/or assist the Cardiac Sonographer in the following areas:

- May be required to respond to emergency cardiopulmonary arrest situations.
- May be involved in trauma situations including the testing of accident victims.
- Work with highly sophisticated computerized equipment
- May be exposed to bodily fluids.
- Assist physicians in performing specialized procedures in high pressure environments, such as echo guided pericardiocentesis and emergency room procedures.
- Work with sensitive diagnostic equipment.
- Must be able to respond rapidly using critical thinking skills.
- Must possess the ability to work both independently and as a team member.
- Are often on their feet for extended periods of time.
- May need to lift patients and/or move hospital beds, wheelchairs and ultrasound equipment.
- Must be able to work with bed pans, urinals, diapers and changing pads
- There are significant physical and emotional demands required in the job situation that are listed in the HS catalog supplement.

**PREGNANCY POLICY:**

Due to the importance of maintaining continual practice without interruption, students enrolled in the Cardiac Sonography program are strongly encouraged not to become pregnant during their clinical training. Should a student have a confirmed pregnancy, they are encouraged to voluntarily declare the pregnancy to the Program Director or clinical coordinator, as soon as possible. Many ultrasound departments work with, or adjacent to, Radiology, which in turn may carry the risk of the fetus being exposed to radiation, if precautions are not taken. Teratogenic effects resulting from fetal exposure to radiation are possible; the fetus is most sensitive during the 1st trimester. NRC and the State of Michigan require that all occupationally exposed individuals be instructed concerning the potential health protection problems associated with prenatal radiation exposure. Failure on the part of the student to disclose and notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment. The declaration of pregnancy will not be held against the student in any manner.

The student may voluntarily:

- Submit a "Notice of Pregnancy" to the Cardiac Sonography Program Director.
- Submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendation of the following options:
  - Student's status remains unchanged.
  - Withdrawal from the clinical component of the program.
  - Modification of any clinical responsibilities.
- Submit in writing within two days her decision concerning the recommendations of her physician.
- A leave of absence, not recommended by the physician, will be reviewed on an individual basis by the Program Director and clinical coordinator.
- If the pregnant student remains in the Cardiac Sonography program, she will be required to abide by the following:
  - Strict adherence to all safety precautions for protection purposes.
  - The student must notify the Program Director and Clinical Coordinator of any change in health status during the pregnancy that may affect clinical performance.
  - If at any time the pregnant student feels she is working in an unsafe area or under unsafe conditions, she must stop immediately and report to the clinical instructor and notify the clinical coordinator or program official.
- If the pregnant student withdraws from the Cardiac Sonography program due to pregnancy, during the second year of the program, re-admittance will be under the following conditions:
  - The student was in "good standing" academically at the time of withdrawal.
  - The student may be able to return to the program after receipt of a medical release from her physician.
  - The student will be expected to complete the clinical component of the program to document the hours needed for clinical practice. If necessary, this may require the student to attend beyond the date that the program would have ended.
  - The student may need to wait until the following year to re-enter the program due to courses being offered in a progressive sequence and only once per year; clinical practice coincides with classroom material.

### **PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS:**

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Students interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

### **AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS**

#### **Communication skills:**

- Communicate in English utilizing accurate and appropriate terminology in verbal and written form with patients, families and members of the healthcare team.
- Correctly identify patients and accurately provide patient education.
- Utilize electronic equipment and medical record software with or without reasonable accommodations.

#### **Observation skills:**

- Distinguish blood flow characteristics represented in color (red & blue) on the equipment monitor.
- Observe variations in skin color, integrity, palpate vascular pulsations and auscultate blood pressure.
- Respond appropriately to activation/warning signals on equipment.

#### **Motor skills:**

- Apply fine and gross motor skills sufficient to operate equipment and obtain quality images and flow patterns.
- Maintain prolonged arm and body positions necessary to obtain quality visual images.
- Must assist with and/or transfer, lift, move, position and manipulate the patient with or without assistance.
- Move heavy equipment on wheels and transport patients in wheelchairs and on stretchers.

#### **Cognitive skills:**

- Show integration of diagnostic ultrasound images, laboratory results, patient history and medical records.
- Demonstrate critical thinking and problem-solving skills necessary to evaluate, synthesize and communicate diagnostic information to the attending physician.

### **BEHAVIORAL AND PROFESSIONAL SKILLS:**

- Demonstrate critical thinking skills necessary to recognize and correct performance deviations in diagnostic imaging.
- Demonstrate ability to perform in a clinical setting that requires prioritization, organization and time-management to deliver timely and accurate patient care.
- Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning and/or in unpredictable ways.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition, patient in an altered mental state), emergent demands (i.e. stat test orders) and a distracting environment (i.e., high noise levels, complex visual stimuli).
- If a student is removed from the clinical site by Baker College or at the request of the clinical site for unprofessional behavior, the student will be dismissed from the program and will not be able to re-apply to the CAS program.

### **PROGRAM POLICY ABSENTEEISM, TARDINESS AND LEAVE OF ABSENCE**

**Absenteeism:** Is defined as any loss of hours from the clinical setting, lecture or lab classes. For Clinical absence the student must notify the clinical affiliate and program official prior to the beginning of their shift.

- Full-time attendance is required for all lectures, labs and scheduled clinical days.
- Being on time and prepared for classes and clinicals is an essential Professional characteristic needed for advancement within the program.
- Students are required to check their email and Canvas for announcements daily and respond within 24 hours.
- If a student is unable to attend class or clinicals, it is the student's responsibility to notify the appropriate instructors. Being absent from clinical requires a minimum of two contacts; Clinical Instructor at the assigned facility and the Baker College Clinical Coordinator.

**Excessive Absenteeism:** Is defined as being absent more than two times in one semester. Excessive absenteeism may result in corrective action, probation and/or dismissal from the program

**Tardiness:** Excessive Tardiness is unacceptable in the Cardiac Sonography Program, both for on ground courses and in the clinical setting.



### **BAKER COLLEGE INCLEMENT WEATHER POLICY**

In the event of a campus closure, a student enrolled in a work experience, field placement, clinical rotation or similar off-site course will be expected to report to his/her off-site experience. If conditions are such that it is not safe to travel to the off-site location, the student must contact the appropriate site supervisor or College official regarding individual circumstances preventing the student from attending.

Students should participate on Canvas for continued instruction when classes are canceled.

**Leave of Absence:** Request for Leave of Absence is required for lost time of more than 3 consecutive days. Leave of absence may be granted only in exceptional circumstances and only by arrangements made with the Program Director. For medical leaves a physician's statement will be required. Proper documentation is required prior to returning to the program.

All time missed for any reason, as listed above, shall be made up under the guidelines set by Baker College and an assigned clinical affiliate. This includes lost time due to inclement weather.

**Violations:** Failure to comply with any of these policies may result in corrective action; to include probation and/or dismissal from the Program at the discretion of the Dean of Health Sciences and Baker College Director of Cardiac Sonography Programs.

### **SUPERVISION REQUIREMENTS:**

All clinical practicum experiences will be under the supervision of a qualified Registered Diagnostic Medical Sonographer, Academic Clinical Coordinator and/or Clinical Instructor.

### **LICENSURE REQUIREMENTS**

- Active certification by American Registry of Diagnostic Medical Sonographers (ARDMS) in the specialty(ies) as appropriate.
- Cardiovascular Credentialing International (CCI) in the specialty as appropriate.
- Current compliance with Continuing Medical Education (CME) requirements for specialty(ies) as appropriate.

### **CURRICULUM DESIGN - SEQUENCING OF COURSES**

[Baker College Program Information](#)



**COMPETENCIES**

Performance skills are outlined in the competency forms for lab and clinicals. The student will be supplied with a copy of the complete competency packet for their convenience and review.

All student clinical hours worked are non-paid hours. Banking or redistribution of clinical hours is not permitted unless medically necessary or under special circumstances and must be approved by the Program Director.

**Required clinical hours:**

Fall 2nd year 248 hours

Spring 2nd year 320 hours

Summer 2nd year 132 hours

### ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Cardiac Sonography 2023-2024 Program Handbook. I understand that I am responsible for the information it contains regarding the Cardiac Sonography Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re- entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Cardiac Sonography Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Cardiac Sonography Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Representative

\_\_\_\_\_  
Date