



SOUTH SUBURBAN COLLEGE

Echocardiography Program

Clinical Handbook

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Introduction to Clinical Education

Chapter 1

Competency Based Learning

To ensure effective clinical education in the Echocardiography Program at South Suburban College, every student participating in clinical education must fully understand the responsibilities and considerations inherent in a competency-based evaluation system. The competency-based approach aims to offer an objective and consistent way to assess students' clinical performance within the program. This handbook is designed to furnish students with essential information on standards, procedures, and expectations governing those enrolled in clinical education. However, it does not encompass all standards at South Suburban College or the Division of Allied Health Sciences; for comprehensive details, students should refer to the South Suburban College Catalog and the Echocardiography Program documentation.

Student Handbook

The contents of this Student Handbook are subject to change or amendment at the discretion of the Echocardiography Program. As a student at South Suburban College, you are obligated to adhere to all standards, procedures, rules, and regulations set forth by the college. It is recommended that you consult the current College Catalog for additional details. If you have questions about any aspect of this handbook or need information not provided herein, please contact the program coordinator. Please note that this handbook is subject to revision or amendment at the discretion of the Echocardiography Program.

Faculty and Administration

The faculty and administration would like to congratulate you on your acceptance into the program and wish you all the success in the program.

The following personnel are identified:

- Dean of Allied Health Department: Megan Hughes, PH. D.
- Program Director: Michael Smarjesse BS, RDCS AE PE
- Adjunct Faculty:
 - Rachel Wisnewski
 - Erin Monahan
 - Samantha Malec
 - TBD
- Medical director: DR. Mohamed Akram Arekat
- Clinical instructors and clinical site mentors:
 - Kim Weiss, RDCS Rush University Medical Center
 - Anna Ramiar, RDCS Loyola University Medical Center
 - Iram Hunter, RCS Mount Sinai Hospital
 - Irma Hunter, RCS Holy Cross Hospital
 - Shelly Goemett, RCS Roseland Community Hospital
 - Tomasz Rzuczcowski, RDCS Advocate Christ Medical Center
 - Kimberly Conjardi, RDCS, Advocate Lutheran General
 - Lee "Trey" Sanders, BSN, RN, PCCN, Advocate Illinois Masonic Medical Ceneter
 - Jeremy Kwon MA RRT-NPS RCP, Advocate Good Samaritan Hospital
 - Roberto Gonzalez, RCS St Catherine Medical Center
 - William Lomax, RDCS, Riverside Medical Center
 - Joyce Pena, RDCS, Palos Health Hospital
 - Sherina Anastacio, RCS, Advocate Trinity Hospital
 - Kathryn Eschbach, Little Company, of Mary Hospital

Clinical Education Centers

1. Rush University Medical Center

1653 W Congress Pkwy, Chicago, IL 60612

Phone: (312) 942-5000

2. Loyola University Medical Center

2160 S 1st Ave, Maywood, IL 60153

Phone: 708-216-9000

3. Roseland Community Hospital

45 W 111th St, Chicago, IL 60628

Phone: 773-995-3170

4. Advocate Christ Medical Center

4440 95th St, Oak Lawn, IL 60453

Phone: 708- 684-5554

5. Advocate Trinity Hospital

2320 E 93rd St, Chicago, IL 60617

Phone: 773-967-2000

6. Riverside Medical Center

350 N Wall St, Kankakee, IL 60901

Phone: (815) 933-1671

7. Little Company of Mary Hospital and Healthcare Centers

2800 W 95th Street, Evergreen Park, IL 60805

Phone: 708/229-6602

8. Mount Sinai Hospital

1500 S Fairfield Ave, Chicago, IL 60657

Phone: 773-935-1434

9. Holy Cross Hospital

2701 W 68th St, Chicago, IL 60629

Phone: 773-884-9000

10. NW Palos Health Hospital

12251 S 80th Ave, Palos Heights, IL 60463

Phone: 708-923-4000

11. Advocate Lutheran General Hospital

1775 Dempster St, Park Ridge, IL 60068,

Phone: (847) 723-2210

12. Advocate Good Samaritan Medical Center

3815 Highland Ave, Downers Grove, IL 60515,

phone: (630) 275-5900

13. Advocate Illinois Masonic Medical Center

836 W Wellington Ave, Chicago, IL 60657,

phone: (773) 975-1600

Overview of Clinical Education

The clinical education coursework in the Echocardiography Program is designed to integrate cognitive learning with the psychomotor and affective skills required for a student cardiac sonographer. Clinical education unfolds in three phases:

1. **Shadowing and Observation:** Students begin by shadowing and observing experienced cardiac sonographers, gaining insight into their duties and responsibilities. This phase is primarily passive, allowing students to learn by watching.

2. **Assistance:** Gradually, students move from observation to active participation by assisting in echocardiography studies. This transition depends on the student's ability to understand and perform assigned tasks.

3. **Performance:** As students gain experience and confidence, they progress to performing examinations independently, but under direct supervision. Direct supervision entails:

- Reviewing the examination request in relation to the student's progress.
- Evaluating the patient's condition concerning the student's capability.
- Being present during the examination.
- Reviewing and approving the study, ensuring diagnostic quality, proper technique, ergonomics, and patient interaction.

After demonstrating competence in specific echocardiographic studies, students may perform procedures under indirect supervision. Indirect supervision requires that a qualified cardiac sonographer:

- Reviews, evaluates, and approves the procedure.
- Remains immediately available to assist, being adjacent to the room or location where the study is performed.

This structured approach ensures that students develop the necessary skills and confidence while maintaining high standards of patient care and diagnostic accuracy.

Chapter 2

Clinical Rotation Outline

During the five semesters of the Echocardiography Program at South Suburban College, students progressively engage in hands-on practice, clinical education, and coursework. Here is an overview of the program structure:

Second Semester:

- **Hands-On Practice:** Students begin their hands-on practice at the SSC echocardiography laboratory.

Fourth Semester:

- **Clinical Education:** Students start attending clinical education. The schedule and hours are determined by the clinical site in coordination with the SSC Echocardiography Program.

Objective: By the end of the program, students should complete 800 hands-on hours, with at least 400 hours in a clinical setting.

Courses and Clinical Rotation Outline

1. ECG 204-001 (Echo Imaging I) (Spring Semester)

- **Focus:** Didactic.
- **Training:** Students begin training on basic echocardiography views, knobology, and proper ergonomics.

2. ECG 126-001 (Echo Lab I) (Summer Semester)

- **Focus:** Hands-on training.
- **Training:** Students scan for at least 8 hours a week, in addition to weekly proficiencies and lab class hours.

3. ECG 205-001 (Echo Imaging II) (Summer Semester)

- **Focus:** Didactic and clinical.
- **Training:** Coordinated with ECG 126-001, requiring 2 hours a week for lab assignments.

4. ECG 127-001 (Echo Lab II) (Fall Semester)

- **Focus:** In-depth training.
- **Training:** Continued training at SSC, focusing on volunteers. Students start clinical rotations with shadowing and observing. Four lab hours per week are required.

5. ECG 226-001 (Echo Lab III) (Spring Semester)

- **Focus:** Clinical site training.
- **Training:** Increased hours at the clinical site, aiming for 800 total hours before graduation, including previous coursework. Four lab hours per week are required.

Handbook and Scheduling

The program handbook provides essential information on standards, procedures, and expectations for students enrolled in clinical education. It aims to facilitate understanding and scheduling for both students and clinical education centers. The beginning or end of clinical rotations is aligned with the academic semester as much as possible.

Clinical Rotation

The Clinical Rotation outline is designed to provide various clinical experiences at affiliated education centers. This comprehensive approach ensures that students gain a well-rounded education, combining theoretical knowledge with practical skills essential for their future careers as cardiac sonographers.

Chapter 3

Clinical Education Schedules

Record of Clinical Education:

- **Time Sheets/Cards:** Monitored and tracked in Trajecys
- **Attendance:** Students must be present in assigned areas during established hours.
- **Notification:** Students must notify the clinical instructor or their designee before leaving the clinical education center.
- **Time Recording:** Arrival and departure times must be recorded accurately. Inaccurate records must be made up, and falsified records will result in misconduct charges before the South Suburban College Committee on Misconduct.

Absence from Clinical Education:

- **Regular Attendance:** Essential for quality patient care.
- **Reporting Absences:** Students must call the clinical education center and speak to the clinical instructor or their designee if unable to attend.
 - **Types of Absences:**
 - **Excused Absence:**
 - **Holidays and Class Cancellations:** Absences due to holidays granted by the college or class cancellations due to inclement weather (announced on TV/radio) are excused. The clinical education center does not need to be notified, but a courtesy call

is appreciated.

- **Illness:** Students must contact the clinical educator before the shift starts.

For detailed procedures and standards on absence and tardiness, students should refer to the student handbook.

Chapter 4

Clinical Education Conduct

The clinical education experience is designed to foster responsibility within a professional and ethical environment. Expected behaviors include:

- **Cooperation:** Work collaboratively with colleagues and supervisors.
- **Accepting Constructive Criticism:** Respond positively to feedback and use it to improve performance.
- **Dependability:** Be reliable and consistent in fulfilling clinical education responsibilities.

Confidentiality:

- All aspects of the Echocardiography Program and patient information are strictly confidential.
- This information must not be discussed with other students, friends, or family outside the clinical education center.
- Violating confidentiality will result in charges of misconduct brought before the South Suburban College Committee on Misconduct.

Communication:

- Personal phone calls on institutional telephones are prohibited, except in emergencies.
- Use public phones for non-institutional business.

Smoking:

- Smoking (Including Vaping) is not permitted in clinical education centers, which are smoke-free environments.

Visiting Friends and Family:

- Visiting friends and family who are patients must adhere to hospital rules and regulations.
- Visits should occur during non-clinical education hours unless permitted by hospital policy.

Uniform:

- The official program uniform must be worn at the clinical site unless specified otherwise.
- The uniform must display the school badge and, if required by the clinical site, the clinical site badge.

Key Points to Remember

- Always maintain professional and ethical behavior.
- Ensure patient and program confidentiality.
- Adhere to communication, smoking, and visitation policies.
- Wear the appropriate uniform and identification badges as required.

By following these guidelines, students will contribute to a professional and ethical clinical education environment, essential for their growth and the quality of patient care.

Grooming Standards

Maintaining professional appearance and hygiene is crucial in the clinical education environment. The following grooming standards must be adhered to:

- **Personal Hygiene:** Must be maintained at all times to ensure a clean and professional appearance.
- **Uniform:** Should be clean, wrinkle-free, and adhere to the official program uniform guidelines.
- **Cosmetics:** Should be worn in moderation to maintain a professional appearance.
- **Hair:**
 - Long hair should be tied back or put up to ensure it does not interfere with clinical duties.
 - Facial hair should be kept neat and trimmed to maintain a professional look.
- **Undergarments: Inappropriate undergarments visible through the uniform are prohibited.**
- **Jewelry:**
 - Loud or flashy jewelry should not be worn with the uniform.
 - Jewelry should be worn in moderation to avoid causing injury to the student or patient.

Summary

By adhering to these grooming standards, students will maintain a professional appearance that reflects well on themselves, the Echocardiography Program, and the clinical education center. Proper grooming also ensures safety and hygiene, contributing to a positive and professional clinical environment.

Chapter 5

Student Responsibilities

Infectious Diseases

Primary Concerns: Communicable Diseases

Procedures:

- Follow clinical education center's isolation techniques for patient care.
- Report any contact with communicable diseases according to the clinical education center's policies.

Hepatitis B Vaccination:

- Recommended for all involved in clinical education in acute or long-term care facilities.
- Pregnant students should wait until after delivery for vaccination upon physician's approval.

Requirements Before Clinical Education:

1. **Vaccination:** Seek Hepatitis B vaccination and submit documentation.
2. **Proof of Vaccination:** Provide documentation of previous Hepatitis B vaccination.
3. **Waiver:** Sign a waiver of liability if declining Hepatitis B vaccination and submit it.

Additional Requirements:

- Annual TB testing documentation.

Attendance Restrictions:

- Students with infectious diseases (other than a common cold) cannot attend clinical education.
- Inform the clinical instructor and program coordinator immediately upon diagnosis.
- Return to clinical education only with a doctor's release presented to the program coordinator.

Americans with Disabilities Act (ADA)

STANDARD:

- Adherence to the ADA of 1990 is acknowledged and upheld by the Echocardiography Program.

Malpractice Insurance

STANDARD:

- All students must have malpractice insurance before starting clinical education.

PROCEDURE:

- South Suburban College provides professional liability insurance for students during clinical learning activities.
- Insurance cost is covered in clinical education course fees.
- College insurance does not cover students working outside scheduled clinical education time.

Non-Discrimination

STANDARD:

- Adherence to institutional policy regarding non-discrimination.

PROCEDURE:

- The college catalog states: "No person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, age, religion, national or regional origin. Additionally, no qualified handicapped person shall be excluded from or denied the benefits of any program or activity."
- The Echocardiography Program and affiliated clinical education centers support and uphold this policy.
- Students experiencing discrimination should report it to the program coordinator. A grievance procedure is outlined in the student handbook for filing official complaints.

Code of Ethics

Patient's Bill of Rights:

- Students must cooperate with the American Hospital Association's Patient's Bill of Rights, which includes:
 1. **Considerate and Respectful Care:** Patients have the right to this standard of care.
 2. **Complete Information:** Patients have the right to obtain comprehensive information about their diagnosis, treatment, and prognosis from their physician.
 3. **Informed Consent:** Patients must receive necessary information to give informed consent before any procedure or treatment.
 4. **Refusal of Treatment:** Patients have the right to refuse treatment and be informed of the medical consequences.
 5. **Privacy:** Patients' medical care programs are confidential and should be conducted discreetly.
 6. **Confidentiality:** All communications and records related to patient care are confidential.
 7. **Reasonable Response:** Hospitals must respond to patients' service requests.
 8. **Institutional Relationships:** Patients have the right to know the relationships of their hospital to other institutions regarding their care.

9. **Experimentation:** Patients must be advised and can refuse participation in human experimentation.
10. **Continuity of Care:** Patients have the right to reasonable continuity of care and information about their continuing health care requirements post-discharge.
11. **Bill Examination:** Patients have the right to examine and receive an explanation of their bills.
12. **Rules and Regulations:** Patients have the right to know the hospital rules and regulations that apply to their conduct.

By adhering to these responsibilities and ethical standards, students ensure a professional and safe clinical environment, fostering trust and quality care for patients.

Chapter 6

Clinical Evaluation Program

Passing Requirements:

- Students must achieve a minimum grade of “C” (75%) to pass the clinical rotation course. The grade is comprised of the following components:
 1. **Clinical Site Competences:** Must be completed.
 2. **Clinical Hours:** Students must complete a minimum of 400 hours.
 3. **Mentor Sign-Off:** Students must be signed off by the clinical site mentor on all required tasks.
 4. **Lab Proficiencies:** All must be passed.
 5. **Study Critique:** Evaluation of completed studies.
 6. **Case Study:** Completion and evaluation of a case study.

Attitude and Behavior Form:

- Used by staff echocardiographers to provide feedback on students’ professional attitudes and behavior.
- Students do not see these forms directly but receive a composite summary each term.

Student Evaluation of Clinical Education Center Form:

- Completed by students at the end of their clinical rotation.
- Allows students to offer constructive criticism to improve clinical education for future students.
- The compilation of these evaluations is forwarded to the clinical education center's administration and the clinical instructor.
- This evaluation is not conducted if only one student is present during a clinical rotation.
- Clinical grades are not affected by advising results. However, failure to comply with advising suggestions or making unsatisfactory progress may result in corrective actions, including incomplete or failing course grades.
- All clinical advising records are destroyed after graduation, except those documenting mandatory advising sessions or dismissal from the program.

By adhering to these requirements and processes, students can successfully complete their clinical education and contribute to the continuous improvement of the clinical program.

