



SOUTH SUBURBAN COLLEGE STUDENT HANDBOOK

ECHOCARDIOGRAPHY PROGRAM

Revised 8/2024
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Introduction

Welcome to the Echocardiography Program at South Suburban College. The Dean, program faculty, and personnel of South Suburban College's affiliated clinical education centers are excited to instruct and assist you in achieving your goal of becoming a cardiac sonographer.

Purpose of This Handbook

This handbook is designed to provide you with a comprehensive understanding of the Echocardiography Program. It includes important information about the College, the Echocardiography Program, and the standards, procedures, and expectations that affect students at South Suburban College.

Contents of the Handbook

On the following pages, you will find details regarding:

- The College and the Echocardiography Program
- Standards and procedures
- Expectations for students

Important Considerations

- **Not a Complete Statement:** This handbook may not cover all standards and procedures at South Suburban College and the Division of Allied Health Sciences. For more comprehensive information, refer to the South Suburban College Catalog.
- **College Standards:** As a student, you are subject to all standards, procedures, rules, and regulations established by South Suburban College. Always refer to the current College Catalog for detailed information.
- **Clinical Education:** Standards and procedures related to clinical education are detailed in the Student Clinical Education Handbook.
- **Questions and Clarifications:** If you have any questions or need additional information, contact the program director.

Handbook Amendments

This handbook is subject to change and may be amended at the discretion of the Echocardiography Program. Always stay updated with any changes to ensure compliance with the latest standards and procedures.

Welcome again to the Echocardiography Program. We look forward to supporting you in your educational journey and helping you achieve your career goals.

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 & Career Programs: Megan Hughes PH.D.

- Program Director: Michael Smarjesse BS, RDCS, AE, PE

- Department Chair: Dectric Fletcher

- Adjunct Faculty:

 - o Samantha Malec

 - o Rachel Wisnewski

 - o Erin Monahan

- Medical Director: Dr. Mohamed Akram Arekat

Clinical Education Centers*

- Rush University Medical Center

1653 W Congress Pkwy, Chicago, IL 60612

- Roseland Community Hospital

45 W 111th St, Chicago, IL 60628

- Loyola University Medical Center

2160 S 1st Ave, Maywood, IL 60153

- Advocate Trinity Medical Center

2320 E 93rd St, Chicago, IL 60617

- Palos Northwestern Hospital

12251 S 80th Ave, Palos Heights, IL 60463

- Advocate Christ Medical Center.

4440 95th St, Oak Lawn, IL 60453

- Riverside Medical Center

350 N Wall St, Kankakee, IL 60901

- Mount Sinai Hospital

1500 S Fairfield Ave, Chicago, IL 60608

- Holy Cross Hospital

2701 W 68th St, Chicago, IL 60629

- Loyola University Medical Center

2160 S 1st Ave Maywood, IL 60153

- Advocate Lutheran General Hospital

1775 Dempster St, Park Ridge, IL 60068,

- Advocate Good Samaritan Medical Center

3815 Highland Ave, Downers Grove, IL 60515,

- Advocate Illinois Masonic Medical Center

836 W Wellington Ave, Chicago, IL 60657,

- Little Company of Mary Hospital and Healthcare Centers

2800 W 95th Street, Evergreen Park, IL 60805

*"Clinical sites are subject to change and may be added or removed at any time. This list is not exhaustive and does not constitute a guarantee."

Mission Statement

*The mission of the Echocardiography Program at South
Suburban College is to provide a comprehensive cardiac sonography
education with an environment that facilitate clinical sense and critical
thinking in order to prepare students to become successful entry-level
cardiac sonographers.*

Program Goals

The stated goals for the SSC Echo program are as follows:

- To provide a thorough updated curriculum.
- To enhance problem solving and critical thinking skills of the student.
- To prepare students for Cardiovascular Credentialing International and/or Registry of Diagnostic Cardiac Sonography.
- To help student develop the skills that allow them to be capable of continuously improve and grow in the field.
- To make student gain the skills needed to be at entry-level competent cardiac sonographers.
- To prepare students for the job market by providing ongoing assistance on job placement, preparing curriculum vitae, workshops and more.

Echocardiography Program Overview

Accreditation

The Echocardiography Program at South Suburban College (SSC) is accredited through the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Program Description

The SSC Echocardiography Program is a full-time educational program designed to prepare students to become entry-level cardiac sonographers.

Admission and Course Sequence

Qualified students are selected to begin the Echocardiography course sequence after successfully completing the required prerequisites. The program courses are sequenced as a continuous, full-time program of study, and students must follow the order published in the current college catalog. However, prerequisites can be studied on a part-time basis.

Curriculum

- **Prerequisites:** 26 credit hours
- **Didactic Coursework and Clinical Training:** 45 credit hours
- **Total Credit Hours for Graduation:** 71 credit hours

Graduates are awarded an Associate of Applied Science (A.A.S.) degree in allied health.

Certification Eligibility

Graduates are eligible to sit for the certification examinations administered by the American Registry for Diagnostic Medical Sonography (ARDMS) and/or the Cardiovascular Credentialing International (CCI). For more information on the national board exams for cardiac sonography, students can contact the program Director.



Curriculum Design and Assessment

The contents of the syllabi are designed in accordance with the guidelines established by the American Society of Echocardiography.

Assessment procedures include:

- Written and case study examinations
- Assignments
- Laboratory proficiencies
- Performance evaluations
- Competency-based clinical education system

Course Locations and Scheduling

- **Academic Courses, Labs, and Seminars:** Held on the South Suburban College campus
- **Clinical Education:** Takes place at the SSC Echocardiography lab and affiliated healthcare centers
- **Class Schedule:** Classes are scheduled during the day, with some clinical education rotations requiring attendance during the morning and evening shifts

Grading Requirements

- **Didactic Courses:** Minimum grade of “C” (75%) required to pass
- **Clinical Education Courses:** Must be passed with at least a “C” plus passing all proficiencies and the final proficiency assignment to continue in the program and graduate

Faculty Commitment

The program faculty is dedicated to facilitating student learning by developing appropriate educational objectives, learning materials, and classroom presentations. Advice, counseling, and support services are available to all students as outlined in the South Suburban College Catalog.

Contact Information

For any questions regarding the program or certification examinations, students are encouraged to contact the program Director.

Statement of Non-Discrimination

The Echocardiography Program recognizes the sanctity of individual rights. No person shall be denied admission to the program on the basis of gender, race, color, creed, religion, age, sexual orientation, national origin or disability. All students shall have the right to review any records maintained by the program that pertains to them according to the Buckley Act of 1991. Any action taken against a student shall follow due process with provisions for appeal. As outlined in the South Suburban College catalog.

Accreditation

South Suburban Echocardiography Program is accredited by Commission for Allied Health Education Programs (CAAHEP).

South Suburban College is also accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and Secondary Schools. Also, the College is approved by the Illinois Community College Board, the Board of Higher Education and the Board of Vocational Education and Rehabilitation.

South Suburban College is approved for veterans by the State of Illinois Approving Agency for Veterans Education.



**Commission on
Accreditation
of Allied Health
Education Programs**

Curriculum.

PREREQUISITES

ENG 101 Composition and Rhetoric (4 Credit hours)

BIO 185 Human Anatomy and Physiology I (4 Credit hours)

BIO 186 Human Anatomy and Physiology II (4 credit hours)

HIT 102 Medical Terminology (1 Credit hours)

PHY 115 Topics in Applied Physics (3 Credit hours)

SPE 108 Oral Communication (3 Credit hours)

General Education requirements

HUM Nonspecific Humanities requirement

PSY 101 Introduction to Psychology

The full echocardiography curriculum as published in the South Suburban College catalog requires five fulltime semesters to complete. Program length is approximately 22 months as it includes a summer semester.

Semester I – Fall

ECG 100 Patient Care Skills (3 Credit hours)

ECG 101 ECG Fundamentals (4 Credit hours)

ECG 104 Echo Anatomy and Physiology I (4 Credit hours)

Semester II – Spring

ECG 108 Echo Anatomy II (4 Credit hours)

ECG 200 Echo Physics (4 Credit hours)

ECG 204 Echo Imaging I (4 Credit hours)

Semester III – Summer

ECG 126 Echo Clinical Education (4 Credit hours)

ECG 205 Echo Imaging II (4 Credit hours)

Semester IV – Fall

ECG 127 Echo Clinical Education II (4 Credit hours)

ECG 208 Echo Pathology (3 Credit hours)

MDR 115 Medical Law & Ethics (3 Credit hours)

Semester V – Spring

ECG 226 Echo Clinical Education III (4 Credit hours)

ECG 230 Echo Certificate Review (3 Credit hours)

Total Credit Hours: 71

Brief Course Descriptions

ECG 100-001 Patient Care Skills:

The students will learn applications of basic patient handling, functional skills, communication, and selected patient medical history take. The students will learn how to follow the guidelines of aseptic techniques and hygiene. They will also learn taking basic vital signs and records: blood pressure, heart rate, respiratory rate and body temperature. Moreover, students will learn the proper ways to move patients, using beds, wheelchairs, stretchers and how to educate patients about the best maneuvers in adjusting and using their beds and wheelchairs. Students will also learn about patient rights and healthcare duties to follow and conform to HIPAA.

MDR 115 Medical Law & Ethics (3 Credit hours)

Semester V – Spring

ECG 226 Echo Clinical Education III (4 Credit hours)

ECG 230 Echo Certificate Review (3 Credit hours)

Total Credit Hours: 71

ECG 101-001 Fundamentals of EKG

The course will cover the electrocardiography principles, the conduction system, electrophysiology, EKG waves, sinus rhythms and common dysrhythmias including

tachycardia, bradycardia, atrial fibrillation, flutter, SVT, heart blocks and ventricular arrhythmias.

ECG 104-001 Echo Anatomy and Physiology I

The course covers cardiac anatomy including heart chambers, valves, blood vessels and pressure, the cardiac cycle, as well as the basic electrophysiology of the heart muscle cells and pacemaker cells. It also covers introduction to cardiovascular adaptations to exercise and major cardiovascular related pathology as well.

ECG 108-001 Echo Anatomy and Physiology II

The course covers cardiovascular anatomy and physiology and major related pathology in more details than ECG 104, that includes coronary supply, innervation of the heart, autonomic nervous supply of the heart, neurotransmitters and beta and alpha receptors in the cardiac muscle and blood vessels, major systemic diseases that affect the heart like hypertension, diabetes and dyslipidemia, also, heart failure pathophysiology and cardiovascular adaptation to exercise, pregnancy and more.

ECG 200-001 Echo Physics

The course covers the principles of ultrasound physics and instrumentation including the principles of sound waves, description of sound waves and pulsed waves and sound propagation, axial and lateral resolutions, sound beam anatomy, transducers and instrumentation, principles of pulse echo imaging, hemodynamics, Doppler, color flow, color power imaging, quality assurance, artifacts and bio-effects and safety.

ECG 204-001 Echo Imaging I

This didactic course covers the principles of cardiac ultrasound and modalities, as well as the typical echocardiographic planes, the standard echocardiography grey scale, m-mode, color and Doppler views, both normal and abnormal. In addition, the course covers introduction to valvular lesions; aortic, mitral, tricuspid and pulmonic, as well as, introduction to wall motion abnormalities and pericardial disease.

The course includes lab activities.

ECG 126-001 Echo Clinical Education I

The course is a clinical where sessions are held at the lab. It covers cardiac ultrasound scanning techniques and protocols which start with knobology and it includes parasternal long and short axis in 2dimensional, color flow, M-mode, and Doppler modes of the normal heart. Introduction to apical views 2D is also covered. Students will be trained at the lab using living subjects (volunteers and classmates) and simulators as well as education DVD's (from American Society of Echocardiography), and weekly proficiencies are given and progress is assessed weekly.

ECG 205-001 Echo Imaging II

The course covers valvular pathologies in more depth, valve repair and replacement, as well as, heart muscle pathologies and motion abnormalities and myocardial infarction, pulmonary hypertension, pericardial disease, congenital heart disease, diseases of the aorta,

cardiomyopathies, heart transplant and other heart conditions commonly diagnosed and evaluated by echocardiography.

ECG 127-001 Echo Clinical Education II

The course is clinical training at the lab covering cardiac ultrasound scanning techniques and protocols including 2 dimensional views, color flow, M-mode, and Doppler of parasternal, apical, subcostal and suprasternal notch views. Students will be trained at the echocardiography lab and given weekly proficiencies. Placement of students at clinical sites start during the course. Students will be placed based on multiple factors.

ECG 208-001 Echo Pathology

The course covers the pathophysiology of cardiovascular major pathologies that are commonly diagnosed by echocardiography that include coronary artery disease, myocardial infarction and ischemia, cardiomyopathy, clot formation, endocarditis, aortic aneurysm, pericardial disease, cor pulmonale, congenital cardiac anomalies and more. The course also covers in brief treatment and differential diagnoses.

ECG 226-001 Echo Clinical Education III

ECG 226-001 covers in-depth cardiac ultrasound scanning techniques and protocols but also advanced echo techniques including stress echo as well as professional skills deemed paramount for work in any setting. Students will be able to shadow, observe and have hands-on clinical internship both in the school laboratory and other clinical sites with hospitals with which south suburban collage has affiliation agreements with. Students are

required to do a total of 800 clinical hours, 400 of which are done at an external clinical site. Internship starts in the course of ECG 227-001.

ECG 230-001 Certificate preparation

The course reviews all topics covered in the previous courses of the echocardiography program; ECG 127, ECG 204, ECG 200 and ECG 226, and prepares the students to take the licensing exams; Credentials for Cardiovascular International (CCI) and American Registry for Diagnostic Medical Sonography (AE RDCS).

Instruction Methods

Classroom Instruction

Most classroom presentations follow a standard lecture-discussion method. Each academic course is divided into units of study with written objectives provided for each unit.

Instruction is supplemented with various audio-visual aids and laboratory experiments as appropriate.

Assignments and Evaluations

Clinical Proficiencies: Students are required to complete clinical proficiencies, the details of which are determined by the instructor.

Presentations: Students may need to complete presentations as part of their coursework.

Other Assignments: Additional required assignments are specified by the instructor.

Examinations: Comprehensive midterm and final examinations are administered to assess student knowledge and progress.

Laboratory Facilities and Equipment

The Echocardiography Program laboratory is equipped with:

Multiple Ultrasound Machines.

Two treadmills

EKG machines

Ultrasound simulators

Supervised Practice: Program faculty supervise students as they initially practice scanning on each other and then on models.

Competency Tests: Students must pass competency tests in the laboratory before they are allowed to practice on patients in the affiliated clinical education centers.

By combining theoretical knowledge with practical skills, the Echocardiography Program aims to provide a comprehensive education that prepares students for a successful career as cardiac sonographers.

Resources

Textbooks, case studies and that are approved by the American Society of Echocardiography ASE-approved DVD materials are available for student to take advantage of at the laboratory. A complete list of all materials available is posted in the classroom. A listing of all materials is also distributed to all students enrolled in the program.

Chapter 4

Admission Into the Program

Application Process

1. **Apply to SSC:** Applicants must first apply to South Suburban College (SSC).
2. **Student ID and Counseling Appointment:** After admission to SSC, applicants will receive a student ID number and an appointment to meet with an academic counselor.
3. **Discussion with Counselor:** During the appointment, the academic counselor will discuss prerequisites, requirements, and other important issues with prospective students.

Prerequisites and Requirements

- **Program Prerequisites:** Applicants must complete all program prerequisites.
- **GPA Requirement:** A minimum GPA of 2.7 or higher is required for consideration.
- **Clinical Site Requirements:** Applicants are responsible for meeting clinical site requirements, including criminal background checks, drug screenings and immunization records.

Admission Considerations

Admissions are based on a points system as outlined below:

Qualification	Points
GPA 2.7-2.9	10
GPA 3.0-3.3	12
GPA 3.3-3.5	14
GPA >3.5	16
SSC resident	2

Healthcare Experience 2

- **Reconsideration:** Applicants who meet all requirements but are not initially admitted may be reconsidered if higher-ranked applicants decline admission.

By following these steps and meeting the prerequisites and requirements, prospective students can increase their chances of being admitted into the Echocardiography Program at South Suburban College.

Academic Concerns

Graduation Requirements

To graduate from the Echocardiography Program, students must:

- Pass **all required academic courses** with grades of "C" or higher.
- Pass **all clinical courses** with grades of "C" or higher, including passing all clinical proficiencies.
- Maintain a **minimum cumulative GPA of at least 2.00** on a 4.00 scale.

Student Responsibilities

- **Adherence to Standards:** Students must carefully read and follow the graduation standards published in the College Catalog and provided in class.
- **Curriculum Review:** Students should review the entire curriculum to ensure all listed courses have been successfully completed.
- **Graduation Status:** Students unsure of their graduation status should meet with the program Director before the beginning of the last semester.

Academic Guidance and Student Counseling

- **Academic Advisor:** The program Director serves as the academic advisor for students enrolled in the program. They assist in selecting and registering for appropriate courses.
- **Meetings with Program Director:** Students can meet with the program Director during posted office hours or schedule an appointment.
- **Course-Specific Concerns:** For questions or concerns about progress in a specific course, students should meet with the course instructor during posted office hours or by appointment.
- **Allied Health Counselors:** Counselors assigned specifically to allied health can help students with personal problems affecting their academic or clinical performance. Students are encouraged to meet with these counselors in the Counseling Center on the second floor.
- **Early Engagement:** Students are highly encouraged to meet with counselors early in the course to maximize benefits and resolve any issues they may face.

By adhering to these guidelines and seeking assistance as needed, students can effectively manage their academic progress and ensure they meet the requirements for graduation.

Tutoring

Lab Tutor Assistance

- **Service Availability:** The Echocardiography Program at South Suburban College provides a lab tutor to assist students with hands-on training and any difficult topics.
- **Cost:** This service is provided at no cost to the student through the College's Academic Assistance Center.
- **Contact for Tutoring:** Students desiring tutoring should contact the program director to arrange for a tutor and set up a mutually convenient meeting time.

Academic Credit and Cost

Academic Credits

- **Program Curriculum:** The number of academic credits required each semester follows the Echocardiography Program curriculum as published in the College Catalog.
- **Additional Credits:** Students interested in taking additional credits should consult with the program director.

Costs

- **Tuition and Fees:** Tuition and fees are listed in the College Catalog and semester schedule, but are subject to change without notice. Current rates are provided at registration and in the semester schedule.
- **Additional Costs:**

- Textbooks
- Physical examination
- CPR certification
- TB testing
- Uniforms
- College emblems
- Student identification badges
- Background check
- Annual flu/Covid shot

Textbooks and Clinical Education Costs

- **Textbooks:** Required textbooks for each course are available in the bookstore at the beginning of each semester.
- **Clinical Education Costs:** Additional costs related to clinical education are detailed in the Student Clinical Education Handbook, which all students receive before beginning clinical education.

By making use of available resources and understanding the associated costs, students can effectively plan for and manage their educational expenses and academic requirements.

Fees

ECG 100 \$50 Lab/Equipment Fee

ECG 101 \$50 Lab/Equipment Fee

ECG 104 \$50 Lab/Equipment Fee

ECG 108 \$25 Lab Fee

ECG 204 \$80 Lab Fee

ECG 200 \$50 Lab/Equipment

ECG 126 \$50 Lab/Equipment

ECG 205 \$50 Lab/Equipment Fee

ECG 127 \$50 Lab/Equipment Fee

ECG 208 \$25 Lab Fee

ECG 226 \$50 Insurance Fee

ECG 226 \$75 Tragecsys Fees

ECG 230 \$350 Registry

Fees are subjected to change prior to every semester. Students will be informed should any change takes place.

Textbooks

A listing of all required and recommended textbooks for echocardiography program courses is available in the College Book Store prior to each semester and in each course syllabus. Many of these books are used for more than one course. Because of this and the need for study references in preparation for the CCI and/or ARDMS registry examination that follows graduation, students are advised to keep all books for future reference.

Withdrawal and Refunds

The standards and procedures for student withdrawal and refund of tuition and fees are published in the College Catalog. Generally, a student may withdraw at any time up to two weeks before the beginning of final examinations by submitting a completed withdrawal form to the

Admission and Records Office. Echocardiography Program students are strongly advised to see the program Director before withdrawing from any course required by the curriculum master plan. Students who withdraw from the program are subject to readmission standards and procedures upon return.

Health Services and Insurance

No formal student health services are provided at the college. Emergency first aid is available in the Security and Safety Office in room 1122 at the north end of the building near the staff parking lot. Paramedics are called when needed for serious conditions. Students in need of emergency medical care while at the clinical education center are treated in the emergency room and billed for services the same as any other patient. In order to cover the expense of such treatment, students are advised to carry health insurance. Verification of health insurance or a signed waiver must be on file prior to clinical education.

Attendance

Since attendance is very important for the students' learning progress, attendance is required in all courses.

In case of absence and/or tardiness, the student must explain the reason behind the incident and present documents for excusable absence. Excusable absences include:

- Sickness.
- Emergencies related to first-degree relatives, e.g. sickness, hospitalization, or funeral.
- Emergencies, e.g. traffic accidents.

- Jury duty.
- Extreme weather conditions.

For all other possible excusable conditions, the student must inform the program Director and the course instructor prior to the absence and/or tardiness.

A student who shows tardiness and/or absence without a legitimate excuse will be given a written warning and an appointment will be set up to discuss the reasons behind such tardiness and propose solutions to prevent further tardiness in the future.

More than three unexcused absences in the fall/spring semester and more than two absences in the summer semester may result in a grade of F in the class.

More details on the policy and procedures regarding tardiness are found in chapter 5.

Weather/Emergency Closings

In the event that the college closes because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the college web page and the following radio and television stations for public broadcast:

- WGN-AM (720)
- WBBM-AM (780)
- WLS-AM (890)
- WUSN-AM (990)
- WBBM-FM (96.3)
- WMIX-FM (101.9)

- WGN-TV (channel 9)
- WFLD-TV (channel 32)

These are the only radio and television stations authorized to broadcast closings for the college.

On campus, the switchboard operator will be informed of any changes in the college schedule. If possible, the college's automatic answering service will be programmed to deliver updated information during hours when the switchboard is unattended.

Standards and Procedures

The purpose of these standards and procedures is to provide the student with the best possible educational environment and a foundation on which the student may develop characteristics essential to a professional health care team. These standards and procedures serve as a guide in helping to maintain efficient operation in the clinical education center, affording the highest quality medical care for the patient.

Standard of Professional Conduct

As participants in a professional education program, Echocardiography Program students shall conduct themselves in a professional manner during all classes, labs, seminars, and clinical rotations.

Procedure

- **Academic Professionalism:** Includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars, and clinical rotations, and avoidance of any behavior that disrupts or interferes with academic proceedings.
- **Ethical Conduct:** Requires adherence to ethical principles such as not cheating on tests, degrading the character of others, or any malicious behavior.

Academic Standing

Standard

In order to be considered in good standing in the Echocardiography Program, students shall not receive less than “C” level grades in all courses required by the program and maintain a GPA not lower than 2.0 on a 4.0 scale. All courses must be passed with a minimum of “C” in order to meet the graduation requirements of the program.

Procedure

- Each semester, the program Director reviews the academic standing of each student in the program.
- Students whose echocardiography or general education course grades or GPA are found in violation of this policy are notified by letter that they may not continue in the program until the inadequacy is corrected.
- Echocardiographic courses completed with grades less than “C” must be repeated before further echocardiographic courses can be taken. In order to repeat echocardiographic courses, students might need to be readmitted to the program (refer to the readmission policy for further clarification).
- All general education requirements must be passed in order to be in good academic standing in the Echocardiography Program. Students completing general education courses with less than “C” must repeat the course(s) the next semester.
- No students will graduate from the Echocardiography Program until all required course work is completed with a “C” or better.

Access to Facilities

Standard

Students enrolled in the program may utilize the Echocardiography Program classroom (4472), laboratory (3157 & 3158), and equipment and learning materials for study purposes by arrangement with the program faculty.

Procedure

- To gain access to program facilities or learning materials, students should inform a faculty member of their intentions and request permission.
- Facilities and materials are available to the student during posted campus hours whenever classes are not in session.
- Students who utilize the facilities are expected to keep the rooms neat and orderly.

Admission

Standard

Qualified applicants shall be selected for admission into the Echocardiography Program based on grade point average and satisfactory completion of required prerequisite courses. Transfer and remedial students shall be considered on an individual basis. Students are admitted to the Radiologic Technology Program at the beginning of the fall semester of each year.

Procedure

Although South Suburban College has an “open door” policy for admissions, acceptance to the college does not ensure entrance into any course or program. Students must submit an Echocardiography Program application form and meet the specific entrance requirements as determined by the program. To be considered for admission into the Echocardiography Program, applicants must be at least 18 years old, have a high school diploma or GED, complete all echocardiography program prerequisite courses as specified in the college catalog with grades of “C” or better, and have a cumulative GPA of at least 2.7 on a 4.0 scale.

During the spring semester of each year, the program director reviews the files of all individuals who have submitted applications. Qualified applicants, those who have met the requirements listed above, are notified by letter of acceptance. If there are more qualified applicants than there are openings in the program, admission is based on the GPA of the prerequisite courses as well as NLN score. Students who have completed all the prerequisites by the end of the fall semester prior to admission are considered first. If there are remaining openings, then qualified students who are enrolled in prerequisites will be provisionally admitted based on the midterm GPA.

Successful completion of the course at the end of the spring semester will entitle the student to admission.

Unqualified applicants are notified by letter of inadequacies that must be corrected before they can be considered for admission. At the student orientation meeting prior to the fall semester, students admitted to the program are required to sign the technical standards form which outlines the physical and mental requirements for the Echocardiography Program.

Advisory Committee Representative

Standard

A student representative shall be selected from each class to serve on the Echocardiography Program Advisory Committee.

Procedure

The Echocardiography Advisory Committee consists of individuals from various aspects of the field of echocardiography (doctors, administrators, technologists, faculty, students, etc.) who share an interest in the advancement and development of the Echocardiography Program.

Advisory meetings are held at least once a year at South Suburban College. Additional meetings are scheduled if warranted by committee recommendations for change or improvement.

Affirmative Action Student Grievance Procedure (Non-Academic Matters)

Step 1

Any student who has a complaint (grievance) against an employee of the College regarding a non-academic matter such as sexual harassment, discrimination based on race, color, national origin, sex, handicap, religion, or age is encouraged to attempt a resolution by informal means. To do so, the grievant is encouraged to discuss the matter with the person against whom the complaint is made. Where the grievant deems the informal process to be impracticable, not in the grievant best interests, or where said discussions do not result in a resolution of the matter, the grievant should proceed to Step 2.

Step 2

A. A complaint shall be made in writing to the Dean of Health Professions and Science within ninety (90) days from the date of the occurrence on a form provided by the Dean of Health Professions and Science.

B. The complaint must be completed in its entirety, must specify the relief requested by the grievant, and must be signed by the grievant.

C. In all cases, the Dean of Health Professions and Science shall request a written response to the complaint from the person against whom the complaint is made. In no event shall the lack of a written response eliminate or diminish the Dean's right to conduct an investigation into the matter.

D. The complaint shall be reviewed by the Dean of Health Professions and Science and Program Director, who shall conduct an investigation into the matter. The investigation shall include but

not be limited to interviews of persons with knowledge of the incident(s) including the party against whom the complaint is filed, witnesses, and others who may have information relevant to the inquiry. Additionally, the Dean of Health Professions and Science may review any written documents which may be useful in ascertaining the validity of the complaint.

E. All parties to a complaint have the right to have a representative present during the Dean's interview(s).

F. Within twenty (20) school days from the date of the Dean of Health Professions and Science's receipt of the complaint, or as soon thereafter as is necessary to complete the investigation, the results of the investigation shall be transmitted to the parties by certified mail, along with the Dean's decision. A copy of the results shall also be transmitted to the Program Director.

G. Any party not satisfied with the decision of the Dean of Health Professions and Science shall proceed to Step 3.

Step 3

A. Any party not satisfied with the decision of the Dean of Health Professions and Science may file a written appeal with the Program Director when the complaint involves a faculty member within that area within ten (10) school days from the receipt of the decision. Said written appeal shall be submitted on a form provided by the Dean of Health Professions and Science.

B. Upon receipt of a written appeal, the Dean of Health Professions and Science or Program Director shall convene a meeting of the College Appeals Committee to provide a hearing of the appeal.

C. Said hearing shall be convened within fifteen (15) school days from the date of receipt of the appeal by the applicable Dean of Health Professions and Science.

D. At the hearing, all parties may have a representative present who may advise the party but not question witnesses.

E. A decision shall be rendered in writing within ten (10) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.

F. Any party not satisfied with the decision rendered by the College Appeals Committee shall proceed to Step 4.

Step 4

A. Any party not satisfied with the decision rendered by the College Appeals Committee may appeal to the Program Director within seven (7) school days from the receipt of the decision.

Said written appeal shall be submitted on a form provided by the Dean of Health Professions and Science.

B. Upon receipt of an appeal, the Program Director shall schedule a hearing with the entire Dean of Health Professions and Science. At the hearing, the parties may present evidence and have counsel present. Thereafter, the Program Director will communicate in writing the decision of the hearing to the parties. The decision of the hearing is final. A decision shall be rendered in writing within thirty (30) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.

Complaints against students shall be addressed according to the procedures outlined in the Student Codes of Conduct. The Affirmative Action Officer shall assist in the investigation and shall consult with the officer or committee. Where the complaint also involves a grade complaint, the procedures for academic appeals by students shall control. However, the Dean of Health Professions and Science or Program Director shall participate in the meeting specified at

Step 2 and shall assist in the investigation and shall consult with the committee. At any time before, during, or in conjunction with the aforementioned process, the student may elect to utilize additional grievance procedures set forth by the U.S. Department of Education Office for Civil Rights.

Americans with Disabilities Act

STANDARD

The Echocardiography Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990.

PROCEDURE

Any student requiring an accommodation for a documented disability should contact the program director and request the desired accommodation.

Child Care

STANDARD

Students with dependent children shall arrange for appropriate childcare while attending classes, labs, seminars and clinical assignments.

PROCEDURE

Students with children between the ages of two and five may wish to utilize the baby-sitting service provided on campus in room L124. For more information on this service see the College

Catalog or call 596-2000, ext. 2210. Children are not allowed to accompany parents to classes, labs, seminars or clinical assignments. The faculty are understanding of the problems associated with childcare, but cannot be expected to extend special or extraordinary privileges to parents.

Classroom Attendance

STANDARD

Students shall maintain prompt attendance at all scheduled classes, labs, and seminars. Absences or tardiness shall be reported prior to the occurrence.

PROCEDURE

Records of attendance are maintained for all classes, labs, and seminars. Attendance is checked at every session. These records indirectly influence grades and may result in failure due to missed exams, quizzes, or important information. Attendance records become a permanent part of each student's academic record. Poor attendance can lead to poor performance and reflects on

one's dependability and interest. Excessive absences may result in advice to withdraw. Students at risk of failing will be notified and advised accordingly.

Clinical Attendance

STANDARD

Students are expected to attend their assigned clinical sites and report promptly for clinical education on all scheduled clinical days.

PROCEDURE

Regular attendance is essential for providing quality patient care. In the event a student cannot attend clinical education, they must call the clinical education center and speak to the clinical instructor or designee. All absences are classified as excused, unexcused, or tardy. Excused absences include college-granted holidays and inclement weather cancellations. Students may have one excused absence per semester, which must be made up. Any time missed from the clinical site must be made up at that clinical site.

Unexcused Absence

PROCEDURE

Unexcused absences will result in corrective actions per semester:

1. First unexcused absence - verbal warning, noted on a significant incident form.
2. Second unexcused absence - written warning, noted on a significant incident form.
3. Third unexcused absence - required advising with the program director and time missed from clinical education to be made up.

4. Fourth unexcused absence - failure of the enrolled clinical course with a letter grade of “F” and dismissal from the Echocardiography Program.

Tardiness

PROCEDURE

Tardiness is defined as more than five minutes late or leaving more than five minutes early.

Tardiness of one hour or more is considered an unexcused absence. Excessive tardiness will result in the following corrective actions per semester:

1. First tardy - verbal warning, noted on a significant incident form.
2. Second tardy - verbal warning, noted on a significant incident form.
3. Third tardy - written warning, noted on a significant incident form.
4. Fourth tardy - required advising with the program director and time missed from clinical education to be made up.
5. Fifth tardy - failure of the enrolled clinical course with a letter grade of “F” and dismissal from the Radiologic Technology Program.

Disciplinary Actions

STANDARD

Students who violate program or college policies shall be subject to disciplinary action.

PROCEDURE

There are four levels of disciplinary actions:

1. Verbal warning.

2. Written warning with probation.
3. Suspension from the program (temporary).
4. Dismissal from the program (permanent).

Warnings are documented and signed by the student, the program director, and the instructor.

Suspension or dismissal follows a hearing and recommendation by the college disciplinary committee. The student remains responsible for academic material and clinical time during suspension. Dismissal is for serious offenses such as endangerment, theft, weapons, illegal substances, criminal activity, or being under the influence during program activities.

Dismissal

STANDARD

Students shall be dismissed for serious or repeated violations of program or college standards following due process.

PROCEDURE

Students must adhere to the “Student Code of Conduct” and college standards. Dismissal follows the procedures under “Disciplinary Actions.” Clinical affiliates can terminate clinical rotations for unacceptable behavior, but only the college can dismiss a student from the program.

Eating, Drinking, and Smoking

STANDARD

Food and beverage are allowed in designated areas only. South Suburban College is a smoke-free facility.

PROCEDURE

Food and beverages are allowed in the cafeteria on the first floor. Classroom consumption is at the instructor's discretion and is never permitted in the laboratory. Smoking is not permitted at clinical education centers.

Final Examinations

STANDARD

Final examinations shall be conducted in accordance with established college procedures.

PROCEDURE

Final examinations are scheduled by the Office of the Vice President of Academic Services. The examination schedule is posted each semester. Examinations are administered in the regular classroom unless otherwise informed. Missing a scheduled examination results in a zero for the final examination.

Grading

STANDARD

Academic course grades shall be determined by a fixed percentage scale.

PROCEDURE

Grades are accumulated through scores on tests, quizzes, assignments, etc., and converted to a percentage of total points possible. The grading scale is as follows:

- A: 92.00 - 100.00%
- B: 83.00 - 91.99%

- C: 75.00 - 82.99%
- D: 67.00 - 74.99%
- F: 00.00 - 66.69%

Graduation

STANDARD

An Associate of Applied Science degree is awarded to students meeting all graduation requirements.

PROCEDURE

All degree curriculum requirements must be fulfilled with a minimum GPA of 2.00. Illinois state law requires knowledge of the Illinois and U.S. constitutions. An application for degree completion must be filed according to the college catalog.

Grooming

STANDARD

Students must maintain personal hygiene at all times at the clinical education center.

PROCEDURE

Personal hygiene and a clean, wrinkle-free uniform are required. Cosmetics should be worn in moderation. Long hair should be tied back. Facial hair should be neat and trimmed. Visible inappropriate undergarments and loud jewelry are prohibited.

Health Insurance

STANDARD

South Suburban College and clinical education centers do not assume responsibility for medical expenses.

PROCEDURE

Students are recommended to obtain health insurance and must have verification or a signed waiver on file.

Malpractice Insurance

STANDARD

All students must be covered under a malpractice insurance policy before clinical education begins.

PROCEDURE

The college provides professional liability insurance for students during clinical activities, covered by course fees. This insurance does not cover outside employment.

Name Badge

STANDARD

The official Echocardiography Program name badge must be worn at all times at the clinical education center.

PROCEDURE

Students must wear the official name badge, which identifies them by picture and name. Badges are available for purchase and must not be worn outside the clinical center for employment.

Non-Discrimination

STANDARD

The Echocardiography Program adheres to institutional non-discrimination policies.

PROCEDURE

No person shall be excluded from any program based on sex, color, race, creed, age, religion, or origin. Complaints of discrimination should be brought to the program Director. A grievance procedure is published in the handbook.

Official Uniform

STANDARD

The official uniform must be worn at all times during clinical education.

PROCEDURE

The uniform consists of a royal blue scrub top and pants with the official emblem. Failure to wear the appropriate uniform will result in corrective action.

Outside Employment

STANDARD

Students who work must modify their hours to avoid conflicts with program requirements.

PROCEDURE

Students must arrange their work schedule to avoid conflicts with classes and clinical assignments. Excessive work hours can affect grades and clinical performance.

Petitions

STANDARD

Students may petition for a variance to program standards or procedures.

PROCEDURE

Petitions must be typed or neatly written, clearly identify the policy of concern, describe extraordinary circumstances, and request a specific variance. The program Director will respond within two weeks.

Physical Examination

STANDARD

Students must have a physical examination by a qualified physician meeting clinical facility criteria.

PROCEDURE

Students are responsible for the cost of the examination and must submit a completed health form. A TB test and hepatitis B vaccination or waiver are required.

Readmission

STANDARD

Students who have withdrawn or not maintained good standing may petition for readmission.

PROCEDURE

Students must submit a formal letter expressing interest in re-enrollment, explaining the reason

for withdrawal or unsatisfactory grade, and outlining a plan for change. Readmission is based on space availability and academic performance.

Student Records

STANDARD

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act.

PROCEDURE

Student records are confidential and kept in a locked file. Students may review their records during regular office hours.

Test Attendance and Make-up

STANDARD

Students shall make every effort to be present on scheduled test dates. Make-up tests are at the instructor's discretion.

PROCEDURE

Test dates are announced in advance. Students must prepare and be present. Make-up tests are allowed for qualifying absences reported in advance. Unreported absences negate the privilege for make-up.

Transfer

STANDARD

Transfer students may achieve advanced placement if their coursework is comparable and they can pass comprehensive exams.

PROCEDURE

Transfer of general education courses is determined by the Office of Records and Admissions. Echocardiography coursework transfer is determined by the program Director and requires a grade of “C” or better.

Transportation

STANDARD

Students must provide their own transportation to and from the college and clinical sites.

PROCEDURE

Reliable transportation is essential for maintaining good attendance. Students must be prepared to accept clinical assignments at any site.

Vacation/Leaves

STANDARD

Students’ progress shall not be interrupted by vacations or leaves during regular sessions.

PROCEDURE

Vacations should coincide with breaks between semesters. Leaves of absence are not permitted. Students are expected to report for scheduled classes and clinical assignments.

These policies and procedures provide a comprehensive framework for the Echocardiography Program. It is crucial that you adhere to them to ensure your success and maintain the high standards of the program. If you have any questions or concerns, please feel free to reach out to the program director or any of the faculty members.

CHAPTER 7: Responsibility of Cardiac Sonographer

As a cardiac sonographer, you will be performing all modalities of cardiac sonography studies in various settings including hospitals, emergency rooms, doctors' offices, and more. You will also assist cardiologists in performing transesophageal echocardiography. Additionally, it is part of your responsibility to explain the procedures you are performing to patients, helping them understand and be informed. This is an essential aspect of patient care that cardiac sonographers must provide. Full compliance with HIPAA regulations and the rules and regulations of the healthcare facility where the cardiac sonographer is employed is mandatory. More details will be provided throughout the program.

CODE OF ETHICS

The Patient's Bill of Rights

Students are expected to cooperate with the American Hospital Association's Patient's Bill of Rights, designed to inform patients of their rights while in a hospital. As a student cardiac sonographer experiencing clinical education in several hospitals, you are obligated to respect these rights.

- 1. Right to Respectful Care**

- The patient has the right to considerate and respectful care.

- 2. Right to Information**

- The patient has the right to obtain complete current information concerning their diagnosis, treatment, and prognosis in understandable terms. If not medically advisable, the information should be made available to an appropriate person on their behalf. The patient has the right to know, by name, the physician responsible for their care.

3. Right to Informed Consent

- The patient has the right to receive information necessary to give informed consent prior to any procedure and/or treatment, including the specific procedure, risks, and probable duration of incapacitation. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

4. Right to Refuse Treatment

- The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of their actions.

5. Right to Privacy

- The patient has the right to every consideration of privacy concerning their medical care program. Confidentiality must be maintained during case discussions, consultations, examinations, and treatments. Only those directly involved in the patient's care can be present unless permission is granted by the patient.

6. Right to Confidentiality

- All communications and records pertaining to the patient's care must be treated as confidential.

7. Right to a Reasonable Response

- Within its capacity, a hospital must respond reasonably to a patient's request for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. Transfers to another facility require complete information and explanation concerning the needs and alternatives. The receiving institution must accept the patient before the transfer.

8. Right to Information on Relationships

- The patient has the right to obtain information about the hospital's relationships with other healthcare and educational institutions as it relates to their care, as well as the existence of any professional relationships among individuals treating them.

9. Right to Refuse Participation in Research

- The patient has the right to be advised if the hospital proposes human experimentation affecting their care or treatment and to refuse participation in such research projects.

10. Right to Continuity of Care

- The patient has the right to expect reasonable continuity of care, including advance knowledge of appointment times and available physicians. The patient must be informed by their physician or delegate of continuing healthcare requirements following discharge.

11. Right to Examine the Bill

- The patient has the right to examine and receive an explanation of their bill, regardless of the source of payment.

12. Right to Know Rules and Regulations

- The patient has the right to know the hospital rules and regulations that apply to their conduct as a patient.

Understanding and adhering to these responsibilities and ethical guidelines is crucial for maintaining professional conduct and ensuring the best possible patient care in your role as a cardiac sonographer. If you have any questions or need further clarification, please reach out to the program director or faculty members.