

**June 9, 2008**



*Institute of Medical*  
*Ultrasound Student*  
*Catalog*



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## **GENERAL INFORMATION**

The **Institute of Medical Ultrasound** is a proprietary postsecondary educational institution offering ultrasound diploma programs using cutting edge distance technologies combined with a structured scanning lab curriculum and mentor-guided clinical curriculum. This integrated, structured approach allows for the delivery of a consistent educational experience to students throughout the United States, regardless of geographical location.

### **Mission**

Cultivate competent, compassionate diagnostic medical sonographers, through the use of cutting-edge technology, tested educational principles, and inspired faculty

### **Vision**

Delivering excellence in medical ultrasound education.....delivering it consistently, passionately, and globally

### **Facilities**

The **Institute of Medical Ultrasound's** administrative offices are located at 817 West Peachtree Street in the historic Biltmore Hotel of midtown Atlanta, Georgia. This location also provides the Atlanta-area students with a simulated training environment complete with patient waiting area, hands-on scanning labs and medical library. Both the local Atlanta students and the national distant students make frequent visits to our "virtual" facility via the World Wide Web to participate in interactive, instructor-led classes, discussion forums with teammates, web-based animations and a review of online journals and CME lessons.

### **Distance Education**

The **Institute of Medical Ultrasound's** unique program accommodates students throughout the United States by blending: live, online theory courses that meet weekly with intensive, concentrated scanning seminars that meet periodically in the Atlanta facility. Clinical training takes place in the student's hometown under the supervision of a sonographer mentor.

## **DESCRIPTION OF THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHER**

The profession of diagnostic medical Sonography includes general Sonography, vascular Sonography, cardiac Sonography, and various subspecialties. The profession requires judgment and the ability to provide appropriate health care services. Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions. The sonographer is able to perform the following:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health.

## **DESCRIPTION OF PROGRAM & COURSE OFFERINGS**

### **DIPLOMA PROGRAMS:**

The Sonography programs at the **Institute of Medical Ultrasound** are 18-month, full-time programs offering cardiac and general (abdomen-obstetrics/gynecology) concentrations. Programs are divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and case studies. Each program consists of sequenced and integrated theory, laboratory, and clinical instructional tracks. The programs are designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer. The objectives of the program, therefore, are those previously stated in the "Description of the Profession of Diagnostic Medical Sonographer".

The program is delivered using a blended format; a combination of hands-on face-to-face training and Internet-based distance education. The minimal requirement is a computer with high speed Internet access. The programs used support both PC and Mac platforms. Tutorials are available to assist the novice computer-user.

Upon successful completion of the ultrasound core and specialty courses, students will be awarded a Diploma in Diagnostic Medical Sonography with a Major in Cardiac Sonography or General Sonography.

### **CROSS-TRAINING COURSES:**

Our courses are designed to accommodate professional sonographers seeking cross-training opportunities into other specialties. The sonographer may choose the courses that best meet his/her individual needs: theory courses taught using distance technologies, scanning arts laboratory courses using customized, individualized instruction, and clinical training courses where students work along side an experienced sonographer in a clinical setting. Graduates of the diploma programs may chose to continue their education by enrolling in another specialty as they advance in their career tracks.

### **REGISTRY PREPARATION COURSES:**

Our review courses are designed to accommodate professional sonographers seeking registry preparation assistance. Courses provide guided-instruction through online technologies.

## **ADMISSION REQUIREMENTS**

### **1. Prior Experience for Diploma Program Candidates:**

Option 1:	Bachelor's Degree in any major
Option 2:	Graduate of the equivalent of a single 2-yr allied health patient care related program that is a minimum of 24 calendar months, 60 semester credits or 84 quarter credits

### **2. Courses completed in either high school or college:**

Algebra  
Communication Skills  
General Physics  
Biological Science

## **CREDITS TRANSFER**

Students desiring to transfer credits from other programs shall contact the Program Director of the **Institute of Medical Ultrasound**. The Program Director may evaluate their skills and review their transcripts. Decisions for Transfer of Credits will be made on a case-by-case basis.

## **ADMISSION PROCESS**

**Candidates may apply to the Institute of Medical Ultrasound Diploma Programs by completing the following procedure:**

1. Visit the IMU web site [www.imultrasound.com](http://www.imultrasound.com) and complete the **online application** and use the **online fee payment** service **or mail a check**. The application will not be considered until both the application itself and the application fee have been received.
2. Download the following forms from the IMU web site [www.imultrasound.com](http://www.imultrasound.com) "Forms Library" and send them to the appropriate contacts. Links to these forms will also be provided in a "receipt of application" email that will be sent to the applicant.
  - Form A: Letter of Recommendation Request**  
(3 are required)
  - Form B: Official Transcript Request**  
(for your convenience in requesting official transcripts)
3. Complete and submit the **Enrollment Agreement**, which will be emailed to the applicant along with an acceptance letter after all transcripts and letters of recommendation have been received and reviewed.
4. Submit the following additional documents within 30 days of the Term I start date.
  - Form C: Immunization Record**  
(The forms are acceptable providing the information is consistent with the time frame)
  - Form D: Health Form**
  - Form E: SDMS Student Membership Application**

## **APTITUDE REQUIREMENTS OF THE PROFESSION**

Applicants must review the following clinical standards to determine their ability and compatibility with aptitude requirements of sonographers. The applicant agrees he/she can demonstrate these basic abilities so he/she can acquire, through our training program, the skills described below.

1. Visual aptitude: discriminate among shades of gray, differentiate red, blue and associated shades, identify keys on a keyboard, read doctor's orders, requisitions, and medical records, interpret sonograms, assess patient's for skin pallor, respiratory distress, etc.
2. Auditory aptitude: hear speech within the normal audible range, discriminate among heart sounds, assess patient respiratory efforts, respond to department emergency procedure instructions, respond to patient requests when they are not facing you
3. Physical aptitude :  
Gross Motor: walk, crouch, stand, stoop, reach, push/pull exert up to 50 pounds of force while transporting, assisting, patients/equipment  
Fine Motor: fingering a keyboard, writing legible reports, assembling procedure trays
4. Intellectual aptitude: assess sonograms, differentiate among pathological and sonographic appearances, follow department protocols
5. Emotional aptitude: demonstrate compassion for patients, cooperate with other staff, respond appropriately during emergencies, remain focused despite potential stressful situations related to the clinical work environment, accept constructive criticism
6. Professional aptitude: maintain patient confidentiality, demonstrate honesty and integrity, demonstrate punctuality and a professional appearance, use appropriate language with patients, patient's families and healthcare providers

## TUITION, FEES, & OTHER EXPENSES

<b>Application Fee:</b>	A non-refundable \$50.00 application fee must accompany the application in order for it to be reviewed.
<b>Tuition*</b>	\$25,500 (Distance Learner \$27,500)  (Tuition includes: cost of courses, 2-year Society of Diagnostic Medical Sonography Student Membership, 2-year Student Liability Insurance)
<b>Textbooks</b>	approximately \$800
<b>Uniforms</b>	approximately \$100
<b>Travel, Lodging and Meals**</b>	to be estimated by the (distance) student

**\*Subject to change without notice.**

**\*\* Applies to distance students only.**

Students are responsible for meal purchases and parking fees associated with clinical training.

## TUITION REFUND POLICY

Following notice of withdrawal or dismissal from the Institute, tuition will be refunded upon written request as follows:

<b>Refunds shall be made in full to the contracting party within thirty (30) days of the date of withdrawal as determined by the Institute of Medical Ultrasound.</b>	<b>REFUND</b>
Prior to or during first week of term in which student is enrolled	95 %
During second week of term in which student is enrolled	90 %
During third week of term in which student is enrolled	75 %
During fourth, fifth or sixth week of term in which student is enrolled	50 %
After the sixth week of term in which student is enrolled	0 %

Refunds must be returned to the student within 30 days of their written request. Expenses incurred by the student for textbooks, uniforms, memberships, parking, meals, insurance shall not be considered refundable by the Institute.

## FINANCIAL AID

Financial aid is available for qualifying students. Students may contact the Institute for further information.

## COURSE OFFERINGS

Students enrolled in the Diagnostic Medical Sonography Diploma Programs must successfully complete all of the courses in the Ultrasound Foundation and in their designated Major in order to earn the diploma. Cross-Trainers may select any of the courses below that help meet their professional development goals.

### CARDIAC SONOGRAPHY MAJOR

ULTRASOUND FOUNDATION COURSES		TH	LAB	CL
<b>Term I</b>	DMS 110: A & P and Disease States of the Sonographic Patient	4.5	0.0	0.0
	DMS 111: Introduction to Sonography	4.5	0.0	0.0
	DMS 112: Basic Scanning I	0.0	4.0	0.0
<b>Term II</b>	DMS 120: Sonographic Physics I	4.5	0.0	0.0
	DMS 121: Hemodynamics	4.5	0.0	0.0
	DMS 122: Basic Scanning II	0.0	4.0	0.0
	<b>TOTAL</b>	<b>18.0</b>	<b>8.0</b>	<b>0.0</b>
CARDIAC SONOGRAPHY MAJOR COURSES				
<b>Term III</b>	DMSC 231: Cardiac Sonography I	4.5	0.0	0.0
	DMSC 232: Cardiac Scan Lab I	0.0	2.0	0.0
	DMSC 233: Cardiac Clinic I	0.0	0.0	240
<b>Term IV</b>	DMSC 241: Cardiac Sonography II	4.5	0.0	0.0
	DMSC 242: Cardiac Scan Lab II	0.0	2.0	0
	DMSC 243: Cardiac Clinic II	0.0	0.0	240
<b>Term V</b>	DMSC 251: Cardiac Sonography III	4.5	0.0	0.0
	DMSC 252: Cardiac Scan Lab III	0.0	2.0	0.0
	DMSC 253: Cardiac Clinic III	0.0	0.0	240
<b>Term VI</b>	DMSC 260: Cardiac Physics Review	2.0	0.0	0.0
	DMSC 261: Adult Echo Review	2.0	0.0	0.0
	DMSC 263: Cardiac Clinic IV	0.0	0.0	320
	<b>TOTAL CARDIAC SONOGRAPHY MAJOR</b>	<b>17.5</b>	<b>6.0</b>	<b>34.5</b>
	<b>TOTAL ULTRASOUND CORE</b>	<b>18.0</b>	<b>8.0</b>	<b>0.0</b>
	<b>DIPLOMA PROGRAM TOTAL</b>	<b>35.5</b>	<b>14.0</b>	<b>34.5</b>
<b>84 Quarter Credits</b>				

## GENERAL SONOGRAPHY MAJOR

ULTRASOUND FOUNDATION COURSES		TH	LAB	CL
<b>Term I</b>	DMS 110: A & P and Disease States of the Sonographic Patient	4.5	0.0	0.0
	DMS 111: Introduction to Sonography	4.5	0.0	0.0
	DMS 112: Basic Scanning I	0.0	4.0	0.0
<b>Term II</b>	DMS 120: Sonographic Physics	4.4	0.0	0.0
	DMS 121: Hemodynamics	4.5	0.0	0.0
	DMS 122: Basic Scanning II	0.0	4.0	0.0
	<b>TOTAL</b>	<b>18.0</b>	<b>8.0</b>	<b>0.0</b>
GENERAL SONOGRAPHY MAJOR COURSES				
<b>Term III</b>	DMSG 230: Abdominal/Superficial Structures Sonography I	2.5	0.0	0.0
	DMSG 231: Obstetrical/Gynecological Sonography I	2.0	0.0	0.0
	DMSG 232: General Scan Lab I	0.0	2.0	0.0
	DMSG 233: General Clinic I	0.0	0.0	240
<b>Term IV</b>	DMSG 240: Abdominal/Superficial Structures Sonography II	2.0	0.0	0.0
	DMSG 241: Obstetrical/Gynecological Sonography II	2.5	0.0	0.0
	DMSG 242: General Scan Lab II	0.0	2.0	0
	DMSG 243: General Clinic II	0.0	0.0	240
<b>Term V</b>	DMSG 250: Abdominal/Superficial Structures Sonography III	2.5	0.0	0.0
	DMSG 251: Obstetrical/Gynecological Sonography III	2.0	0.0	0.0
	DMSG 252: General Scan Lab III	0.0	2.0	0.0
	DMSG 253: General Clinic III	0.0	0.0	240
<b>Term VI</b>	DMSG 260: Abdominal/Superficial Structures Sonography Review	2.0	0.0	0.0
	DMSG 261: Obstetrical/Gynecological Sonography Review	2.0	0.0	0.0
	DMSG 263: General Clinic IV	0.0	0.0	320
	<b>TOTAL GENERAL SONOGRAPHY MAJOR</b>	<b>17.5</b>	<b>6.0</b>	<b>1040</b>
	<b>TOTAL ULTRASOUND CORE</b>	<b>18.0</b>	<b>8.0</b>	<b>0.0</b>
	<b>DIPLOMA PROGRAM TOTAL</b>	<b>35.5</b>	<b>14.0</b>	<b>1040</b>
<b>84 Quarter Credits</b>				



## COURSE DESCRIPTIONS

**All Theory courses** are delivered via distance education technologies. Instructors are available to students through online, interactive sessions, email and telephone. Detailed Study Guides are posted for student review and download. Platforms support both PC and Mac. A high-speed Internet connection is required.

**All Scanning Arts courses** are delivered through hands-on, small group instruction. Students are assigned specific tasks to complete and develop scanning skills in a progressive manner: recognizing normal anatomy, optimizing images, and increasing speed.

**All Clinical Training courses** are delivered through immersion in the real-world clinical setting as students are assigned to one or more "Clinical Education Centers". Students interact with patients under the supervision of a sonographer/mentor. Students are assigned specific tasks to complete and develop clinical skills in a progressive manner demonstrating: patient care, individual scanning tasks and ultrasound departmental protocols. Students assume greater responsibility and require less direct supervision as they progress toward entry-level status.

## PREREQUISITE COURSES

### **PHY 100: GENERAL PHYSICS**

Theory course will introduce the relevant subtopics within the field of physics. Topics include: kinematics, kinetics, energy, and waves. 2.0 quarter credits. Prerequisites: None.

## ULTRASOUND FOUNDATION

### **DMS 110: ANATOMY, PHYSIOLOGY & DISEASE STATES OF THE SONOGRAPHIC PATIENT**

Theory course focusing on gross anatomy of organs scanned by medical sonographers, relationship of cross-sectional anatomy to ultrasound imaging, physiology and patho-physiological changes encountered in the sonographic patient. 4.5 quarter credits.

### **DMS 111: INTRODUCTION TO SONOGRAPHY**

Theory course introducing the essential disciplines associated with medical Sonography. Topics include: historical use of ultrasound in medicine, roles and responsibilities of the sonographer, basics of patient care, legal and ethical issues, and relevant medical and sonographic terminology. 4.5 quarter credits.

### **DMS 120: SONOGRAPHIC PHYSICS I**

Theory course introducing students to the physical principles related to the use of ultrasound for medical diagnosis. Topics include: components of an ultrasound system, pulse-echo principle, characteristics of continuous and pulsed sound waves, transducer architecture, imaging modes, resolution, artifacts and safety. Course is designed to assist the sonographer in optimizing images through the application of these principles. 4.5 quarter credits.

### **DMS 121: HEMODYNAMICS**

Theory course reviewing normal anatomy and physiology of blood flow through the cardiovascular system. Assessment of normal and abnormal blood flow patterns in the cerebrovascular system, peripheral vascular system and abdominal vascular system. 4.5 quarter credits. \*Prerequisites: DMS 110, DMS 111

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### **DMS 112: BASIC SCANNING I**

Hands-on training in the art of ultrasound scanning in an instructional setting, to include: patient positioning, image orientation, transducer selection, knobology, labeling, scanning techniques, image production, and safe use of the equipment. 4.0 quarter credits.

### **DMS 122: BASIC SCANNING II**

Hands-on training in the art of ultrasound scanning in an instructional setting, to include: sonographic assessment of blood flow throughout the body using a variety of imaging modalities with emphasis on the application of physical principles to the art of scanning. 4.0 quarter credits.\*Prerequisite: DMS 112

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\* Note: Prerequisites apply only to students in the diploma programs.

## CARDIAC SONOGRAPHY MAJOR

### **DMSC 231: CARDIAC SONOGRAPHY I**

Theory course will focus on the basic adult echo exam including 2-D views, basic arrhythmias, and patient signs and symptoms. Pathologies focus on the most common valvular disease, myopathies, carditis, and effusions. 4.5 quarter credits. \*Prerequisites: DMS 120, DMS 121

### **DMSC 241: CARDIAC SONOGRAPHY II**

Theory course will focus on the complete adult echo exam including 12-lead ECG, 2-D views, M-mode, and Doppler assessment techniques. Pathologies focus on less common disease processes and findings with emphasis on correlation with other diagnostic techniques. 4.5 quarter credits. \*Prerequisites: DMSC 231

### **DMSC 251: CARDIAC SONOGRAPHY III**

Theory course presenting a comprehensive discussion of cardiac anomalies, disease and advanced techniques including: trans-esophageal echo, pediatric views, harmonics, stress echo, contrast echo, and interventional echocardiography. 4.5 quarter credits. \*Prerequisite: DMSC 241

### **DMSC 260: CARDIOVASCULAR PHYSICS AND INSTRUMENTATION**

Theory course presenting an in-depth review of basic physical principles used in ultrasound scanning as well as those principles specific to the cardiac specialty. Emphasis is on registry preparation. 2.0 quarter credits. \*Prerequisite: DMSC 251

### **DMSC 261: ADULT ECHO REVIEW**

Theory course will present an in-depth review of adult echocardiographic assessment and pathological conditions with an emphasis on registry preparation. 2.0 quarter credits. \*Prerequisite: DMSC 251

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### **DMSC 232: CARDIAC SCAN LAB I**

Hands-on training in the art of ultrasound scanning in an instructional setting, introducing the application of ultrasound for the detection and evaluation of cardiac disease, to include: scanning techniques of the 2-D gray scale echo views, correlation of electrical conduction system with cardiac mechanics. Course includes optimization techniques. 2.0 quarter credits. \*Prerequisite: DMS 122

### **DMSC 242: CARDIAC SCAN LAB II**

Hands-on training in the art of ultrasound scanning is in an instructional setting, refining, reinforcing, and mastering the application of ultrasound for the detection and evaluation of cardiac disease. Emphasis is on refining 2-D gray scale technique while adding color flow, Doppler, spectral Doppler and M-mode. 2.0 quarter credits. \*Prerequisite: DMSC 232

### **DMSC 252: CARDIAC SCAN LAB III**

Hands-on training in the art of ultrasound scanning is in an instructional setting, refining, reinforcing, and mastering the application of ultrasound for the detection and evaluation of cardiac disease. Emphasis is on increasing speed while performing all components of an adult echo study, including 2-D, color flow Doppler, spectral Doppler, M-mode and all pertinent measurements. 2.0 quarter credits. \*Prerequisite: DMSC 242

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**DMSC 233: CARDIAC CLINIC I**

Clinical experience in a cardiac patient care setting. Students will obtain a patient history and basic echo views, begin to develop pathology recognition and technical report writing skills. Students observe, assist, and perform patient care and sonographic duties with direct supervision. 8 quarter credits.

**DMSC 243: CARDIAC CLINIC II**

Clinical experience in a cardiac patient care setting. Students will obtain echo views, and perform Doppler assessment while honing pathology recognition and technical report writing skills. Students observe, assist, and perform patient care and sonographic exams with direct supervision. 8 quarter credits. \*Prerequisite DMSC 233

**DMSC 253: CARDIAC CLINIC III**

Clinical experience in a cardiac patient care setting. Students will obtain all echocardiographic views using Doppler assessment techniques with correlating findings with patient histories. Students will observe, assist, and perform patient care and sonographic exams with indirect supervision. 8 quarter credits. \*Prerequisite DMSC 243

**DMSC 263: CARDIAC CLINIC IV**

Clinical experience in a cardiac patient care setting. Students will apply their skills to more challenging patients while increasing speed. Students will perform the majority of the exams with the accuracy and fluency required of an entry-level sonographer. 10.5 quarter credits. \*Prerequisite DMSC 253

## GENERAL SONOGRAPHY MAJOR

**DMSG 230: ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY I**

Theory course focusing on basic anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns and most common abnormal sonographic patterns. 2.5 quarter credits. \*Prerequisites: DMS 121

**DMSG 231: OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY I**

Theory course focusing on basic anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns and most common abnormal sonographic patterns. 2.0 quarter credits. \*Prerequisites: DMS 121

**DMSG 240: ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY II**

Theory course focusing on sonographic assessment of the abdomen, superficial structures and vascular system: correlating patient histories with pathological processes, sonographic descriptions, and technical report writing. 2.0 quarter credits. \*Prerequisite: DMSG 230

**DMSG 241: OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY II**

Theory course focusing on sonographic assessment of the gravid and non-gravid female pelvis: correlating patient histories with pathological processes, sonographic descriptions, and technical report writing. 2.0 quarter credits. \*Prerequisite: DMSG 231

**DMSG 250: ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY III**

Theory course focusing on advanced techniques and less common disease processes affecting multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered and technical writing skills will be honed. 2.5 quarter credits. \*Prerequisite: DMSG 240

**DMSG 251: OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY III**

Theory course focusing on advanced techniques and less common disease processes affecting the gravid and non-gravid female pelvis. All pathologies will be considered and technical writing skills will be honed. 2.0 quarter credits. \*Prerequisite: DMSG 241

**DMSG 260: ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY REVIEW**

Theory course will provide a comprehensive review of the sonographic assessment of all abdominal organs and superficial structures. Emphasis is on registry exam preparation. 2.0 quarter credits. \*Prerequisite: DMSG 250

**DMSG 261: OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY REVIEW**

Theory course will provide a comprehensive review of the sonographic assessment of the gravid and non-gravid pelvis. Emphasis is on registry exam preparation. 2.0 quarter credits. \*Prerequisite: DMSG 251

**DMSG 232: GENERAL SCAN LAB I**

Hands-on training in the art of ultrasound scanning in an instructional setting, focusing on the application of ultrasound for the detection and evaluation of abdomen, thyroid, vascular segments, and the gravid and non-gravid pelvis to include: concept of the survey, normal anatomy identification, measurement techniques and image optimization. 2.0 quarter credits. \*Prerequisite: DMS 122

**DMSG 242: GENERAL SCAN LAB II**

Hands-on training in the art of ultrasound scanning in an instructional setting, focusing on the application of ultrasound for the detection and evaluation of abdominal, superficial structures, vascular segments and the gravid and non-gravid pelvis to include: scanning protocols associated with the complete abdomen and non-gravid pelvis, assessing the breast using ultrasound, assessing fetal anatomy, uterine environment and sizing and dating the pregnancy. 2.0 quarter credits. \*Prerequisite: DMS 122 2.0 quarter credits. \*Prerequisite: DMSG 232

**DMSG 252: GENERAL SCAN LAB III**

Hands-on training in the art of ultrasound scanning in an instructional setting, reinforcing and refining the application of ultrasound for the detection and evaluation of abdominal, superficial structures, vascular and the non-gravid and gravid pelvis. Emphasis is on accuracy and fluency. 2.0 quarter credits. \*Prerequisite: DMSG 242

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**DMSG 233: GENERAL CLINIC I**

Clinical experience in a general sonography patient care setting. Students will apply basic scanning techniques while performing specific scanning tasks and other sonographic duties with direct supervision. 8 quarter credits.

**DMSG 243: GENERAL CLINIC II**

Clinical experience in a general sonography patient care setting. Students will perform sonographic surveys, landmark image documentation on technically easy and average patients with direct supervision. Students will develop pathology recognition and correlate patient signs and symptoms with findings. 8 quarter credits. \*Prerequisite DMSG 233

**DMSG 253: GENERAL CLINIC III**

General sonography clinical experience in a patient care setting. Students will survey, obtain landmark images, obtain relevant measurements, document pathology on a wide range of patients and correlate findings with patient histories, with varying degrees of supervision. 8 quarter credits. \*Prerequisite DMSG 243

**DMSG 263: GENERAL CLINIC IV**

General sonography clinical experience in a patient care setting. Students will apply their skills to scanning more challenging patients with increasing speed. Students will perform the majority of the exams with the accuracy and speed required of an entry-level sonographer. 10.5 quarter credits. \*Prerequisite DMSG 253

## **GRADING SYSTEM**

Theory courses award grades based upon the following system:

93 – 100 %	A
86 – 92 %	B
80 – 85 %	C
79 % or below	F

Scanning Arts Courses are Pass/Fail. Specific competencies must be demonstrated and all lab assignments must be completed to earn a Passing Grade.

Clinical Training Courses are Pass/Fail. Specific competencies must be demonstrated, all clinic assignments must be completed and all clinical training hours must be completed to earn a Passing Grade.

## **CONDUCT, PROBATION AND CAUSE FOR DISMISSAL**

The Institute reserves the right to dismiss, at any time, any student who does not meet academic or clinical performance standards, health or personal suitability for the profession. Cheating or any other form of dishonest conduct will be grounds for dismissal. A student must maintain a "C" average in all courses to remain in good academic standing. Some of the courses within the theory track, scanning arts track or clinic track are offered in sequence and have pre-requisite courses. Courses are designed to integrate with courses from concurrent tracks. Therefore, failure of a course in one track may require completion of the failed course prior to advancing in the program. Should a student be dismissed or withdrawn for any reason, the student would need to re-apply to the program and would be admitted only at the discretion of the executive director.

## **GRIEVANCE PROCEDURE**

Any Student who has been dismissed for either conduct or academic reasons may submit a signed, written request for a hearing, within 48 hours of the dismissal, to the Institute's Director. The written request must include a description of the circumstances surrounding the dismissal and the reasons why a hearing is being requested. The Institute's Director will contact the Student and a hearing will be scheduled within 5 business days of the receipt of the request. The Institute's Executive Director will provide a written decision to the Student within 48 hours of the hearing.

## **ATTENDANCE POLICY**

Due to the hands-on nature of the ultrasound profession and the need to meet stringent standards of knowledge, skills, and professional attitudes, attendance is essential to a student's success in both the academic and clinical settings. Students are permitted 1 (one) unexcused absence per course. Students are required to complete an "Absence Documentation" form and obtain the

signature of the Program Director for all missed hours. All scheduled on-site theory classes are mandatory. All missed clinical training hours must be made up during the term in which they were missed. Academic and laboratory work missed must be made up for all theory and scanning arts courses.

### **PREGNANCY POLICY**

If a student is or becomes pregnant, the student should notify the Program Director in writing. The Program Director will counsel the student to determine ability to continue/complete the program. NOTE: The Institute does not endorse the scanning of pregnant students.

### **COMMUNICABLE DISEASE POLICY**

Students may be withdrawn administratively from clinical training courses or have their training hours re-scheduled pending the resolution of a communicable disease. Withholding information regarding a communicable disease status is grounds for program dismissal.

### **GRADUATION REQUIREMENTS**

All courses listed in the Catalog for the ultrasound core and the designated ultrasound specialty concentration must be completed with a grade of "C" or better. All clinical hours must be completed and all clinical and lab courses must be satisfactorily passed. All tuition and fees must be up-to-date. All equipment, videotapes, library resources, etc. borrowed from the Institute must be returned.

### **GRADES AND TRANSCRIPTS**

Grades and up-to-date transcripts reflecting all previous terms are available to Students within one week of the last day of each term. Students may make a written request for official transcripts for a fee of \$5.00.

### **PLACEMENT SERVICES**

Students are instructed in resume writing, interviewing skills and preparation for a scanning evaluation. Institute personnel, experienced in job placement in the field of ultrasound, will assist the students/graduates with developing employment opportunities. No guarantee, however, can be made that all students will find immediate employment in their new field. Placement services are available as long as needed and requested by graduates of the diploma programs.

## Appendix

### Sample 2008 ACADEMIC CALENDAR

#### WINTER TERM

January 7, 2008.....Winter Quarter Begins  
 January 15, 2008.....Martin Luther King, Jr. Birthday  
 February 19, 2008.....Presidents' Day  
 March 19-20, 2008.....Make Up Days  
 March 21-24, 2008.....Exams Week  
 March 27, 2008.....Winter Quarter Ends

#### SPRING TERM

April 2, 2008.....Spring Quarter Begins  
 May 28, 2008.....Memorial Day  
 June 11, 2008.....Make Up Day  
 June 12-16, 2008.....Exams Week  
 June 17, 2008.....Spring Quarter Ends

June 18- July 8, 2008.....**SUMMER BREAK**

#### SUMMER TERM

July 9, 2008.....Summer Quarter Begins  
 September 3, 2008.....Labor Day  
 September 17, 2008.....Make Up Day  
 September 18-22, 2008.....Exams Week  
 September 23, 2008.....Summer Quarter Ends

#### FALL TERM

October 1, 2007.....Fall Quarter Begins  
 November 22-23, 2007.....Thanksgiving  
 December 10-11, 2007.....Make Up Days  
 December 12-15, 2007.....Exams Week  
 December 16, 2007.....Fall Quarter Ends

December 17, 2007-January 6, 2008.....**WINTER BREAK**

## **FACULTY**

**Founder**

**Dexter M. Page, MD, FACOG**

**Dexter M. Page, MD, FACOG** is board certified in Obstetrics and Gynecology and Maternal-Fetal Medicine by the American Board of Obstetrics and Gynecology. Dr. Page received his medical degree in 1989 from Morehouse School of Medicine in Atlanta, GA. He completed his OB/GYN residency at Harlem Hospital Center in New York City, in 1993, and his fellowship training in Maternal-Fetal Medicine and Obstetrical Sonography in 1995 at the Columbia Presbyterian Medical Center in New York City. Dr. Page has earned a reputation among his peers as a dedicated physician and instructor involved in resident education at multiple Atlanta area hospitals.

**Executive Director**

**Robin Chamberlin**

**Program Director**

**Julie Valentin**

**School Administrator**

**Cordelia Moore**

**Revised June 9, 2008**