



Sacramento Ultrasound Institute

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School Catalog 2019 – 2020 Academic Year

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President's Message

Congratulations!

Welcome to Sacramento Ultrasound Institute. It is with great pleasure and honor that I welcome you to Sacramento Ultrasound Institute (SUI). Making the first step to go to college is both a challenge and an opportunity. Every day we see and hear from students and graduates who are realizing their potential and moving ahead into a career path full of new adventures and opportunities. Along with the entire staff and faculty at the SUI. I am committed to your success.

Together we are looking forward to helping you learn and acquire the technical skills as well as life skills you will need to graduate and move forward in a new career. I have always believed that the investment one makes now to prepare for the future is paramount to the quality of life a person will experience later. Work hard to demonstrate the commitment to excellence and commitment to success and before you know it, you will graduate and move on to a new chapter in your life.

Sima Dermishyan, President and Chief Executive Officer

Accreditation Explained

Accreditation is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.



Institutional Accreditation

Sacramento Ultrasound Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).



Programmatic Accreditation

The Medical Assisting, Diagnostic Medical Sonography and MRI Technologist programs are programmatically unaccredited.

There are two basic types of educational accreditation, one identified as “institutional” and one referred to as “specialized” or “programmatic.” Institutional accreditation normally applies to an entire institution, indicating that each of an institution’s parts is contributing to the achievement of the institution’s objectives, although not necessarily all at the same level of quality.

Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The

unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a “specialized” or “programmatic” accrediting agency may also function in the capacity of an “institutional” accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

Can the institutional accreditation system be used to determine whether my credit hours will transfer or what courses will satisfy my professional license renewal?

Accreditation does not provide automatic acceptance by an institution of credit earned at another institution, nor does it give assurance of acceptance of graduates by employers. Acceptance of students or graduates is always the prerogative of the receiving institution or employer.

For these reasons, besides ascertaining the accredited status of a school or program, students should take additional measures to determine, prior to enrollment, whether or not their educational goals will be met through attendance at a particular institution. These measures should include inquiries to institutions to which transfer might be desired or to prospective employers and, if possible, personal inspection of the institution at which enrollment is contemplated. <http://ope.ed.gov/accreditation/FAQAccr.aspx>

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Sacramento Ultrasound Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sacramento Ultrasound Institute to determine if your credits, or diploma will transfer.

Sacramento Ultrasound Institute has not filed for or been involved in any bankruptcy proceedings. Sacramento Ultrasound Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding six years or has a petition in bankruptcy filed against it within the preceding six years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Accreditations & Approvals

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Institutional Accreditation

Sacramento Ultrasound Institute holds national institutional accreditation by the Accrediting Bureau for Health Education Schools (ABHES). ABHES accreditation does not include continuing education courses. ABHES is located at:

7777 Leesburg Pike Suite 314 N
Falls Church, Virginia 22043
(703) 917-9503



Veterans Assistance

Sacramento Ultrasound Institute is authorized for the training of Veterans and eligible persons as an eligible institution. This approval will enable Veterans and their eligible dependents/spouses to utilize their GI Bill® benefits/Vocational Rehabilitation Benefits to train to become medical assistants, sonographers and/or MRI Technologists.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

CECU

Sacramento Ultrasound institute is a member of Career Education Colleges and Universities (CECU).



CAPPS

Sacramento Ultrasound Institute is a member of the California Association of Private Postsecondary Schools (CAPPS).



SDMS



Sacramento Ultrasound Institute is a member of the Society of Diagnostic Medical Sonographers (SDMS)

ARRT



THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS® The MRI Technologist and Diagnostic Medical Sonography programs are recognized by ARRT.

About SUI

Our History

1983	
	Sierra Hi Tech opened to train men and women in the Carmichael area in Drafting, CADD, Electronic Repair, Assembly and Computer related fields
2001	
	The administration incorporated and changed the name to College of Career Training. Medical practice programs and trade industry practices were offered to upgrade the education to the 21st Century opportunities of employment with Medical Claims / Billing, Physical Therapy Aide, Diagnostic Medical Sonography and Health and Environmental programs.
2009	
	CCT shifted focus of programs into offering healthcare training while maintaining its core structure and teaching philosophies.
2011	
	College of Career Training changed its name to the Sacramento Ultrasound Institute to better reflect its new focus.
2015	
	SUI received 4-year institutional accreditation from ABHES.
2016	
	The administration decided to expand into a 12,000 sq. ft. campus.
	SUI is provisionally approved to accept Federal Financial Aid.
2018	
	SUI receives a 6-year renewal of accreditation from ABHES.
	SUI receives full approval to participate in Federal Financial Aid.

Statement of Ownership

Sacramento Ultrasound Institute is formed as an S Corporation and is wholly owned by Sima Dermishyan, who also serves as the current Chief Executive Officer.

SUI Mission Statement

Sacramento Ultrasound Institute is committed to provide our students with an opportunity to learn and work in an environment where quality is always delivered. With our commitment and implementing constructive change, we will continue to produce knowledgeable graduates in the medical field.

College Campus

SUI is located at 2233 Watt Ave Ste., 150, Sacramento, CA 95825. The school occupies an area that is approximately 12,000 square feet.

The administrative offices comprise of offices for administrators, program directors and instructors, locked student file vault, one general storeroom, electrical room. The student break room is equipped with two refrigerators, and two microwave ovens.

The academic portion is comprised of five classrooms, two ultrasound labs, one medical assisting lab, a student break room, and a student study area.

All classrooms are equipped with dry erase writing boards, LCD projectors.

Skeletal, torso and organ models are utilized in the classroom and lab to facilitate visual learning. Each lab also contains active equipment which is utilized to simulate the clinical setting. DMS simulators and phantoms are provided to aid in the educational process.

Approval Disclosure Statement

Sacramento Ultrasound Institute has been granted approval to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau approval means the institution and its operation comply with the standards established under law for occupational instruction by Private Postsecondary Educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau.

Instruction is in residence with a facility occupancy level that will accommodate 50 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Sacramento Ultrasound Institute awards its graduates a certificate as an acknowledgment of their accomplishment. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Student Resources

Sacramento Ultrasound Institute provides many student services which include Advising and Counseling, Admissions and Records, Financial Aid, Library Services, and Student Accessibility Services.

The staff of Sacramento Ultrasound Institute makes every effort to maintain close communication with its students. Students experiencing personal problems, which require professional counseling and is requested by the students, will be referred to the appropriate agencies.

Curricula/Course Descriptions

Please see the current SUI Catalog at <http://www.sui.edu/about/disclosures/>. Any proposed changes to the Program curriculum and/or course descriptions will be posted as an amendment to the SUI Catalog.

Computer and Internet Resources

Computer and Internet Resources are available for students' use at Sacramento Ultrasound Institute. Students have access to equipment and programs that are essential for their educational and work-related experiences.

Lab - Ultrasound

The ultrasound labs are equipped with HD overhead projectors and dry erase white boards. The ultrasound labs provide students a hands-on environment to learn and practice fundamental scan techniques and proper patient care. The general ultrasound lab is equipped with eight (8) ultrasound stations. The echo ultrasound lab is equipped with five (5) ultrasound stations. In addition to the ultrasound labs, Sacramento Ultrasound Institute provides students with a state-of-the-art scanning phantom/simulator with two (2) life-sized scan models which can be utilized in the classroom and the ultrasound labs to assist student learning of scanning skills and familiarity with pathological findings.

Lab - Medical Assisting

The Medical Assisting Program provides a unique learning environment by combining the classroom and lab. This combination allows for the student to move quickly between theory and practical hands-on implementation. The Lab is equipped with a variety of active equipment found in a doctor's office.

LearnSUI

The online learning portal is available to students for the idea sharing, communication between faculty and students, quizzes, research exchange, email communications, grades, attendance verification and for review. The learning resource platform is accessible 24 hours a day, seven days a week. It provides students with:

- Sacramento Ultrasound Institute's online library and web-based resources.
- Forums, chat rooms, and threaded conversations
- Text and course materials
- Instructor PowerPoint slides and/or study notes published by the instructor.
- Access to course syllabi and assignments

Library Resources

Library resources include but are not limited to CDs and DVDs as well as current magazine publications and medical books. On campus library resources are available for the student use on campus. Students may access the library Monday through Friday 9:00 AM to 5:00 PM.

Housing

Sacramento Ultrasound Institute provides no assistance to find housing and has no dormitory facilities under its control. According to www.rentals.com rentals in the Sacramento area start at approximately \$900.00 per month.

Orientation for New Students

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Sacramento Ultrasound Institute. During this orientation, members of the administration familiarize students with the School facilities and explain Academic Policies and School regulations. All newly admitted students are required to attend the New Student Orientation. All students who are returning or re-enrolling after 180-day absence, or who are changing programs, are required to attend the New Student Orientation with the incoming cohort as a first-time student.

Employment Assistance

Sacramento Ultrasound Institute provides job search assistance to graduates in good standing. SUI cannot and does not guarantee employment upon graduation. The student must agree to cooperate with our Career Placement Coordinator in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews and completing all required assignments.

Finding employment is a joint effort between the student and the college. Sacramento Ultrasound Institute acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries. Sacramento Ultrasound Institute's programs are comprehensive in nature and are designed to prepare students for entry-level positions.

This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as:

- Resume Writing
- Successful Interviewing Techniques

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

The student will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for career advancement will be greater due to the wide scope of knowledge each graduate will gain from SUI's training programs and their business adaptation.

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The Career Placement Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. It should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In order to maximize chances for success, students must commit to a reasonable time frame to complete the job search process, which typically takes several months beyond graduation.

During this time, the student should maintain regular weekly contact with the school. It should also be understood that a potential employer may consider a job applicant's attitude, grades, attendance, and personal performance on an interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

The Career Placement Coordinator is also available to assist in future years when Sacramento Ultrasound Institute, Alumnus contemplates a change in employment. Only graduates of Sacramento Ultrasound Institute are eligible for Career Placement assistance. Sacramento Ultrasound Institute does not offer employment as an incentive to enrollment.

Program Start Dates

Program		
DMS / DMS Advanced	AAS MRI	Medical Assisting
01/07/19	04/08/19	04/08/19
09/09/19	04/20/20	08/14/19
04/20/20		11/27/19
11/09/20		03/25/20

Academic Calendar

2019 HOLIDAYS				
			COLLEGE BREAKS	
January 7	Monday	Welcome January 2019 Cohort	Spring Break	4/15-19/19
January 21	Monday	Martin Luther King's Day	Summer Break	7/1-19/19
February 18	Monday	Presidents' Day	Winter Break	12/23/19-1/3/20
April 8	Monday	Welcome MRI 2019 Cohort		
April 24	Wednesday	Armenian Genocide Remembrance Day		
May 27	Monday	Memorial Day		
July 22	Monday	Welcome July 2019 Cohort		
September 2	Monday	Labor Day		
September 9	Monday	Welcome September 2019 Cohort		
October 14	Monday	Columbus Day		
November 11	Monday	Veterans' Day		
November 28	Thursday	Thanksgiving Day		
2020 HOLIDAYS				
			COLLEGE BREAKS	
January 6	Monday		Spring Break	4/6-10/20
January 20	Monday	Martin Luther King's Day	Summer Break	7/3-24/20
February 17	Monday	Presidents' Day	Winter Break	12/25/20-1/8/21
April 24	Friday	Armenian Genocide Remembrance Day		
May 25	Monday	Memorial Day		
September 7	Monday	Labor Day		
October 12	Monday	Columbus Day		
November 11	Wednesday	Veterans' Day		
November 26	Thursday	Thanksgiving Day		

Executive Officers

Sima Dermishyan, CEO	Samuel Yarmagyan, COO
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Advisory Boards

DMS Advisory Board

Angela Hickey	Enloe Medical Center
Darrell Anderson	Alumni Student
Thomas Atlas MD	Tustin Imaging
Adrian Riggs MBA	Solano Diagnostics
Masis Isayan RDCS	Alumni Student
Debbie Sirna RDCS	Regional Cardiology Assoc.
Sergey Karapetyan RDMS	RDMS

MRI Advisory Board

Charles J. Hall ARRT	Solano Diagnostics
Adrian Riggs MBA	Solano Diagnostics
Andy Young	Solano Diagnostics

Medical Assisting Advisory Board

Camilla Castaldo	Sutter Health
Annette Smith	Sutter Health
Wes Muller	Oakmont High School
Thomas Atlas, MD	Tustin Radiology
Kulwinder Lally	Adventist Health

Faculty

Fred Schindler RT MR CT AS Radiology - University of Akron MRI Program Director (Full-Time) Email: fred@sui.edu	Suhad Alkhalidi RDMS MD - Al-Mustansiriya University DMS Instructor (Part-Time) Email: suhad@sui.edu
Malvina Merva RDMS BS - Kaiser Permanente Assistant DMS Program Director (Full-Time) Email: mmerva@sui.edu	Abdul Noori RDCS MD - Sina Balkh Medical College DMS Instructor (Part-Time) Email: abdul@sui.edu
Tamara Spiva RDMS CHEP – CECU, DMSA - SU DMS Instructor / Clinical Coord. (Full-Time) Email: tspiva@sui.edu	Amanda Torres CCMA - Georgia Medical Institute MA Program Director Email: atorres@sui.edu

Staff

Sima Dermishyan CEO/DMS Program Director Email: sima@sui.edu	Renee Lease Financial Aid Director Email: rlease@sui.edu
Samuel Yarmagyan Chief Operating Officer Email: sam@sui.edu	Natalya Neverov Accountant
Armine Kocharyan Admissions Director Email: armine@sui.edu	

Admissions

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Sacramento Ultrasound Institute as a regular student. Sacramento

Ultrasound Institute must adhere to the U.S. Department of Education, the Accrediting Bureau for Health Education Schools (ABHES), and Bureau for Private Postsecondary Education (BPPE) guidelines.

The Admissions Process

1. The student must tour the facility and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.
2. Pay Registration Fee
3. Submit required paperwork: Statement of Intent, Resume, Clinical Observation Form (as applicable), Official Transcripts, Recommendation Letters, Immunization Records, Health Evaluation.
4. Pass the Entrance Exam
5. Provide remaining required documents

SUI utilizes a regular (pool) admissions process. Once the enrollment period is open for the upcoming cohort, applicants are invited to submit the required documentation for their Application. Upon the close of the application window, the admissions committee convenes. All completed applications are reviewed by the admissions committee at the same time. Based on the committee's decision, the Admissions Director will send notification of acceptance or denial.

General Admission Requirements for all Programs

- Be at least 18 years of age (Age will be verified with Individual's ID)
- Students must also be able to provide proof of appropriate educational requirement such as:
 - Copy of high school diploma, or
 - Copy of GED certificate, or
 - Copy of high school transcript showing graduation date.(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States. Evaluation and certification of foreign transcripts to be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and their members can be found at www.naces.org/members.html).
- Provide documentation of eligibility to work in the United States.

Program Specific Admissions Requirements

Program	Minimum Degree	Minimum Entrance
Diagnostic Medical Sonography	Bachelor's degree (Any Field)	20+
Diagnostic Medical Sonography Advanced	Associate Degree (Any Field)	20+
AAS in MRI Technology	High School Diploma / GED	20+
Medical Assistant	High School Diploma / GED	14+

Advanced Placement & Credit Granting

There is no charge for review of transfer credit or experiential learning. Students will receive a written evaluation of credits either accepted or denied. All decisions on transfer credit or experiential learning are final; appeals are not accepted. Students can be granted credit for up to 75% of the total hours in the program.

To transfer credits from another institution, official transcripts must be sent directly from the other institution, or armed forces, to SUI for review and evaluation. The credits awarded will be evaluated on a case-by-case basis. A letter grade of "B" or better is required to receive credit for that particular course. Transfer credit towards a certain program, experiential learning, challenge examinations, and achievement tests may be given for related previous education if the credits were granted within the last three (3) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Experiential Learning: SUI does not grant credit for life experience unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination. SUI will comply with such regulations.

Articulation Agreements:

Sacramento Ultrasound Institute currently does not have any articulation agreements.

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

Background Check

Applicants are required to complete a general and criminal background check as part of the enrollment process as well as prior to start of the externship, as requested by the intended clinical site. The tuition for the DMS(A) and MRI programs covers one background check. MA Program students are required to pay for the entry background check and drug screening out of pocket. Sacramento Ultrasound Institute will facilitate the background check procedure. The entrance background check results will be shared with the clinical site by the school.

Background check results could impact the student's ability to remain in the program, due to the inability to place a student at a clinical site. Also, negative background check results could hinder the student's ability to complete the program's graduation requirements, or to obtain certification after completion of the program.

Applicants should be aware that the clinical site can request an additional background check or to refuse a student based upon the results. Applicants should check State regulations related to criminal convictions and the ability to be licensed.

Clinical Sites

Sacramento Ultrasound Institute has entered into affiliation agreements with clinical sites that provide the student with experiences in many areas pertaining to program requirements. Students are assigned to clinical experiences in hospitals and various outpatient centers in the community.

Clinical site availability varies and is closely managed by the Program Director and Clinical Coordinator to provide students with experiences to meet each discipline requirement. The clinical experiences help students gain experience that prepares them for entry-level positions in the medical field. Please refer to the Clinical Handbook for more information.

Travel Disclosure

Every attempt is made to place a student as close to home as possible. However, clinical experiences are often limited by the number of students living within a specific geographic region and by the number of clinical sites available. In addition, students may be required to rotate between clinical sites during the course of their clinical education to ensure all students receive equitable high-quality clinical education during their externship.

All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. For the externship portion of their program, students may be required to travel more than an hour to a clinical site. Travel to a clinical site varies and can be up to one hundred and twenty-five (125) miles one way from campus. In addition, some of our programs may occasionally conduct labs at our clinical sites. Students/applicants are encouraged to check with their program officials for more details. Rotation requirements will be presented to the students by their respective Clinical Coordinator and/or Program Director.

Transportation for students to externship clinical sites is not provided by SUI. Students should plan accordingly for additional travel costs. The student must provide his/her own transportation. If, for any reason, the student does not have access to a vehicle for personal use or does not have a valid driver license, the student is responsible for acquiring an alternative form of transportation. It is important for each student to have independent, reliable transportation. Externship assignments cannot and will not be based on transportation needs.

Entrance Exam

Wonderlic Exam is a general assessment test that is designed to test the students' level of comprehension and existing knowledge. The Applicant is eligible to take this test upon submission of the Application and Registration Fee.

The test consists of 50 multiple choice and fill in questions testing Math and English skills, is timed for 12 minutes and can only be taken on campus.

Applicant is able to take the test up to three (3) times for each program application. There must be at least 7 days between attempts. Should the applicant be unsuccessful in obtaining the required score within the three (3) attempts the application is considered incomplete for that cohort.

The applicant is eligible to apply for a different program however, they are ineligible to re-apply to the same cohort.

Results are valid for one year.

Please note, if a graduate (or current student) applies for another program and his/her SLE result has expired, this person must take the test again.

Foreign Transcript/Diploma

All foreign transcripts and degrees must be evaluated and translated by a NACES member evaluator, the evaluation must indicate that the degree is the equivalent of a United States High School Diploma, Associate or Bachelor's Degree in order to be accepted by SUI. (Information regarding this organization and their members can be found at www.naces.org/members.html)

Health Requirements - Physical

- Lift more than 50 pounds and push-and-pull routinely
- Hear sufficiently to assess patient needs and communicate verbally with other healthcare providers
- Have full use of legs, arms, hands, and wrists
- Possess adequate visual acuity to review sonograms, including color distinctions (as applicable), and sufficient visual acuity to read computer screens.
- Stand and walk on your feet 80% of the time
- Reach at or above shoulder level intermittently for 90% of work time
- Work compassionately and effectively with the sick patients
- Please refer to Program Specific Physical Requirement Form

Health Requirements - Required Shots and Vaccinations

- Tuberculin (TB) Skin Test—within the last 6 months
- Tdap—Current within 10 years
- Measles/Mumps/Rubella (MMR)
- Varicella (chicken pox)
- Flu Shot

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admission.

Performance Fact Sheet

As a prospective student, you are also encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Registration Fee

All new applicants are subject to pay the \$100 Registration Fee.

Individuals who were enrolled, however never started the core program and wish to enroll again are considered to be first-time applicants. Graduates of SUI who wish to enroll again are considered new applicants. *The Registration Fee is a non-refundable fee.

Re-Enrollment

Individuals may not always be eligible to re-enroll to Sacramento Ultrasound Institute. The situations detailed below outline the various circumstances in which re-enrollment may or may not be permissible. Individuals who are eligible to re-enroll are subject to pay the \$100 Registration Fee if re-enrollment occurs after 180 days of an approved withdrawal date. Individuals who are eligible to re-enroll are not subject to pay the \$100 Registration Fee if re-enrollment occurs within 180 days of an approved withdrawal date. Students who withdraw or are withdrawn from school and are not reinstated within 180 calendar days from the last date of attendance are subject to a tuition increase. Should the student choose to transfer to a different program at SUI, any course successfully completed will be eligible for transfer of credit.

Registry Disclaimer

Diagnostic Medical Sonography

The law does not require sonographers to be registered by The American Registry of Diagnostic Medical Sonographers (ARDMS) to work, but such credential may increase the chances of being hired.

Sacramento Ultrasound Institute accepts applicants with:

- a) Bachelor of Science or Bachelor of Arts degree in any field, or who possess an Associate of Science degree in an Allied Health field directed at human patient care.

Graduates who were accepted to the program under prerequisite a.) Specified above are eligible to sit for the ARDMS examination immediately after completion of the program under ARDMS prerequisite 1 (for Associate of Science degree in an Allied Health field graduates) and ARDMS prerequisite 3A (for Bachelor of Science or Bachelor of Arts degree graduates).

- b) Associate Degree in other than Allied Health.

Graduates who were accepted to the DMSA program under prerequisite b.) Specified above are NOT eligible to sit for the ARDMS examination immediately after completion. The graduate who wants to sit for the ARDMS exam must obtain twelve (12) months of full-time employment in a clinical ultrasound/vascular environment after graduation. Full-time employment is defined as 35 hours per week, at least 48 weeks per year. If working part-time, the requirements are pro-rated. For example, working 20 hours per week would satisfy the prerequisite in approximately 24 months. Please note that the program's required clinical rotation does not count towards the employment after graduation to meet this ARDMS eligibility prerequisite.

For more information about the ARDMS registry and examination you can visit ARDMS website at www.ardms.org or contact them at: American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850, Phone: (301) 738-8401 / Toll Free: (800) 541-9754, Fax: (301) 738-0312 / 0313

The Diagnostic Medical Sonography programs are recognized by the ARRT. Graduates who were accepted with an Associate degree that are NOT in the allied health field may be eligible to sit for the ARRT examination immediately after graduation.

For more information about the American Registry of Radiologic Technologist you can visit ARRT website at www.arrt.org or contact them at: ARRT 1255 Northland Drive, St. Paul, MN 55120

MRI Technologist

The law does not require MRI technologists to be registered by the American Registry of Radiologic Technologists (ARRT) to work, but such credential may increase the chances of being hired.

The MRI Technology program is recognized by the ARRT. Upon successful completion of the MRI Technologist Program, the student is eligible to take the ARRT Registry which is preferred for employment as an MRI Technologist in the State of California.

For more information about the American Registry of Radiologic Technologist you can visit ARRT website at www.arrt.org or contact them at: ARRT 1255 Northland Drive, St. Paul, MN 55120

Medical Assistant

The State of California does not require that Medical Assistants be certified, but such a certificate may increase the chances of being hired. The AAMA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Assistants.

In order to perform the duties of the Phlebotomy Technician Level 1 (CPT1) in California, you will be required to pass a licensing examination approved by the Department of Health Services in California. Completion of this program does not automatically enable a graduate to perform duties of a Phlebotomy Technician (CPT1).

AAMA ELIGIBILITY

Students enrolled in the Medical Assisting Program are eligible to sit for the AAMA and/or CCMA exam after graduation.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or

representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Information

Financial Obligations

In accordance with California Education Code Section 72237, SUI shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to SUI. Any item or items withheld shall be released when the student satisfies the financial obligation.

Student Loan

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by SUI for the 2018-2019 academic year. Please note that the Cost of Attendance stated below is for one academic year only and that all the programs below are more than one academic year in length. Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Financial Aid Director. The cost of attendance listed below is for students that do not live with their parents.

Program	Tuition & Fees	Loan Fees	Books/ Supplies	Transportation	Room & Board	Personal Expenses	Total Cost of Attendance
DMS	\$15,300.00	\$100	\$2,530.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,253.00
DMS Advanced	\$15,300.00	\$100	\$2,780.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,503.00
AAS MRI Technology	\$24,466.10	\$100	\$800.00	\$4,014.00	\$13,239.00	\$2,070.00	\$44,689.10
Medical Assisting	\$10,800.00	\$100	\$950.00	\$4,014.00	\$13,239.00	\$2,070.00	\$31,173.00

Total Program Cost

Program	Registration Fee	Uniforms	Books	Laptop Fee	Tuition	Total Cost
DMS	\$100.00	\$100.00	\$870.00	\$750.00	\$37,800.00	\$39,620.00
DMS Advanced	\$100.00	\$100.00	\$1,120.00	\$750.00	\$51,637.50	\$53,707.50
AAS MRI Technology	\$100.00	\$100.00	\$800.00	\$750.00	\$40,200.00	\$41,950.00
MA	\$100.00	\$100.00	\$650.00	\$750.00	\$8,337.00	\$8,937.00

In-House Financing

Tuition can be financed through TFC in equal monthly payments with a predetermined down payment in accordance to the enrollment agreement contract.

Costs Estimate Fees

Some clinical affiliates require students to submit for additional Pre-Placement Drug Testing and / or background check at the student's expense.

Textbooks, Supplies, and Uniforms

Textbooks, supplies, and/or additional course requirements are listed in the enrollment agreement, school catalog and each course syllabus. It is recommended that students retain textbooks used in all courses throughout the duration of the entire program. Students should also have English language and medical dictionaries for reference. Students are given 2 sets of scrubs/school uniform as part of their program cost. Students are encouraged to purchase additional sets if they deem necessary.

Late Payments

A late payment fee of \$10 is assessed to students who do not provide payment of tuition and fees by 12:00 PM of the due date, except for extenuating circumstances approved by administration.

Failed Courses

Students requiring repeat work due to failing courses will be charged additional tuition at the tuition rate indicated on the student's enrollment agreement; repeated courses will extend the program length and total cost.

Veterans Benefits

Applicants to Sacramento Ultrasound Institute who are eligible for VA benefits must comply with the items included in this section as well as all Sacramento Ultrasound Institute's institutional policies. Students may check their eligibility at <http://gibill.va.gov>.

Sacramento Ultrasound Institute is approved for the training of veterans and eligible persons as an eligible institution. Applications for Veterans benefits may be obtained by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. In order to achieve and maintain eligibility in the VA, there are additional requirements placed upon the institution and the applicant who intends to utilize their VA benefits.

Sacramento Ultrasound Institute does not determine any eligibility for VA benefits. The eligible applicant must complete all required VA applications and requirements with the VA and receive VA approval prior to SUI accepting any expected VA funds as part of a tuition payment plan.

VA Review of Prior Training for Transfer Credit

Prior to being accepted into Sacramento Ultrasound Institute, any VA eligible applicant must supply to SUI, providing official documentation of all previous training. This previous training includes any military courses and training, any prior post-secondary educational institutions attended, whether traditional college or vocational training, and/or any medical training. Sacramento Ultrasound Institute will review each submitted official transcript or other official documentation to determine if any prior training may be utilized as transfer credit into a program.

SAP Effect on VA Benefits

Veterans who receive education benefits will lose their eligibility to receive education benefits, if they fail to meet SAP in a subsequent payment period after being placed on Financial Aid Warning.

Books, Supplies and Equipment

A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion.

VA Transfer Credit

If transfer credit is granted to a VA eligible applicant, the portion of the program that is replaced is not eligible for certification for VA benefits. The applicable part of the program substituted is not billable to the student or VA, or any other agency.

Receipt of VA Additional Notices

The VA requires that all VA eligible applicants receive a copy of the SUI Catalog and that Sacramento Ultrasound Institute documents such disclosures.

Tuition and Other Charges

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion. The amount

charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

Maximum Timeframe

VA benefits are paid for 100% of the published program length and not to exceed up to 150% of the maximum timeframe.

Federal Student Aid

To be considered for Federal Student Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Expected Family Contribution and let the student know if he/she is selected for verification.

Disclosure Requirements: Made available through appropriate publications, mailings, or electronic media.

SUI will make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the SUI's website can be found in the student catalog. Paper copies are available upon request.

Financial Arrangements

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job.

Federal Pell Grant

This grant is designed to assist students with the greatest needs who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the USDOE.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, students with the lowest EFC, and with priority given to Federal Pell Grant recipients. In determining student eligibility, the academy will base the selection on procedures designed to grant FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year. The

amount of the grant and the number of students who may receive this grant depend on the availability of funds from the USDOE. The funds are awarded proportionally across campuses and program start dates. The grant amounts vary; please check for current award amounts at www.sui.edu/financial-aid

Federal Loans

Federal student loans need to be repaid. There are two types of Direct Loans: Subsidized and Unsubsidized.

You must have financial need to receive a Subsidized Direct Loan. The USDOE will subsidize the interest that accrues during certain periods. Financial need is not a requirement for an Unsubsidized Direct Loan. You are responsible for paying the interest that accrues on Unsubsidized Direct Loans during all periods. Stafford Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program, the loan funds are made available by the USDOE and repaid to them.

Plus Loans

PLUS Loans are loans parents can obtain to help pay for the cost of education for their dependent undergraduate children. PLUS Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program, the loan funds are made available by the USDOE and repaid to them.

How Eligibility is Determined

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
 - Men exempted from the requirement to register include;
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal grant
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In Addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS
You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
5. Have a T-VISA
You are eligible if you have a T-visa or a parent with a T-1 visa.

Same as, Or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Chief Academic Officer notifies the Office if the school changes academic policies.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

Checking SAP

In addition to the SAP review conducted at the end of each course by the program director, for Financial Aid purposes, student's SAP evaluations occur at the end of a payment period.

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)
(Remedial course work may be part of or separate from regular qualitative measure)
- Quantitative Measure (Pace)
- Maximum time frame.

At the time of review, any student who is not in compliance with SAP standards will be placed on financial aid warning. Students will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours and determined by the program.

Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled.

At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course.

This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (24) clock hours weekly.

Qualitative Measure

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each payment period.

Students must complete all required assignments prior to the end of each course. Students receive a letter grade which is based on the completion of all assignments, competencies,

and exams as listed in the course syllabus. The Grading Scale chart for SUI is included on each course syllabus as well as under Grading Policy in the SUI Catalog.

Students who receive an “F” course grade will be required to repeat that course.

Maximum Time Frame

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
2295	100 Weeks	3443	150 Weeks

Academic Year Definition

The Academic Year definition for our Ultrasound programs is 900 clock hours and 38 weeks.

The Academic Year definition for our Medical Assisting program is 900 clock hours and 30 weeks.

The Academic Year definition for our MRI program is 32 credits and 33 weeks.

Evaluation periods

DMS (1680 Hours) Evaluations			DMS Advanced (2295 Hours) Evaluation	
1st evaluation	450 hours		1st evaluation	450 hours
2nd evaluation	900 hours		2nd evaluation	900 hours
3rd evaluation	1290 hours		3rd evaluation	1350 hours
4th evaluation	1680 hours		4th evaluation	1800 hours
			5th evaluation	2048 hours
			6th evaluation	2295 hours

MRI (1675 Hours) Evaluations			MA (1,191 Hours) Evaluation	
1st evaluation	23 Credits		1st evaluation	450 hours
2nd evaluation	44 Credits		2nd evaluation	450 hours
3rd evaluation	55 Credits		3rd evaluation	145 hours
4th evaluation	67 Credits		4th evaluation	146 hours

**Example: If an undergraduate academic program is 100 weeks and $1.5 \times 100 = 150$ the time cannot be rounded. If, at any time the student cannot complete the program within the normal time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving Title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

Cumulative hours completed

Cumulative hours attempted

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

Financial Aid Disbursement Policy

Generally, once fees are posted to a student's SUI account for the upcoming academic year, the accepted financial aid award for the pay period will 'authorize' towards paying the charges. Then, about 10 days after instruction begins, the accepted money is 'disbursed' to the account. If a student receives more money than the balance due to the SUI, the remainder will be given to the student as a refund/stipend check

Financial Aid Warning

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation.

Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It cannot be assigned for consecutive payment periods. The Warning status is applied only to students with a reasonable expectation of improvement in one payment period. If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his or her standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility. The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of Title IV eligibility.

Financial Aid Probation

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student should be able to meet the SAP standards by the end of the subsequent payment period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan when he/she will require more than one payment period to satisfactory academic progress standards; the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by-course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan, the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- A personal situation or emergency.

All documents concerning a written appeal of an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of all academic plan that may be developed.

The Appeal Process

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Chief Operating Officer, who will meet with the Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Chief Executive Officer will provide a decision in writing within ten (10) business days.

Reinstatement of Title IV, HEA Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review

within five (5) business days following the decision of the Academic Appeals Committee. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Verification

Each year the Department of Education selects a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Expected Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

Student's Right to Cancel

You have the right to cancel your program of instruction, without any penalty or obligations:

1. A full refund of all tuition and fees paid will be made: if a student cancels his/her Enrollment Agreement by notifying the SUI within three days of enrollment; or
2. Cancels his/her Enrollment Agreement through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, after the three days after enrollment stated in "1." above. The SUI will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to discontinue school at any time; please see Withdrawal from the Program for more details. Cancellation may occur when the student provides a written notice of cancellation and can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however, expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Withdrawal from the Program

A Student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if the student has completed 60% or less of the scheduled hours in the current payment period in their program through the last day of attendance. The refund will be less the \$100 registration fee, and less any deduction for equipment not returned in good condition, within thirty (30) days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for two (2) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the date and amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Official Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- Date student provided official notification of intent to withdraw, in writing; or
- The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his or her notification in writing and continue the program if so chosen. However, if the student subsequently drops, the student's withdrawal date is the student's last date of attendance.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the student's last date of attendance.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent not more than fourteen (14) consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School enrollment agreement, will be subject to termination and considered to have unofficially withdrawn.

Return to Title IV Funds Policy

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The Withdrawal Date is the Last Date of Attendance (LDA). For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination."

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have fourteen (14) calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds are allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

(rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)

- b) If this percentage is greater than 60%, the student earns 100%.

- c) If this percentage is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to the student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Sacramento Ultrasound Institute
2. Sign a repayment agreement with the U.S. Department of Education.

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Overpayment of Title IV

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Post Withdraw

If the student did not receive all earned funds, then a post-withdraw disbursement may be due. The School may use a portion or all of your post-withdraw disbursement for tuition and fees (per the Enrollment Agreement). If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

*This policy is subject to change at any time, and without prior notice.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned. The School measures progress in clock hours and uses the payment period for the period of calculation.

Refund Vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If the student does not already know what the School refund policy is, the student may ask the financial officer for a copy.

Return to Title IV Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

Administrative Policies

This catalog covers all programs and courses offered at Sacramento Ultrasound Institute. There are, however, program specific particulars and guidelines that are explained in much more detail in programmatic Student Handbooks (subject to change without notice). Students must make sure to read and understand all programmatic rules and regulations.

Academic Honesty

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Plagiarism is the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

Using data, quotations, or paraphrases from other sources without adequate documentation; submitting others' work as your own; exhibiting other behaviors generally considered unethical; cheating means obtaining answers/material from an outside source without authorization.

A Student that is caught plagiarizing will receive "F" for the presented work including and not limited to being dropped from the program.

Anti-Bullying

Sacramento Ultrasound Institute believes that all individuals, including students, employees, and applicants are entitled to a safe, equitable, and harassment-free experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action and/or law enforcement intervention.

"Bullying" and "harassment" are defined as a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. These behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation; assault; extortion; oral or written threats; teasing; put-downs; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Crime, Accident & Incident Policy

Crime, accident, and/or incident report forms are kept in the school office. Those involved in or witnessing accidents, emergencies, incidents, or crimes should fill out the proper forms. When required, the school will notify appropriate authorities such as 911, fire, police, or medical personnel. The school is not responsible for decisions made by any of these agencies. Every effort will be made to contact the students nearest relative regarding any emergency.

Standard precautionary procedures are followed in the event of an accidental stick and/or possible contamination of a student with bio-hazardous materials. Instructors are well versed in the procedures. All visitors, personnel, and students are reminded not to leave

personal belongings unattended. SUI is not responsible for any loss of property. For more information, please refer to the Program specific Student Handbook section of this catalog.

Chain of Command

Students who have questions or disputes regarding lecture, lab or clinical course objectives including evaluations, must first discuss their concerns with the assigned course instructor. If the instructor is unable to resolve the student's questions and concerns, the student should request an appointment with the Assistant Program Director or Program Director dependent on the student's program. The Assistant Program Director/Program Director will follow up with the assigned course instructor and investigate the issue. The Assistant Program Director/Program Director may request a meeting with the student and the instructor as part of the resolution process. If the issue continues unresolved, the student should follow The Student Grievance Policy.

Failure to follow the Chain of Command may result in the initiation of the Progressive Discipline Process, Step 2 Conference Report.

Communication Policy

Communication is a key component in the success of a student attending Sacramento Ultrasound Institute. Students are required to respond to all requests for information or documentation from SUI faculty and staff. Failure to timely (within 48-hours for non-urgent matters or 24-hours for urgent matters) respond to an email, phone-call, or voicemail from a representative of SUI can result in the Student being subject to the Progressive Discipline Policy.

Failure to submit required documentation by the due date can result in the Student being subject to the Progressive Discipline Policy. Required documentation can include, but is not limited to, documents required for the following departments: Financial Aid, Admissions, Student Services, Registrar, as well as clinical logs, clinical evaluations, proof of immunizations, and TB Test.

All Students are expected to communicate in a professional manner while on SUI campus, at their assigned Clinical Site, and in any written or verbal communications, including emails, phone calls, and voicemails. The student's failure to adhere to this Communication Policy can result in the Student being subject to the Progressive Discipline Policy.

Dismissal – Withdrawal – Expulsion

Students can be dismissed by Sacramento Ultrasound Institute (involuntary) mainly for two reasons: Academic and Disciplinary.

Academic Dismissal – A student may be academically dismissed for failure to make satisfactory academic progress (SAP). Please see *Satisfactory Academic Progress* under *Financial Aid* for further explanation of SAP. Students are evaluated a minimum of once during each course by the instructor, at which time the students' attendance, grades, and

overall behavior is assessed and reviewed with the student. Students' SAP is assessed at the end of each course by the program director. Due to the cumulative nature of SUI programs, any student who fails to make SAP for the preceding course will be unable to advance to the next course, and therefore will be dismissed from the program.

Disciplinary Dismissal – See *Progressive Discipline Policy*: A student may be dismissed from their program, and may be dismissed from the school, if at any time during the probation period, the student fails to meet any of the conditions of the probation contract. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

Withdrawal (Involuntary) – The termination of a student's attendance in a course before the end of the course. A student can be withdrawn from a course for, but not limited to:

- Failure to make SAP. If at any time during a course a student's grade, performance, and /or attendance falls below the point that they would be able to meet SAP by the end of the course, a student may be withdrawn from the course.
- Verbal or physical threats towards students, instructor, faculty and/or staff.
- Failure to improve technical skills, or meet benchmarks set by the instructor

Expulsion – A student can be expelled from the school for, but not limited to:

- Acts of violence against a student, instructor, faculty, staff, and/or visitor on campus or at a clinical site
- Disruptive or abusive behavior, such as verbal harassment, intimidation or bullying
- Intentional acts of vandalism
- Violation of federal or state laws on campus or at a clinical site
- Possession of a weapon on campus or to a clinical site
- Possession of illegal substances on campus or at a clinical site
- Plagiarism, cheating, providing false information on official school documents and/or during the enrollment process.
- Theft of school property

Academic Dismissal

Individuals who were dismissed for academic reasons can be re-enrolled into the same program one (1) time. A re-enrolled student (who was previously dismissed for academic reasons) is placed on academic probationary status. Re-enrolled students with academic probationary status are not eligible for financial aid until they successfully pass the course they are repeating with the grade of "C" or higher. Once the student successfully passes the course with the letter grade "C" or higher, the student may be eligible to receive Financial Aid. Individuals who were dismissed for a second time are not permitted to re-enroll to the College.

Disciplinary Dismissal

Individuals who were dismissed for disciplinary reasons are not permitted to re-enroll to the same program and may not be eligible to enroll to the College.

Withdrawal (Voluntary)

Students may withdraw voluntarily. Students may voluntarily withdraw up to two (2) times to be able to re-enroll. Individuals who withdraw voluntarily for more than two (2) times may not re-enroll.

Progressive Discipline Policy

The faculty and administration of Sacramento Ultrasound Institute is committed to assisting students to be successful in their program. To afford students due process, any student not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer assisted instruction, additional lab time, or seeking assistance from SUI Student Services.

Written feedback may take the form of student evaluations. Evaluations are performed at a minimum of once throughout each course to apprise the student of their progress in the course. Additional evaluations are completed at the instructor's discretion and may cover the student's:

- Attendance
- Grades
- Professional behavior
- Performance in lab or clinical setting
- Technical skills

At the discretion of the instructor and depending on the situation, this step may be skipped, and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit, remain in the program, and be successful. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or be involuntarily withdrawn (dropped) from the program.

Step 3: Probation

Probation action is implemented for but not limited to:

- Unsatisfactory course grades
- Unsatisfactory class attendance and/or punctuality
- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program

- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor and assistant director. A SUI counselor may be asked to assist in representing the student. The student and faculty will review and sign a Probation Report explicitly stating expectations that must be followed during the probationary period.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn (dropped) from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Assaulting, harassing, intimidating, or threatening another individual or group
- Stealing, misusing, destroying defacing or damaging SUI property or property belonging to someone else
- Using SUI facilities, equipment, services or computers without authorization
- Violations of patient confidentiality
- Academic dishonesty, including plagiarism
- Endangering the health or safety of others
- Falsification of documentation, including forgery
- Unprofessional behavior
- Unprofessional behavior that seriously jeopardizes clinical affiliations
- Any behavior which results in the Student's dismissal from their assigned clinical site
- Any behavior by the Student which results in the loss of a clinical site for the school

Expulsion

Some situations are unable to be resolved through the progressive discipline process. In the event a student is expelled they will be advised of the reason(s) and provided an opportunity to collect their personal belongings prior to being escorted from the property. Should the student's behavior prohibit the school from allowing for a peaceful exit from the property,

the student will be escorted from the property and allowed to appoint a representative to collect their personal belongings once the student has vacated the premises.

Appeal Process

A student who has been expelled, dismissed or involuntarily withdrawn from their program is eligible to appeal their expulsion, dismissal or withdrawal from the program. The student may do so in writing to the attention of Sima Dermishyan via email, mail, or in person submission, by 5:00 p.m. within ten (10) business days of the date of the notification letter. The Appeals Committee will review the student's appeal. The student will be notified of the Appeals Committee recommendation and the final decision. The student's appeal letter should include:

- Student's full name, e-mail address, and telephone number.
- An outline of why the SUI should consider the student's request to be allowed to remain in their program.
- A description of any extraordinary situations or unusual difficulties the student encountered during their probationary status.
- The student's strategies for future success if allowed to continue in their program.

If the student does not plan to appeal this decision, they may notify the school in writing before the stated deadline. If SUI does not hear from the student by the deadline, SUI will automatically assume that the student concurs with this decision.

Grievance Policy

Student Grievance and Appeals Sacramento Ultrasound Institute is dedicated to the fair treatment of and professional conduct with students. Students are first encouraged to discuss any concerns or questions regarding policies and/or decisions rendered directly with the party with which the student has a concern. Should any student have a complaint, the student is asked to discuss the matter directly with an Instructor or Administrator who will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem
2. An effort to identify acceptable options for resolution
3. An attempt to resolve the conflict through the application of one or more of acceptable options for resolution.

If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, he or she may file a written complaint directly to the Assistant Director who will do his/her best to resolve the matter at hand for the benefit of the student and SUI. The Assistant Director will try to explain or alleviate the complaint or grievance that the student presents within five (5) days of receipt. If after following these steps the Assistant Director is unable to remedy the issue and student is still unsatisfied with the solution, then the Director will investigate all written complaints, attempt to resolve all such complaints, and record an entry into the campus's official log.

The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director will have five (5) days to respond to the grievance and determine a fair course of action. The Director may notify the student of the decision reached. Furthermore, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Non-Discrimination

Sacramento Ultrasound Institute is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct inquiries regarding this policy, if any, to the Assistant Director who is assigned the responsibility for assuring that this policy is followed. Employees may refer to Sacramento Ultrasound Institute's Employee Handbook for more details.

Program Standards

Program Delivery

Instructional delivery at Sacramento Ultrasound Institute is conducted through direct classroom instruction. Lectures and labs are held on campus, 2233 Watt Ave, Suite 150, Sacramento, California 95825. Clinical instruction is completed at assigned clinical site(s).

Class Size

In order to maintain the SUI's high standards, classes are limited well below the state standards. An average class size contains about 16 students with a maximum of 24.

English Instruction

Sacramento Ultrasound Institute does not offer English as a Second Language instruction. All instruction occurs in English.

Full-Time Student Status

All programs offered by Sacramento Ultrasound Institute are considered full-time programs; therefore, students enrolled in a program offered by Sacramento Ultrasound Institute are considered full time.

Program Progression

In order to successfully progress through the program, the student must at a minimum (Individual programs may have additional requirements):

- Complete pre-requisite courses before progressing in the program.
- Achieve a minimum grade of "C" in all courses
- Satisfactorily meet course objectives.

Graduation Requirements

To be considered a graduate of SUI, the student must successfully complete didactic and clinical hours of the enrolled program and meet all of the following criteria:

1. All financial obligations must be met including tuition and textbooks in full.
2. The student must complete and pass all didactic and clinical courses including all required examinations.

Unit of Credit

Academic credit for the MRI Technologist Program is measured in credit hours, all other programs are measured in clock hours.

Credits earned at Sacramento Ultrasound Institute are for determining progress towards program completion only. The credits are not typically transferable to another school, college or university. Semester credit hours are determined as follows:

Clock Hours

15 hours of lectures = 1 Semester credit hour

30 hours of laboratory = 1 Semester credit hour

45 hours of clinical = 1 Semester credit hour

Credit Hours Per Semester

6 – 8.5 credits = ½ Time

9 – 11.5 credits = ¾ Time

12 + credits = Full-Time

Grading Policy

An incomplete grade ("I") indicates that an extension of the assignment of a final grade from the instructor has been approved because the student has not completed a portion of required course work. The "W" symbol indicates that the student withdrew from the program prior to completing the course. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Grade Scale

Grade %	Grade	Grade
90%-100%	A	Excellent
80%-89%	B	Above Average
70%-79%	C	Average
60%-69%	D	Below Average
0%-59%	F	Failing
	I	Incomplete
	W	Withdraw

*Grades below 70% are considered failing. If a student receives a D, F, or W, the student must repeat the course.

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the course regarding the course, including the guidelines for grading. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the Program Director to discuss the matter.

Outside Work – Outside Hour Policy (OHP):

Written homework assignments will be assigned periodically and will take approximately 1-2 hours to complete per topic. The outside hour policy (OHP) estimates the number of hours it takes students to perform outside of school preparation activities. Such activities include but are not limited to: homework assignments; test and quizzes preparations; reports competitions; other assignments that will require students to study outside of regular scheduled hours in school.

OHP related activities may be graded. Student must spend at a minimum 1 hour of outside preparation for every two hours of class (lecture or lab) to receive credit.

Student Identification Card

Within the first week of the program, students will receive a student identification card through the Admissions Director. If a replacement identification card is required for any reason the student is responsible for all applicable fees.

Students are required to wear their Student Identification Card while in a classroom/clinical setting at all times. Failure to wear identification could impact the student's ability to attend the clinical facilities, to complete the program's graduation requirements, or to obtain certification after completion of the program.

Transcripts

Each student's folder contains the student's academic progress record and evidence of diplomas issued by SUI. The first two Official transcripts requested are issued at no charge. A \$15 fee is charged for subsequent transcript requests. Transcripts will only be released to the student upon receipt of a written and signed request.

Transcripts will be issued in full when all tuition and other fees due the institution are paid current. If partial payment has been made, then an official transcript will be provided that corresponds on a pro-rata basis to the amount of tuition or loan obligation the student has not paid.

Attendance Policy

There is no doubt that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students.

All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 15% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it. As most courses are a pre-requisite for the next course in a Program, a drop from the class may lead to a withdrawal from the Program. A student who is withdrawn from their Program due to attendance will fall under the Re-Enrollment Policy and be subject to the program costs and requirements at the time of re-enrollment.

Any student missing eight (8) consecutive days, regardless of excused or unexcused absences, of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

The student will also be charged for each course that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). SUI may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness two times in one grading period will be charged as one hour of absence. A tardy of more than 15 minutes will be charged as one hour of absence. If after initial reprimand the tardiness continues, the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

While it is preferable that all students report to the institution for exit interviews upon withdrawal from courses, the student receiving Department of Veterans (DVA) benefits must report to the institution immediately upon withdrawal or dropping from courses.

Student Absence

The following absences are the only excused absences. Students must provide proof of excused absences:

- Medical Emergency
- Jury Duty
- Family Emergency*

* If you are the sole responsible person for a child or dependent adult and there is a medical emergency, you must provide written documentation from a physician. Medical clearance must be provided to and approved by the program director or clinical coordinator prior to the student being allowed to return to the classroom or clinical setting.

Student Absence – Make-up work

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. Make-up hours must be completed before the end of the course. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments.

Regardless of whether students are allowed "make-up work," students are responsible for all course material taught. In order to successfully pass the course, the student must maintain 85% attendance in each course. Student may earn the privilege to make-up course hours based on overall class participation, communication, or excused absences. Make up hours can be earned only after class hours, during school business hours and by doing lab scanning or instructor assigned projects.

Leaves of Absence Policy

If enrollment is temporarily interrupted for a Leave of Absence, the student returns to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation.

Per SUI's Leave of Absence Policy all requests for a LOA must be in writing, be signed by the student, be dated, and the reason for the student's leave must be included on a student's application for a LOA. Before SUI grants a LOA, there must be reasonable expectation that the student will return from the leave.

Students who do not return from a LOA or contact the school prior to the expected return date to request an extension and receive approval of the extension request, will be unofficially withdrawn from the school within 14 days from the return date noted on the LOA form.

If the student contacts the school prior to their expected return date to request an extension of their LOA, the student's request may be denied, and the student may be unofficially withdrawn. Requests for extensions will be determined on a case by case basis.

If the student requests to return after their expected return date, their request may be denied. This will be determined on a case by case basis. If the student is allowed to return to school the attendance policy will be applied from the expected return date, and the student may be dropped for attendance.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal. The school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual courses. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

A student may request a Leave of Absence for the following reasons:

- Family Emergency
- Financial
- Medical
- Military Service
- Personal Leave
- Study Abroad
- Church Mission
- Other deciding factor(s)

The student will be required to request a Leave of Absence Form from the Registrar. They must submit the completed LOA Form and supporting documentation to their Program Director. The Program Director will meet with the Admissions Director to review the LOA request and options for the student. Factors which will be taken into consideration when reviewing the LOA request are:

- Grades
- Attendance
- Homework is on-time
- Attentive and actively participates in class discussions
- Presented supporting document for excused absences
- Availability of Program options upon the students expected return

Once the Leave of Absence has been approved the Assistant Program Director will meet with the Student. At the meeting, the Assistant Program Director and Student will review the options available. The Student will confirm their agreement with the continuing education plan. Should the Student decide they are unable to comply with the educational plan they may withdraw their LOA and continue their Program or, in the alternative withdraw from the Program. The final LOA Plan will be submitted to the Registrar who will update the student file.

A leave of absence must not exceed 180 days in any 12-month-period. The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month-period.

Pregnancy Policy

If a student becomes pregnant during a component of the program, she may voluntarily inform the Program Director, in writing, of her pregnancy.

- Option 1 The student may continue in the program if she chooses, without modifications to any component of the program.
- Option 2 The student may take a leave of absence.
- Option 3 The student may withdraw from the program and reapply in accordance with School policies.
- Option 4 The student, in writing, may withdraw her declaration of pregnancy at any time and/or for any reason.

Due to the need for special radiation protection education (program dependent), counseling by the safety officer (SO) is available.

Program Change

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another program offered at this institution. The student must first notify the admissions office, financial aid office, and the Program Director prior to changing. If a student chooses to change programs, he/she is subject to the published tuition rate at the time of program change. In the event of change of program, the students will either sign a new contract or a contract addendum. The student will still be charged the pro-rated tuition and fees for the original program plus any additional fees associated with the new program.

Dress Code

On Campus When Uniforms Are Required

Students must wear the uniform designated by SUI, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat, clean and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on SUI property, including parking and social areas.

Uniforms: Scrubs must be worn at all times for all events on campus for all programs. All apparel must be clean and in good repair. Pants must be hemmed so they do not touch the floor. Cuffing of pants or cutting on the side is not permitted.

Outerwear: A solid-colored (white, blue, black, or gray) jacket without wording or imagery may be worn. Although outerwear may be hooded, hoods may not be pulled up.

Head Covering: Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for religious beliefs.

Shoes: White, black, or brown shoes, leather/leather-like material, sneakers, are permitted without excessive decorations. Sandals, open-toed or open-heeled shoes, high-heeled shoes, clogs, and flip-flops are unacceptable. Socks or stockings are to be worn at all times and are to cover the ankle.

Underwear: Should not be visible. White t-shirts/undershirts may be worn with scrub tops but must be tucked in and not hang below the hem of the scrub top.

Hair/Nails: Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual's face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or mustaches must be neat. Nails must be clean and trimmed close to the fingertips (approx. ¼ inch past fingertips). Artificial nails of any type and nail polish (other than clear) are not permitted for safety/health reasons per Center for Disease Control (CDC) guidelines.

Jewelry: Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime sized loop) may be worn in each ear lobe. Jewelry other than a wedding band and wristwatch is not permitted, including bracelets of any style. Fingernail, facial, tongue and nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces are not permitted unless a high neck undergarment covers them. Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.

Tattoos: Vulgar Tattoos must be completely covered at all times on campus and at externship / clinical sites.

Fragrance: Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab. This is a strict no scent policy due to the high incidence of reactive airway disease and allergies.

Health and Safety Information

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Clinical Rotation Requirements

All SUI students are required to provide the following documentation prior to the beginning of their clinical rotation. Failure to timely provide the required documentation can result in a delay in the Student's clinical site placement which can delay a student's graduation and cause the student to incur additional costs:

- Flu Vaccine
- TB Testing
- CPR Certification
- HIPAA Certification
- 10 Panel Drug Test
- Hep B
- MMR
- Tdap
- Varicella

CPR Requirements

CPR Certification: American Heart Association (AHA) Basic Life Support for the Healthcare Provider is the required CPR Certification. The card verifying completion must be an AHA card.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information.

Since SUI students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all SUI students must annually complete a HIPAA training module to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within **one hour**) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Program Director to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Accident procedures and appropriate forms will be made available to the students prior to their first clinical experience.

Flu Vaccine

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the **seasonal flu vaccine**. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when **indicated**.

TB Testing

Tuberculosis Screening must be validated by a negative result prior to beginning the clinical rotation within each Program. If a prior positive reactor to TST; The following documentation is required.

- If prior positive blood assay, present a negative chest x-ray within past 2 years (this must not expire prior to, or during your first semester), be free of productive cough, night sweats or unexplained loss of weight. (submit Disease Screening TB Questionnaire)
Annual Testing: TST single step skin test or blood assay, as indicated, for all students;
OR if prior positive blood assay, complete an annual review of active disease (TB) screening questionnaire.

Latex Allergy

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Sacramento Ultrasound Institute is providing a link to the National Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The California Department of Justice's Internet website, which lists designated, registered sex offenders in California: <http://www.meganslaw.ca.gov>

Sexual and/or Racial Harassment Complaints

Sacramento Ultrasound Institute is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No associate within SUI may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Smoking

Smoking is not permitted anywhere inside the school facilities or building within the 25ft. Electronic cigarettes are not permitted inside the school facilities or building. Please smoke only at the designated area.

Students with Disabilities

SUI complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;

- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

Student Records

Sacramento Ultrasound Institute maintains student records in individual student folders according to privacy regulations. Student folders are started for each future student during registration and enrollment to Sacramento Ultrasound Institute. Student folders contain documents such as the registration form, enrollment agreement, transcripts, and other official information. If a student withdraws/is expelled prior to completion/graduation of the program, student folder will also contain documents such as a summary statement of the student's progress, refund calculation, a copy of refund (if applicable) and so on.

Sacramento Ultrasound Institute student folders will contain official information for five years after student separation from the institution. After five years the student folder will be destroyed. Sacramento Ultrasound Institute will maintain the transcripts for all students indefinitely. Students are encouraged to make and archive copies of all their important documentation during and after their studies at Sacramento Ultrasound Institute. Students may review their student folders any time under the direct supervision of the Director or a Designated School Official. Should students find their folder information inaccurate or misleading, students are encouraged to voice their opinions and request a review of their student folder by an Admission Official/Designated School Official.

Student's Right to Privacy – Family Educational Rights and Privacy Act

Sacramento Ultrasound Institute complies with The Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides SUI students with certain rights involving access and release of records that are deemed personally identifiable.

Sacramento Ultrasound Institute maintain student records within a locked fire-proof cabinet. Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release.

Drug and Alcohol Abuse Prevention Policy

Sacramento Ultrasound Institute is committed to a drug-free and alcohol-free campus. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on the school premises or as part of any activity of SUI.

In keeping with Sacramento Ultrasound Institute's Drug and Alcohol Prevention Policy and commitment to a drug-free and alcohol-free campus SUI has implemented the Drug Screening Policy which requires all students to submit to a ten (10) panel drug screen prior to the beginning of the clinical portion of their program. The Substance Abuse Policy is for the screening of students when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

SUI prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used SUI or while participating in any college-sponsored function. "Controlled substances", as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

The Federal Controlled Substances Act is available at:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by SUI.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Drug and Alcohol Prevention and Treatment Programs

SUI uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the organizations listed in this catalog or speak with Student Services or your Program Director for additional guidance. In addition to criminal prosecution, violators are also subject to disciplinary action by SUI. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

National Council on Alcoholism and Drug Dependence

www.ncadd.org

(800) NCA-CALL

California Department of Alcohol and Drug Programs

www.adp.ca.gov

(800) 879-2772

Sacramento County Health and Human Services, Alcohol and Drug Services

<http://publichealth.lacounty.gov/sapc/>

(800) 564-6600

Alcoholics Anonymous

www.aa.org

(800) 923-8722

Cocaine Anonymous

www.ca.org

(310) 559-5833

Narcotics Anonymous

www.na.org

(800) 863-2962

Families Anonymous

www.familiesanonymous.org

(800) 736-9805

Drug Screening Policy

Rationale

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical

experiences for the students. The clinical agencies require a drug screen prior to the first clinical course.

Implementation

Successful completion of the ten (10) panel drug screen is required within thirty (30) days of beginning the clinical portion of the program. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of a DMS program.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
Methadone
- Methaqualone

SUI and/or any clinical affiliate of SUI reserves the right to require an additional drug screening at any time.

Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

- Any student with a positive drug screen will be withdrawn from the program and will be ineligible for reapplication for a minimum of twelve months from the date of withdrawal.

Disclaimers

- Successful completion of a drug screen for a Program at SUI does not ensure eligibility for licensure or future employment.
- Clinical agencies can require additional drug screens to be in compliance with their policies.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Allocation of Cost

Cost of the drug screen is the responsibility of the student.

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all SUI programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, SUI has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students are not allowed to attend class or clinical sites impaired by alcohol, illegal drugs, inhalants and prescription, or over-the-counter drugs.

Students will be asked to submit to drug screening by their SUI clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with Program Director. If the Program Director is the faculty member concerned about the student's behavior or if the Program Director is unavailable, the conference will be with the COO or COO's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening*.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a SUI representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.

7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Program Director where they will be kept in a confidential, locked file. Results of the drug screen will be released to the Clinical Coordinator on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Grievance Policy in the SUI Catalog.
10. If drug screen is positive and unexplained or unverified via the independent Medical Review Officer, the student will be: dismissed from the program and Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the independent counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the Program Director and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.

** Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.*

Pre-Placement Drug Screening (if applicable)

Rationale: Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all SUI programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of all programs and the College must meet the contractual obligations contained in affiliation agreements.

Scope: SUI requires drug screening as part of the admission process and again for Clinical placement. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with Joint Commission standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug and/or alcohol screening.

Clinical Placement: Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

Process for Drug Screening: The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
2. The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
3. Program will provide the student with a list of approved vendors to perform the drug screening.

Implementation

Successful completion of the ten (10) panel drug screen is required within thirty (30) days of beginning the clinical portion of the program. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of their program.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

SUI and/or any clinical affiliate of SUI reserves the right to require an additional drug screening at any time.

Student must pay the cost of the drug and/or alcohol screening.

Cost is non-refundable

- Program will designate what level of drug screen is required.
- Results from any company or government entity other than those designated by SUI will not be accepted. Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.
- For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Clinical Coordinator, the Program Director or their designee.

- Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Program Director or the Clinical Coordinator.
- Student will sign a release giving permission for SUI to release the results of a negative drug screen to the requesting clinical agency if required.
- **Refusal to consent to the drug screening will result in the student being withdrawn from the program.**
- Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
- Results will be sent to the Program Director and/or the Clinical Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
- Verification of a negative drug screen will be provided to the indicated clinical affiliate.
- All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review.
- If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand.

(If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).

Period of Validity

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out on a Leave of Absence, dropped, or withdrawn from the Program. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

Any student with a positive drug screen will not be given placement in any clinical site and will be withdrawn from the program.

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

Readmission

Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.

If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

Our Programs

As a student of Sacramento Ultrasound Institute, you can anticipate a remarkable experience. Our environment and curriculums are designed for you to learn not only through the instructors, but also through peers.

Diagnostic Medical Sonography Programs

The goals of the SUI Sonography Programs respond to the expectations of the communities of interest served by the Programs: students, graduates, faculty, employers (institutions and physicians), patients, Sacramento Ultrasound Institute, and the profession of Sonography. Achievement of these goals is assessed through annual Program Evaluation Plan (graduate and employer surveys, and employment rates) which is reviewed relative to the ABHES Guidelines. The Sonography faculty and Advisory Committees review outcome reports annually and make recommendations for changes to the curricula if outcomes do not meet benchmark levels. On-going assessment of course content and structure are performed by the Sonography faculty through the use of end-of-course evaluations and SUI faculty evaluations.

Diagnostic Medical Sonography

Program Hours: 1680 Hours

SOC Code: 29-2032

Program Length: 72 Weeks

Instruction: Residential

Credits: 64 Semester Credits

Credential Awarded: Diploma

Program Overview

The student receives eight hundred and eighty (880) hours of didactic and laboratory instruction and eight hundred (800) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 72 weeks excluding any holiday and vacation times.

Courses Diagnostic Medical Sonography

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
SUI001	Anatomy & Physiology	112	0	0	112	7
SUI003	Foundations of Sonography	36	0	0	36	2
DMS100	Abdomen & Small Parts	102	102	0	204	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	102	102	0	204	10
DMS500	Gynecology / Obstetrics	102	102	0	204	10
DMS600	Clinical Experience 1	0	0	100	100	2
DMS601	Clinical Experience 2	0	0	350	350	7.5
DMS602	Clinical Experience 3	0	0	350	350	7.5
Total for Program		574	306	800	1680	64

Location:

All didactic and laboratory training held at: 2233 Watt Ave, #150, Sacramento, CA 95825

Clinical Experience Sites will be assigned

Diagnostic Medical Sonography Advanced

Program Hours: 2295 Hours

SOC Code: 29-2031

Program Length: 96 Weeks

Instruction: Residential

Credits: 92.5 Semester Credits

Credential Awarded: Diploma

Program Overview

The student receives one thousand four hundred and ninety-five (1495) hours of didactic and laboratory instruction and eight hundred (800) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 96 weeks excluding any holiday and vacation times.

Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
SUI001	Anatomy & Physiology	112	0	0	112	7
SUI003	Foundations of Sonography	36	0	0	36	2
DMS100	Abdomen & Small Parts	102	102	0	204	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	102	102	0	204	10
DMS500	Gynecology / Obstetrics	102	102	0	204	10
DMS300	Echocardiography 1	120	225	0	345	15.5
DMS301	Echocardiography 2	120	150	0	270	13
DMS600	Clinical Experience 1	0	0	100	100	2
DMS601	Clinical Experience 2	0	0	350	350	7.5
DMS602	Clinical Experience 3	0	0	350	350	7.5
Total for Program		814	681	800	2,295	92.5

Location:

All didactic and laboratory training held at: 2233 Watt Ave, #150, Sacramento, CA 95825

Clinical Experience Sites will be assigned

Medical Assisting

Program Hours: 1,191 Hours

Instruction: Residential

Program Length: 39 Weeks

Credential Awarded: Diploma

Credits: 57.5 Semester Credits

SOC Codes: 31-9092

Program Overview

The Medical Assisting Program consists of 39 weeks of training. The program includes didactic, laboratory and externship instruction. The curriculum prepares students with entry-level competencies in the medical assisting and phlebotomist professions. In addition, students are prepared with entry-level knowledge and skills in the following areas: anatomy and physiology, medical terminology, medical law and ethics, psychology and human relations, pharmacology, administrative procedures, clinical procedures, medical laboratory procedures, phlebotomy procedures and career development. Upon completion of the didactic and laboratory classroom experiences, students participate in 225 hours of supervised externship.

Program Objectives

- Understand all of the procedures of working as a Medical Assistant and be prepared to take the
- Certified Medical Assistant (AAMA) exam.
- Obtain, review and integrate pertinent patient history and supporting clinical and administrative data to facilitate optimum diagnostic results.
- Record, analyze, and process diagnostic data using Electronic Medical Records.
- Perform appropriate procedures and record anatomic, pathologic and/or psychological data for interpretation by a physician.
- Understand all of the procedures and protocols of working as a Phlebotomist and be prepared to take the National Certified Phlebotomy Technician (NCPT) exam.
- Exercise discretion and judgment in the performance of administrative, clinical and/or other noninvasive diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical assisting and/or other noninvasive techniques and promote principles of good health.

Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
SUI050	Career Readiness	16	0	0	16	1
MA100	Customer Service	90	0	0	90	6
MA101	Administrative Medical Assistant	185	5	0	190	12.5
MA102	Anatomy Physiology	115	0	0	115	7.5
MA103	Medical Terminology	115	0	0	115	7.5
MA104	Clinical Medical Assistant	110	240	0	350	15
MA200	Clinical Experience I	0	0	200	200	4
PHL100	Phlebotomy	30	40	0	70	3
PHL200	Clinical Experience II	0	0	45	45	1
Total for Program		661	285	245	1191	57.5

Location:

All didactic and lab training held at: 2233 Watt Ave, #150, Sacramento, CA 95825

Clinical Experience Sites will be assigned

MRI Technologist Program

The MRI Technologist program has been designed to meet the growing demand of Magnetic Resonance Imaging (MRI) Technologists in the field of Diagnostic Medicine. According to present job market analysis a large number of qualified individuals are required in the Medical Technologist field. The objectives of this program are to provide efficient and well-trained MRI Technologist to satisfy the present-day job market needs.

Program Hours: 1,675 Hours
Program Length: 67 Weeks
Credits: 65.5 Semester Credits

SOC Code: 29-2035
Instruction: Residential
Credential Awarded: AAS Degree

Program Overview

The student receives six hundred ninety (690) hours of didactic training and nine hundred eighty-five (985) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. In addition, the program prepares students to take their ARMRIT examinations. Upon completion of the program, an Associate's in Applied Science is awarded. Normal completion time for this program is 67 weeks excluding any holiday and vacation times.

Program Objectives

The student will receive lecture and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the allied medical field as an entry-level MRI Technologist.

Courses

Code	Course Title	Lecture	Clinical	Total	Credits
AP100	Anatomy & Physiology	120	0	120	8
MRI100	MRI Cross Sectional Anatomy	117	0	117	7.5
MRI102	MRI Physics & Instrumentation	102	0	102	6.5
MRI101	MRI Imaging & Procedures	102	0	102	6.5
MRI103	MRI Patient Care & Management	90	0	90	6
PSCY100	Applied Psychology in Health Care	48	0	48	3
MATH100	Mathematics for Health Care	48	0	48	3
ENG100	College Reading	48	0	48	3
CNL100	Clinical Externship I	0	500	500	11
CNL101	Clinical Externship II	0	500	500	11
Total for Program		675	1000	1675	65.5

Location: All didactic training held at: 2233 Watt Ave, #150, Sacramento, CA 95825
Clinical Experience Sites will be assigned

Course Descriptions

(SUI001) Anatomy & Physiology / 6 Credits

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the anatomy and physiology of the gastrointestinal tract, Urinary, Endocrine, Male Reproduction, and the Female Breast including techniques for obtaining ultrasound images. In addition, the Senses, Nervous, Musculoskeletal, and Respiratory Systems will be reviewed. This course is designed to assist the student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an ultrasound technologist to produce a well-imaged body part. Medical terminology related to each body system is also included.

(SUI003) Foundations of Sonography / 2 Credits

This course will provide students with a foundation of how Sonography came to be. It will emphasize on the history of

Sonography relating to the technologies that lead to the creation of the ultrasound system.

(DMS100) Abdomen & Small Parts / 10 Credits

In depth studies of Liver, Gallbladder, and Biliary System, Pancreas, Abdominal Aorta, Inferior Vena Cava, Portal Venous System, Urinary System with emphasis on the Kidneys. The Lymphatic System is also studied at this time, in relationship to the Spleen. The Thyroid, Breast, Male Pelvis and its reproductive system, Scrotum and Prostate with sonographic recognition of the normal versus abnormal. Medical and Sonography terminology is covered.

(DMS200) Ultrasound Physics / 8 Credits

This course will introduce fundamental sonographic theory including terminology, equipment, basic transducer construction and function, introduction to Doppler, and adjusting system controls for image acquisition. This course will cover beginning concepts in sonographic physics including pulsed sound parameters, intensities, and interactions of sound with media, range equation, transducers, sound beams, and axial and lateral resolution, calculate the axial and lateral resolutions for a particular system.

(DMS300) Echocardiography 1 / 23 Credits

This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. The student echocardiographer develops skill in recognizing normal sinus rhythm versus atypical cardiac rhythms. Students learn to interpret common cardiac dysrhythmias, including sinus, atrial, junctional, and ventricular, and integrate this skill into the daily practice of echocardiography.

(DMS301) Echocardiography 2 / 5.5 Credits

This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures. Emphasis is placed on the latest modalities and specialties of a fetal, pediatric and adult noninvasive cardiac diagnostic study.

(DMS400) Arterial/Vascular / 10 Credits

Scanning protocols and practice in ultrasound examination of the vascular structure. Medical & Sonography vocabulary, Anatomy, Pathology, and Physiology of the Vascular and Arterial system. An Introduction to Vascular Ultrasound with Doppler and Color Flow. The course teaches lower extremities Vascular, Arterial, and Carotid Arteries. Also, Medical and Sonography terminology.

(DMS500) Gynecology / Obstetrics / 10 Credits

The Sonographic recognition and interpretations for Gynecology, Embryology, and Obstetrics. The development of the fetus and genetic defects and anomalies and abnormality of the fetus. The normal versus abnormal throughout all terms of the pregnancy are presented at this time.

(DMS600) Clinical Experience 1 / 2 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

(DMS601) Clinical Experience 2 / 7.5 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

(DMS602) Clinical Experience 3 / 7.5 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

(AP100) Anatomy & Physiology I / 4 Credits

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to medical terminology, the anatomy and physiology of the digestive system, urinary system, female reproductive system, male reproductive system and the nervous system. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an MRI technologist to produce a well imaged body part.

(AP101) Anatomy & Physiology II / 4 Credits

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the cardiovascular system, respiratory system, the blood system, lymphatic system, musculoskeletal skin, the eye and ear, and the endocrine system. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an MRI technologist to produce a well imaged body part.

(PSCY100) Applied Psychology in Health Care / 3 Credits

Applied Psychology in Health Care applies the basics of psychology to provide caregivers with an understanding of the mental health of patients and themselves. This course prepares health care workers to effectively communicate and provide superior patient care.

(ENG100) College Reading / 3 Credits

This course works to build the skills needed to become stronger readers. This course will show students how thinking skills used while watching television or movies can easily transfer to reading. There will be extensive vocabulary coverage, critical thinking practice throughout, and textbook readings in every chapter to help student's master college reading.

(MATH100) Mathematics for Health Sciences / 3 Credits

This course includes basic math review and deeper concepts, including algebra and geometry, linear equations and graphing, dilutions, solutions, and concentrations, dosage calculations and more. This course is directed towards the health sciences.

(MRI100) MRI Cross Sectional Anatomy / 6.5 Credits

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with RI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles. This course will familiarize the student with the common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. This content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy Component.

(MRI101) MRI Imaging & Procedures / 6.5 Credits

In this course, students learn the Magnetic Resonance Imaging (MRI) scanning procedures for the central nervous, musculoskeletal chest, abdomen, and pelvis systems. Topics include scanning pulse sequences, positioning and patient care, sectional anatomy, and pathology. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.

(MRI102) MRI Physics & Instrumentation / 6.5 Credits

In this course, students are introduced to the physical principles of Magnetic Resonance Imaging (MRI), including the basic physics of MRI. Topics include magnetism, MRI signal production, image contrast, spatial localization including k-space filling, an introduction to pulse sequence diagrams, maximum intensity projection image formation, diffusion and perfusion, fundamentals of flow including types of flow, flow motion correction, vascular imaging, imaging parameters and tradeoff, artifacts and compensations.

(MRI103) MRI Patient Care & Management / 6 Credits

This course focuses on the student's ability to provide basic and appropriate patient care in the MRI environment. The course is broken into key components: patient care & management, CPR/BLS certification, and pharmacology and drug administration procedures. Emphasis is placed on effective communication skills, patient safety, medical ethics, and patient's rights, assessment, proper body mechanics, infection control, emergency medicine in MRI and being aware of the patient's individual needs.

(CNL100) MRI Clinical Externship I / 11 Credits

Students will be introduced to the clinical practice of MRI with emphasis on basic magnetic resonance (MR) scan procedures, MRI safety and patient care. This course requires a 20 week, 25-hours/week clinical rotation under the supervision of a certified MRI technologist.

(CNL101) MRI Clinical Externship II / 11 Credits

Students will be introduced to the clinical practice of MRI with emphasis on basic magnetic resonance (MR) scan procedures, MRI safety and patient care. This course requires a 20 week, 25-hours/week clinical rotation under the supervision of a certified MRI technologist.

(SUI050) Career Readiness / 1 Credit

In this course, we learn the foundations of how the mind works and “mindsetting” techniques associated with high performance, creating a growth mindset. Learning a structured process helps us change the habits, attitudes, beliefs and expectations that might be holding us back, and helps us develop new ones that move us toward the life we want. With time to “think about what we think about,” we reflect, evaluate and apply these scientifically proven principles to optimize our personal well-being, educational achievement and drive toward professional success.

(MA101) Administrative Medical Assistant / 12.5 Credits

This course gives the student an introduction to administrative responsibilities, its scope of practice, and career opportunities available for the medical assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized.

(MA100) Customer Service / 6.0 Credits

Understanding patient relations is essential for any allied health professional. In this course, students will explore a variety of sociological aspects of the medical field as they relate to health and illness, disparities in healthcare, and communication with patients. An additional emphasis will be placed on patient rights and responsibilities (HIPAA) and provider responsibilities (HIPAA).

(MA102) Anatomy & Physiology / 7.5 Credits

This course covers an introduction to the anatomy and physiology of the musculoskeletal, integumentary, digestive, nervous, and endocrine systems; as well as medical terminology relating to those specific systems, laboratory testing as related to the systems, discussion on frequently ordered laboratory and radiology tests, and their normal vs. abnormal ranges.

(MA103) Medical Terminology / 7.5 Credits

In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as have a working knowledge of medical vocabulary as it is related to medical records and reports.

(MA104) Clinical Medical Assistant / 15 Credits

This course covers various clinical and laboratory skills, including the collection and handling of specimens, urinalysis, hematology/blood chemistry, wound care, patient identification, precession and accession of orders, patient positioning, site selection, syringe and evacuated tube collection, and blood collection procedures; including capillary collections, procedure for micro-collection, and blood smears. In the lab, students learn and demonstrate various venipuncture techniques, how to prioritize their work duties, how to describe and demonstrate POCT collection procedures, and how to identify factors that affecting laboratory results. Also included is an introduction to the laboratory, methods of reporting lab results, and the proper use of laboratory equipment; including venipuncture systems, syringes/needles, butterfly, lancets, and micro-collection devices.

The course also covers laboratory safety procedures, blood borne pathogens with HIV/AIDS training, OSHA requirements, Material Safety Data Sheets (MSDS), exposure control plans, and fire safety.

(MA200) Clinical Experience I / 4 Credits

Students are assigned to a healthcare facility under supervision. Clinical externships consist of 200 hours and take place at a local healthcare facility chosen by the school staff.

(PHL100) Phlebotomy / 3 Credits

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

(PHL200) Clinical Experience II / 1 Credits

Students are assigned to a healthcare facility under supervision. Each student must meet the minimal California requirements for the clinical portion of the phlebotomy course. This includes the successful performance of the minimum of 50 venipunctures and 10 skin puncture procedures, 2 arterial observations, and practical exams.



2019 – 2020

DMS/DMSA Program Student Handbook

CIP Code: 51-0910

Introduction – DMS(A)

The Sacramento Ultrasound Institute DMS/DMSA Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in all the Sonography Programs offered at SUI.

The faculty and staff wish you success in the pursuit of your educational goals. The DMS/DMSA Student Handbook provides detailed procedures and policies specific to all of the Sonography Programs offered by SUI.

This handbook is used as a supplement to the Sacramento Ultrasound Institute Catalog and serves to bridge the overriding policies of SUI with the policies specific to these programs. The information, policies and procedures set forth in this handbook are designed to support the success of the student and are provided to the Sonography student during the DMS/DMSA Program Orientation session.

Continuing Sonography students will receive an updated or revised copy of the DMS/DMSA Student Handbook at the start of each year. SUI is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements. Programs at SUI prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Computer Access / Email / Skills

All students must be able to access the SUI Learning Platform, www.learn.sui.edu, as all Sonography courses utilize www.learn.sui.edu for instruction and dissemination of information. Therefore, all students need access to a computer and, if using their home computer, have adequate Internet connectivity speed for online information and assignments.

Laptops will be available to students to purchase as part of their program. Students who choose to waive this option will be required to bring their laptop to class. Laptops will be available to students on campus for testing purposes.

Emails should be checked frequently for assignments, announcements, and/or messages. Student is responsible to notify the school upon any changes made to the primary email address on file utilized for school purposes.

Sonography students are required to demonstrate a variety of computer skills throughout the length of the program. Students will access the Internet and perform Web searches, submit all writing assignments as Word documents, and utilize the on-line teaching platform, www.learn.sui.edu. Students may be required to develop charts and tables, Power Point presentations, etc. for specific courses (refer to course syllabus for assignments).

In addition, Sonography clinical sites utilize computer systems for patient schedules and patient information. All Sonography students must be able to utilize any clinical site's

data/patient management system as allowed by the clinical site. A student who is unfamiliar with using a computer or who has limited computer skills should obtain instruction in computer programs and usage prior to enrolling at SUI so that he/she will be able to meet the requirements of his/her courses.

Announcements

Program announcements and information will be delivered via www.learn.sui.edu on the course homepage or via email message to the student from the course instructor or Program Director. General SUI announcements and information are posted on the main SUI webpage.

Course and Exam Schedules

Specific course times and room assignments are described in each course syllabus. The course instructor may assign alternate or additional laboratory sessions, if needed. Students will be apprised (www.learn.sui.edu Announcement, email) of any special schedules for the Sonography Labs. Class session and testing schedules are non-negotiable. Assessment (quiz/exam) dates are set by the course instructor and are listed on the Course Calendar as part of the Course Syllabus; instructors may use unannounced graded/ungraded quizzes as an Instructional Method. Within any given course all course activities are scheduled at the discretion of the instructor for that course. Final Exam dates and times are developed by the Program Director in conjunction with each individual course instructor. Final Exam dates and times are included in the course syllabus and are nonnegotiable. In the event of serious illness, injury or emergency that directly affects the student, the student must contact the course instructor prior to the start of the exam. If the Final Exam is missed, the student may be offered a set of options for completing the course.

Classrooms and Labs

Classrooms are assigned by the Program Director. All Sonography classrooms and labs are equipped for multi-media presentations.

Sonography Lab resources include overhead projectors, ultrasound units varying in model type and year; ergonomic workstations for each live scanning room; student use computers; software for General Sonography, Echocardiography and Vascular Technology (tutorials, testing); PACS; case files; anatomy/pathology models and posters.

SUI students will have access to the labs throughout the length of the program and by appointment. Students wishing to utilize the ultrasound lab outside of their normal class time must contact the Ultrasound Lab Coordinator to reserve a machine. Alumni will have access to the labs by appointment, and when prior arrangements have been made with the DMS Program Director/Assistant Director.

Didactic Education

The didactic education portions of the DMS Programs consist of theory and principle courses. All Sonography courses are sequential. Many didactic sonography courses have a lab component which involve case study analysis, collaborative learning activities, testing, and may include scanning demonstrations/activities. A detailed study of sonography principles and instrumentation, including Doppler principles and instrumentation and hemodynamics, is an integral part of both DMS Programs. The Sonography Programs utilize the SUI on-line teaching platform, www.learn.sui.edu to provide significant course materials and support for all Sonography classroom-based courses.

All didactic courses use a variety of Instructional Methods including all or some of the following: on-line research and/or presentations, homework assignments, and quizzes (announced and un-announced), case presentations, scenarios, lab assignments, exams, and writing assignments to assess the student's knowledge and problem-solving skills. The student is responsible for meeting all course requirements stated in the course syllabus by the deadlines listed in the syllabus or on the www.learn.sui.edu site for the course.

All courses utilize www.learn.sui.edu for posting grades so that the student is always aware of their grade standing in the course. A student may review his/her grades with their instructor by appointment.

A course grade of "C" or greater in each Sonography course is required for progression in the program. Failure to obtain a passing grade will result in the student's dismissal from the program. The student will be required to reapply to a future cohort under the Re-Enrollment Policy and will be subject to the Program requirements and tuition for the Program at time of re-enrollment. Should the student choose to transfer to a different program at SUI, any course successfully completed will be eligible for transfer of credit.

Clinical Experience

Clinical Experience is the last course of the program consisting of 800 hours. Clinical Experience is divided into three (3) sections of 100 hour, 350 hours, and 350 hours in length. Internship comprises 100 case studies for DMS and 125 case studies for DMSA.

All sonographers must demonstrate appropriate Professional Behavior, including, but not limited to; consistent punctual attendance, effective communication with "the patient," family members, physicians, and other medical personnel, and HIPAA compliancy all times and in all settings.

All SUI students must demonstrate appropriate patient care skills. The sonographer may spend a significant amount of time with patients and may be the sole care giver in the room while the sonographic exam is performed. Sonographers must be able to deal with a variety

of patient conditions and physical settings where the sonogram is performed. Final competencies are required to ensure that the Sonography student is prepared to enter the workplace and to take and pass his/her ARDMS exams. Clinical evaluations are performed in both the Sonography Lab and clinical site settings.

Clinical Experience Internship

Sacramento Ultrasound Institute requires that all students enrolled in the DMS program must complete Abdomen, Small Parts, OB/GYN and Vascular a total of 100 clinical case studies. In addition to the four (4) modules described, students enrolled in the DMS Advanced program must complete an additional 25 case studies. Case studies are determined by the Cohort needs. Case studies are to be completed after the student completes the didactic portion of their program. At the completion of the case studies, students are required to pass individual competency exams prior to being placed at their clinical site. Each case study performed by the student is the equivalent of one credit towards clinical internship.

In order for the student to receive credit for the study performed, he/she must:

1. Provide the release of liability form to the volunteer being scanned. Once the form is complete, the student must retain the document in their onboarding binder.
2. Perform a complete study that is supervised by an instructor and/or the clinical coordinator within a timely manner.
3. Complete the Ultrasound Worksheet that pertains to the study performed.
4. Update their weekly log after each case study performed.

The student may not begin the clinical externship at another facility until he/she completes the required clinical experience internship. To pass the internship he/she must:

1. Provide all necessary immunization documents at the start of his/her Clinical Experience
2. Complete required case studies
3. Pass SPI Registry
4. Pass written Exit Exam with a 70% or greater
5. Pass required Competencies with a 70% or greater

Whenever the student performs a study, he/she is responsible for:

1. preparation of the scan room/station
2. careful, safe and ergonomic use of the furniture and equipment in the scan room/lab/department; dims lighting as necessary
3. providing appropriate patient care before, during, and after the scan
4. accurately entering volunteer's data/information into the ultrasound unit
5. obtaining all images/clips required of the exam/scan being

6. requesting feedback on his/her scanning and patient interaction skills
7. cleaning the transducer, ultrasound unit, scan table and ancillary equipment after scanning and at the end of the lab session; ensuring all transducers, transducer, electrical, bed control, and PACs cords are properly stored (all cords must be off the floor and away from the wheels of the ultrasound unit and/or bed)
8. returning the scan table and chair to the lowest settings
9. all other duties assigned by the faculty member and/or clinical instructor

When a patient (all persons scanned by the student in any setting are considered to be patients) is to be scanned, the student will:

1. wash hands at appropriate time
2. introduce themselves appropriately to the patient
3. take the patient to the scan room and confirm the patient's name
4. remain outside of the curtain/room while patient removes clothing and puts on the patient gown
5. explain the exam/scan process and procedure
6. obtain appropriate patient history for the exam/scan to be performed and conclude the exam/scan appropriately
7. maintain HIPAA compliance at all times

Note: Majority of the case studies must be performed on volunteers outside of SUI.

Clinical Experience Externship

Students are assigned by the Program to clinical externships at health care facilities that are affiliated with Sacramento Ultrasound Institute. A student may be assigned to any appropriate clinical site utilized by the Sonography Programs. Facilities range from private offices to acute care imaging departments. Clinical sites may be up to 125 miles from Sacramento Ultrasound Institute. The student is responsible for transportation to and from the clinical site and any parking expenses related to the clinical assignment. Every effort is made to secure clinical placements in which the student will have ample access to scanning opportunities, however, the SUI Sonography Programs cannot control the type or volume of cases performed during the hours a student is scheduled to attend a clinical site. Heavy caseloads and/or schedules containing advanced procedures may, at times, preclude a Sonography student from participating in scanning patient. The on-site clinical instructor determines the extent of participation based on the student's technical skill level and/or other mitigating factors. The Clinical Externship forms are provided to the student prior to the start of the course. The student will receive information on the assigned clinical site; name of site, name(s) of clinical instructor(s), directions to site (if applicable), parking information and how to obtain a parking pass if required by the site (some sites require employees and students to park off-site), obtaining a site-specific name badge (if required), and any other pertinent information or requirements of the site.

- Clinical sites can establish more stringent standards to meet regulatory requirement for their facility at their discretion
- Clinical sites can conduct additional background checks at their discretion
- Clinical sites can require additional drug screens to be in compliance with their policies
- The student is required to complete the Orientation to the Clinical Site packet within the time frame specified on the forms. Copies of all forms completed by the student to meet the requirements of the clinical site must be provided to the Clinical Externship Coordinator for inclusion in the student's clinical file.
- It is the student's responsibility to complete all site-specific requirements prior to the first day of the clinical rotation. Failure to complete all site-specific requirements may delay the student's ability to begin their clinical externship at the selected site.

Clinical Experience Policies

Professional Behavior

Faculty and Students of Sacramento Ultrasound Institute have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Students, while representing Sacramento Ultrasound Institute at any clinical site, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by SUI and clinical agency policies during the clinical experience portion of the program. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Sonography Student Handbook.

Professionalism in health care is based on values that include, but are not limited to, moral values (honesty, integrity, and trustworthiness), values specific to Sonography (clinical performance standards, appropriate communication), societal values (commitment to excellence), personal values (self-reflection, maintenance of credentials, interpersonal skills), and humanistic values (empathy, compassion). Patients are confronting illness, disruption of their normal routines in life, and life-changing events, therefore they are anxious about their current condition and future health. Patients rely on health care professionals to address their needs expertly and professionally.

Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by SUI and clinical site policies during each lecture, lab session, and clinical experience. Failure to adhere to program specific policies related to Conduct, professional behavior and/or safe clinical practices will result in the use of the Progressive Discipline Policy.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Social Media and Portable Electronic Devices

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples include but are not limited to:

- Blogs: WordPress, Blogger
- Social Networking Sites: Facebook, Twitter, LinkedIn
- Virtual Social Worlds: Second Life
- Collaborative Projects: Wikis
- Content Communities: YouTube, Flickr

What Are Portable Electronic Devices (PED)?

Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, Media Players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, and pagers. (US Department of Homeland Security).

General Information

When publishing information on social media sites, the student needs to be aware that information may be public for anyone to see and can be traced back to them as an individual. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in a SUI DMS program, you may encounter confidential information within the classroom or patient care environment during clinicals/practicums. It is the responsibility of the student to follow the following policy related to Social Media.

Social Media Policy

- All social media postings must be made within the guidelines of the “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum”

policies outlined in the program specific Student Handbook, and Professional Codes of Conduct/Code of Ethics as applicable to their specific field.

- All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable facility policy, and state law.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student-patient/client relationship.
 - Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
 - During clinicals/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
 - Do not take photos or videos of patients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship.
- Student must have permission from the faculty to videotape or audio tape in the classroom.
- Personal phone conversations or texting are NOT allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.

Consequences

- Violations of patient/client privacy with a portable electronic device/use of social media platforms will be subject to HIPAA procedure/guidelines and consequences.
- Students who violate “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program specific Student Handbook, and Professional Codes of Conduct/Code of Ethics Codes through the use of social media platforms/portable electronic communication devices do so at the risk of disciplinary action that can be failure in a course and/or dismissal from the program.

Safe/Unsafe Clinical/Practicum Practices

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the

patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the School Catalog. The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- Failure to correctly identify patient(s) prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status.

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Placement Policy

SUI will not place a student at a clinical site where the student is currently employed by the facility in the same department and/or under the same supervisor and where the SUI faculty is not continually onsite with the student.

DMS Programs Policies and Procedures

The Sonography student must demonstrate 100% compliance with all Sacramento Ultrasound Institute, Sonography Programs, and/or Clinical Affiliate policies, procedures, and rules throughout the length of the program. Non-compliance or violation of any of these policies, procedures, or rules may be cause for disciplinary action up to and including dismissal from the program.

A student may only be placed on Probation once during the length of the program for violation of any policy, procedure or rule. Subsequent non-compliance any policy, procedure, or rule may result in Withdrawal of the student from the program.

Technical Standards and Essential Functions

Sacramento Ultrasound Institute establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the DMS Program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

DMS Program Technical Standards and Essential Functions

The following technical standards and essential functions outline reasonable expectations of a student in the Sonography Program for the performance of common sonographic imaging functions. The Sonography student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of sonographic imaging. These requirements apply for the purpose of admission and continuation in the program.

Categories of Essential Functions	Definition	Example of Sonography Technical Standard
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for	Adequately view sonograms, including color distinctions Recognize and interpret facial expressions and body language Distinguish audible sounds from both the patient and the ultrasound equipment (Doppler)

	examination, diagnosis, and treatment. Such observation and information usually require functional use of visual, auditory, and somatic sensations.	Recognize and respond to soft voices or voices under protective garb
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	<p>Able to elicit information and assess nonverbal information</p> <p>Accurately transmit information to patients, staff, fellow students, and other members of the health care team</p> <p>Receive/comprehend, write, and interpret verbal and written communication in both the academic and clinical settings</p>
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment	<p>Lift more than 50 pounds routinely</p> <p>Push and pull, bend and stoop routinely</p> <p>Move, adjust, and position patients and equipment</p> <p>Have full use of both hands, wrists and shoulders</p> <p>Apply up to 40lbs of sustained transducer pressure while scanning</p> <p>Dexterity to manipulate transducer and control panel simultaneously</p> <p>Work standing 80% of the time</p>
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<p>Read and comprehend relevant information in textbooks, medical records, and professional literature</p> <p>Retain and apply information</p> <p>Measure, calculate, reason, analyze, and synthesize</p> <p>Organize and accurately perform the individual steps in a sonographic procedure in the</p>

		proper sequence and within required time frame Apply knowledge and learning to new situations and problem-solving scenarios
Behavioral and Social Attributes	<p>Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.</p> <p>Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. Possess compassion, integrity, concern for others, and motivation. Possess the ability to demonstrate professional behaviors and a strong work ethic.</p>	<p>Manage heavy academic schedules and deadlines</p> <p>Perform in fast paced clinical situations</p> <p>Able to remain calm and focused during instruction for and performance of sonographic exams</p> <p>Display flexibility and adaptability</p> <p>Demonstrate professional conduct at all times Comply with all SUI, DMS Program, and clinical affiliate policies and procedures</p> <p>Comply with the Sonographer Code of Ethics, Clinical Practice Standards, and Scope of Practice (Society of Diagnostic Medical Sonography: www.sdms.org)</p>

Health Data and Physical Exam Requirements

Students must possess the physical abilities and characteristics required to meet the technical standards for their DMS program. Therefore, all students are required to have a health assessment performed by a physician or other approved licensed health professional within six months of beginning a DMS program. The SUI Health Data and Physical Exam Form must be used for this purpose and is available upon request.

DMS Program Code of Conduct

- Students will comply with all SUI and Clinical Affiliate policies, procedures, and rules at all times and in all settings.

- Students will demonstrate professional and respectful verbal and non-verbal communication and interactions with classmates and instructors in all lectures, lab, and clinical course.
 - Disruptive behavior of any type and in any setting, will result in the initiation of the Progressive Discipline Process, Step 2 Conference Report.
- Students will communicate privately with the instructor regarding their individual performance and/or any clinical concerns.
- Students will appeal scoring of specific test questions by submitting their appeal and rationale with supporting reference citation to the instructor in writing within one week of the test. The instructor will respond in writing a test question appeal within one week and will include the final decisions and referenced rationale. All decisions of the instructor to appealed questions are final.
- Students are prohibited from after-hours socializing with SUI Sonography faculty, clinical instructors, sonographers, and staff members during the length of the Program.
- Students must keep all their coursework (including scans and tests) and evaluations private.
 - In accordance with the SUI Academic Dishonesty Policy, viewing the work of another student in any didactic, lab, or clinical course (both on-campus and off-campus) unless such viewing is part of a group assignment or activity will result in the initiation of the Progressive Discipline Process at Step 2 Conference Report.
- Students must keep accurate clinical records (Attendance, Case Logs, etc.).
 - In accordance with the SUI Academic Dishonesty Policy, falsifying any clinical records will result in the initiation of the Progressive Discipline Process at Step 3 Probation OR may result in immediate withdrawal of the student from the Program.

DMS Program Attendance

Each course syllabus contains information regarding attendance requirements and procedures.

- Student Work and Educational Schedule:

As in all Programs at Sacramento Ultrasound Institute, working full-time while in a DMS Program is difficult and not recommended since work schedules generally conflict with class and/or clinical experience. Any activity that impairs the student's ability to attend class, participate actively in all classroom, lab and clinical sessions, and/or meet the requirements of each course should be avoided. Students are encouraged to visit with SUI Student Services regarding time management and study skills improvement.

Clinical Experience Externship Attendance Policy

See each course syllabus for detailed information regarding Attendance requirements and Absence, Late, Tardy, and Early Departure procedures.

An off-campus Clinical Instructor may adjust or change a student's clinical schedule times by contacting the applicable Program Clinical Coordinator.

The student will record his/her exact start and end times for the on-campus or off-campus clinical day. The faculty/instructor must initial all start and end times after the student has recorded each of those times.

Call-In Procedure for Clinical Late Arrival/Absence/Early Departure

The student is required to notify the Program Clinical Coordinator by email and/or phone call. The student is required to notify the clinical site supervisor based on the preferred method of communication (phone, email, etc.) at least two (2) hours before his/her shift start time if he/she will Late or Absent for the day.

The student is required to notify the clinical site supervisor AND Clinical Coordinator at least one day prior to the date he/she plans leaves the clinical site early (Early Departure). The clinical site supervisor and/or Clinical Coordinator must acknowledge that he/she has received the notice and must approve the request through email.

- When calling the Program Clinical Coordinator for Late Arrival or Absence, the student must state whether or not the clinical site has been called and if he/she left a message on the answering system or with a person. The student will document the name of the person taking their message of absence for that day.
- The student must follow the Call-In procedure for all Early Departures. If the clinical closes or the sonographers leave for the day, the student follows the Early Departure Call-In procedure, but the student is not charged with an Early Departure.
- Voicemail messages for Late Arrival, Absence, and Early Departure are to be left at the Program Clinical Coordinator phone number ONLY.
- Students should have their clinical site and Program Clinical Coordinator's phone numbers readily accessible.

Failure to follow the Call-In Procedure for Late Arrival/Absence/Early Departure will result in the initiation of the Progressive Discipline Process.

The off-campus clinical day is approximately 8 hours in length with a minimum ½ hour lunch break (some clinical site may require less/more hours per day); on-campus lab session hours are as assigned. The Clinical Assignment form states the specific time the student is required to report to his/her clinical site.

Any adjustments or changes to the student's regular clinical schedule must be submitted on the appropriate form to the applicable Program Clinical Coordinator in advance of the adjustment.

Clinical Absence: Extenuating Circumstances & Request for Make-Up Hours

Extenuating circumstances are defined as:

- Death or major illness in a student's immediate family (includes the student's mother, father, sister, brother, spouse, children, mother-in-law, father-in-law, and grandparents). Others, such as legal guardian, may be deemed appropriate by the Program Director.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Required participation in military duties.
- An injury or illness that is too severe or contagious for the student to attend the clinical assignment.
- Verifiable events outside of the control of the student.

In the event of Absence, the student must complete and submit the Medical Sonography Clinical Absence Form, stating the reason for the absence. In addition, a written request to make up the absence hours must also be submitted to the Clinical Coordinator. Additional documentation related to the reason for the absence may be requested. The Program Director and the Clinical Coordinator will review the request for make-up time and respond to the student within one (1) week.

Absence hours not approved for make-up are subject to a 5-point deduction from the final course grade.

- SUI is under no obligation to provide an opportunity for the student to make up clinic hours missed because of an absence that is not deemed an extenuating circumstance.

Reporting of Serious Illness/Injury or Communicable Disease

A student having an injury or communicable disease must report the condition to the appropriate Program Clinical Coordinator and/or Program Director. The fact that a student has an injury or communicable disease may prevent the student from performing safely in the clinical area; however, the student is not relieved of the course requirements, including completing the assigned clinical hours. All reasonable efforts will be made to protect the student's right to confidentiality.

The student must submit an Absence/Missed Clinical Time form if unable to attend clinical due to this type of illness. The student may submit a Request for Make-Up Hours for absences due to this type of illness; however, there is no guarantee that the student will be allowed Make-Up Hours.

After a diagnosis of serious injury and/or communicable disease, the student must submit the Medical Clearance: Return to Clinical Form to return to clinical rotations. This form must be completed by the student's physician or health care professional and delivered to the Program prior to the student returning to his/her clinical site.

All students are to follow Standard Precautions in the clinical area for the protection of patients and themselves as outlined in the current Centers for Disease Control and Prevention guidelines.

Sonography Clinical Rules & Guidelines

1. Students must comply with all SUI and Clinical Affiliate policies, procedures, and requirements at all times.
2. Students must demonstrate professional conduct at all times. Any non-professional conduct or disruptive behavior may cause the student to be dismissed from the clinical site and which will result in a disciplinary action (Progressive Discipline Process, Step 3 Probation).
3. The student must always introduce his/herself to staff and patients as Sacramento Ultrasound Institute Diagnostic Medical Sonography student.
4. The Sonography Student Clinical Binder records must be completed accurately, legibly and appropriately. All records must be up to date each and every clinical day.
5. Students must comply with the Appropriate Clinical Attire requirements during clinical externship.
6. Students are allowed to use the on-campus Sonography department/lab computers for sonography activities only. Students are allowed to use the clinical site computers for clinical activities only and under the direction of the clinical instructor. Personal use of these computers is strictly prohibited.
7. No food or drink is allowed in the Sonography Labs and at the off-campus clinical site departments.
 - a. Food and drink must be consumed outside of the Sonography Lab.
8. The student should inform the CI or sonographer if leaving the department for any reason and should return as quickly as possible.
9. Portable electronic devices are prohibited.
10. The student must arrive on time and be present, attentive and eager to participate as much as possible in all exams during the clinical rotation.
11. The student should ask questions and have discussions with the CI/sonographer at appropriate times, maintain HIPAA confidentiality at all times, and discuss any concerns with his/her instructors in private.
12. Students do not perform sonographic scans/exams without the CI or staff sonographer present; the CI or staff sonographer must supervise the student during scanning and must review documentary images/clips. If asked to perform an exam independently and submit your images for interpretation, the student is expected to decline and explain that he/she is not allowed to perform as a staff sonographer. If

needed, contact the Sonography Program faculty for assistance and/or clarification of this restriction.

13. Children are not allowed on SUI campuses. Children under the age of 18 are not permitted to volunteer for student scanning labs/sessions.

The Sonography Student Clinical Binder Records

Some clinical affiliates prefer to use paper-based tracking of clinical records. If the student is assigned to a clinical site that is not participating in the use of the Trajecsys system, the following applies:

The Sonography student is required to maintain his/her Student Clinical Binder appropriately:

1. Students will receive instruction in the correct use and record keeping for the Clinical Binder.
2. All documentation must be recorded accurately and legibly using black or blue ink; the student's name must be on each page where required.
3. The student is not allowed to re-arrange the sections of the binder and must not store unrelated paperwork or items in the binder; the binder must be kept confidential and professional in appearance at all times.
4. Questions regarding Clinical Binder documentation and record keeping will be addressed by the applicable Program Clinical Coordinator or the course instructor. The student should not rely on the opinions or directions given by other students in completing his/her documentation.
5. Attendance and Case Logs must be accurately recorded daily; recording cases observed and/or scanned must be HIPAA compliant.
6. Students are required to complete a clinical site evaluation and total their Case Logs at the externship location.
7. All clinical course evaluations and notations are private and should be treated as such by the student. Sharing and/or comparing evaluations or scores demonstrates a lack of professionalism on the part of the student and may be deemed as Academic Dishonesty.

Sonography On-Campus Volunteer Scheduling

The Sonography Programs accept volunteers wishing to assist Sonography students with attaining hands on scanning skills and competencies. Volunteers are accepted for the DMS Labs (abdominal organs and vessels, pelvic organs and structures, thyroid, and obstetrical, heart, and blood vessels throughout the body). These individuals must schedule an appointment on the online scheduling system on www.learn.sui.edu

ARDMS Registered instructors are present during all school hours for providing guidance to students. All volunteers must sign a Release of Liability form prior to being scanned and no information is released to the patient; those individuals seeking medical care or diagnosis

are not accepted as volunteers and are directed to contact their health care provider for assistance. If a pathology is found the student is required to notify an instructor for guidance.

The minimum age required for a Sonography Lab volunteer is 18 years. All volunteers must sign the Release of Liability Form.

Volunteers for obstetrical scans must obtain written permission from their health care provider and must meet the criteria of the DMS Program for gestational age and pregnancy status. No results or images are provided to the volunteer. All OB volunteers must be scheduled by the DMS Clinical Coordinator for scheduled On-Campus Clinical and Open Lab sessions. The Progressive Discipline Process, Step 2 will be initiated for any student who circumvents the scheduling procedure. OB volunteers must contact the DMS Clinical Coordinator for OB volunteer scheduling criteria and process.

Diagnostic Medical Sonography Students Performing Obstetrical Scans

1. Volunteers for on-campus OB scanning must be at least 20 weeks of gestation and preferably no more than 28 weeks of gestation and have had routine pre-natal care from a licensed caregiver. Volunteers must have singleton pregnancies without any maternal or fetal complications.
2. The instructor will ensure that the volunteer understands the sequence of events during the scanning session, the limitations of ultrasound for seeing the fetal anatomy and that the monitor will not be positioned for the volunteer to view until the student has completed his/her scanning session.
3. No images, pictures, or video recordings are given to the volunteer or others.
4. No photos or videos of the scan or monitor may be obtained by anyone in the scan room while the scan is performed.
5. During the pregnancy scan, no discussion of fetal normalcy or diagnosis is allowed; only senior students will be allowed to interact with volunteers as the fetal anatomy is shown.
6. If a significant atypical finding is discovered by the student and/or instructor(s), the scan session will be terminated, the volunteer's healthcare provider will be contacted immediately and apprised of the finding; that individual will provide instruction for the Sonography instructor regarding the volunteer (i.e. call the office immediately, come to the office immediately)

Sonography Student Pregnancy Policy

Because there is no ionizing radiation involved in ultrasound, a student can participate in all program activities contingent upon the student's physician approval. The Program will require the student to inform the Program Director once pregnancy is confirmed. Additionally, it will be required that the student provide a letter from her physician indicating she can participate in program activities.

Although pregnancy is not an illness, the student's ability to meet all course requirements during her pregnancy may be affected. The student is not excused from any course requirements including attendance requirements. When a student informs Program Director of her pregnancy and expected due date, the Program Director will apprise the student of all the remaining requirements of the program.

The student may be given an "Incomplete" and allowed to make up the missed activities/classes during the next course offering. At any point during the Program, if the pregnant student's previous performance in the Program has been acceptable, she may elect to withdraw in good standing from the program and she will be allowed to return to the Program the following year on a space available basis.

Sonography Programs Student Resources

www.arrrt.org

<http://www.ardms.org>

Important Phone Numbers

Sacramento Sheriff's Department: 911 or (916) 874-5111

SUI Assistant Director (Samuel Yarmagyan): (916) 768-4838

SUI Clinical Coordinator (Blerina Thaci): (916) 877-7977 x 2021

SUI Director and DMS Program Director (Sima Dermishyan): (916) 752-7750

SUI Fax: (916) 481-4032



2018 – 2019

MRI Program Student Handbook

CIP Code 51-0920

Introduction – MRI Technologist

The Sacramento Ultrasound Institute MRI Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in all the Sonography Programs offered at SUI.

The faculty and staff wish you success in the pursuit of your educational goals. The MRI Student Handbook provides detailed procedures and policies specific to the MRI Technologist Program offered by SUI.

This handbook is used as a supplement to the Sacramento Ultrasound Institute Student Catalog and serves to bridge the overriding policies of SUI with the policies specific to these programs. The information, policies and procedures set forth in this handbook are designed to support the success of the student and are provided to the MRI Technologist student during the MRI Program Orientation session.

Continuing MRI students will receive an updated or revised copy of the MRI Student Handbook at the start of each year. SUI is committed to providing quality educational programs for developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements. Programs at SUI prohibit discrimination. Access to its programs or activities shall not be limited based on race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Description

This is an 18-month Magnetic Resonance Imaging (MRI) Technologist Training Program which includes six hundred seventy-five (675) hours of didactic (classroom) and one thousand (1,000) hours of mandatory MRI Clinical Internship (classroom and clinical internship combined may take more than 18 months to complete). This program is developed to prepare students to operate MRI Equipment safely and competently to produce diagnostically acceptable images. Having completed this program, the student will have sufficient knowledge and skills to work in an MRI center or Hospital's MRI Department as an MRI technologist.

It will be the responsibility of the School to provide Clinical Externship opportunities to the MRI students at MRI Clinics or MRI Department in Hospitals. The school reserves the right to assign the student to any available Clinical Site. Clinical Externship sites are located according to affiliations and relationships formed between Sacramento Ultrasound Institute and community and Sacramento companies/organizations/facilities. The clinical externship sites may be more than a (one hundred and twenty-five) 125-mile radius of Sacramento Ultrasound Institute's campus. We currently limit the size of our MRI Program to (ten) 10 students per cohort to provide quality interaction with every student.

Credentials Received

Upon completion of the program (classroom and clinical internship) the student will receive an Associate of Applied Science and Official Transcript from Sacramento Ultrasound Institute. Completion of the entire program is the prerequisite to take the National Registry/Licensing Exam provided by ARRT.

Program Instructor License Requirements

Instructors teaching the field specialty part of the program must be Registered/Licensed/Certified per industry requirements.

Job Prospect

MRI is becoming a widely accepted diagnostic procedure and there is a growing demand for qualified, well trained and efficient MRI Technologists.

MRI Program Textbooks

Language of Medicine

Authors: Davi-Ellen Chabner

Publisher: Elsevier; published – 2013

ISBN: 978-1455728466

MRI in Practice

Authors: Catherine Westbrook, Carolyn Kaut
Roth

Publisher: Wiley – Blackwell Publishing;
published – 2011

ISBN: 978-144437433

Sectional Anatomy for Imaging Professionals

Authors: Lorrie L. Kelley, Connie M. Peterson

Publisher: Elsevier; published – 2013

ISBN: 978-0323082600

Applied Psychology in Health Care

Authors: Donnie Wilbanks

Publisher: Cengage; published – 2009

ISBN: 1418053481

Introduction to MRI Sciences and Patient Care

Author: Arlene Adler & Richard
Carlton

Publisher: Elsevier; published – 2011

ISBN: 978-1444337433

Handbook of MRI Technique

Authors: Catherine Westbrook

Publisher: Wiley-Blackwell; published
– 2008

ISBN: 978-140560858

Connect College Reading, 2nd Edition

Authors: Ivan Dole, Leslie Taggart

Publisher: Cengage; published – 2012

ISBN: 1133602673

Mathematics for the Health Sciences

Authors: Joel R. Helms

Publisher: Cengage; published – 2010

ISBN: 1435441109

(Book Selection May Change Based on Availability and Instructor Recommendations)

Reference Books & Audio/Video Aid (These are optional and not included in program)

MRI Journals for Reference Purpose

- Applied Magnetic Resonance
- Concepts in Magnetic Resonance
- Diagnostic Imaging
- Free Full-Text Journals in Chemistry
- Imaging Decisions
- Journal of Magnetic Resonance
- Journal of Magnetic Resonance Imaging
- Magnetic Resonance Materials in Physics, Biology and Medicine (MAGMA)
- Magnetic Resonance in Medicine
- Topics in Magnetic Resonance Imaging

Reference Audio Video Material

Sacramento Ultrasound Institute has a library of MRI related Audio and Video training programs to supplement the classroom training.

Health Requirements

- Students must submit obtain or have proof of a Hepatitis B vaccination, at the student's expense, 30 days prior to starting clinical internship (following acceptance into the program).
- Must submit a doctor's note or titer result as proof or card for having Hepatitis B immunization.
- Or have a signed refusal form in student's record
- Students must have visual acuity, hearing acuity, speaking ability, digital dexterity and physical ability to perform the required assessment, procedures and related preparation and testing issues
- Students must possess a valid CPR card prior to starting clinical internship
- If the potential student does not have a Tuberculosis (PPD) test then the student must obtain a 2 step Tuberculosis test (PPD), at the student's expense, before start of the clinical internship
- Students must submit a PPD result or if the previous PPD was positive the student must submit a chest x-ray as proof that student is clear from TB disease
- Students must be able to lift at least 50 pounds daily and move 100 pounds occasionally.
- Students must also be able to walk 1 mile or more per day.

Clinical Externship

Current Clinical Education Sites

The following Health Care Facilities are utilized to provide Students with their Clinical Rotations. Students may be rotated through the following facilities based on current needs for completion of student competencies.

Antioch Medical Imaging (AMI)	Open Advantage MRI
Banner Lassen Medical Center	Sutter Health
Elk Grove Open MRI and Imaging Center	Rideout Memorial Hospital
Enloe Medical Center	Solano Diagnostic Imaging

Clinical Performance Evaluation Protocol

Overview

The intent of these clinical procedure guidelines is to provide a format for evaluation of proficient clinical performance.

Step 1 – Clinical Observation and Assistance

As the student begins clinical education, active participation is limited until the student has had the opportunity to observe some of these procedures. At that point, the rate of progress is dependent upon the student's ability to perform the tasks assigned by the instructor or staff technologist in that area.

Step 2 – Directly Supervised Performance

After becoming competent in a given procedure, the student will actually perform the examination under direct supervision of a staff technologist. Direct supervision means that an R.T.(R)(MR) is immediately present verifying positioning and parameter requirements.

Step 3 – Procedure Evaluation

Once steps 1 and 2 are complete, the instructor or staff technologist will complete an initial competency evaluation. If successful, the student can perform these examinations independently. But should the student prove unsuccessful on this evaluation, the student will meet with the faculty in a formal conference to discuss remediation. A written Student Remediation and Conference Report will identify specific remediation objectives and deadlines for completion. The student may then attempt a second evaluation of the same procedure.

Should the student be unsuccessful at this second attempt, the student will be placed on probation for failure to progress in a satisfactory manner and remediation will be mandatory. The student will meet with faculty and be given a Student Remediation and Conference Report with specific remediation objectives and deadlines for completion.

The student may then attempt a third evaluation of the same procedure. Should the student be unsuccessful on the third attempt, the student will be withdrawn from the MRI program.

If at any time the student does not comply with all the terms outlined in the Student Remediation and Conference Report, the student will be withdrawn from the MRI program.

Step 4 – Performance Under Limited Supervision

Upon successful completion of the evaluation, the student is permitted to perform the examination with limited supervision. Limited supervision indicates that a R.T.(M.R.) is in the area in the event of questions/problems and to review finished MRI images.

***When performing an examination on an actual patient, should a repeat image procedure be necessary, a registered technologist must be present for the repeated exam.**

Procedure Evaluation on Recheck Competency Evaluation

Upon successful completion of the initial competency, the student is expected to maintain mastery of the examination. A recheck examination of the initial exam must be successfully completed to verify retention.

If the student fails to demonstrate retention on the recheck evaluation, the student will be placed on probation for failure to progress in a satisfactory manner and remediation will be mandatory. The student will meet with the faculty in a formal conference to review the performance deficit(s). A written Student Remediation and Conference Report will identify specific remediation objectives and deadlines for completion to assist the student to correct the deficit(s).

If at any time the student does not comply with all the terms outlined in the Student Remediation and Conference Report, the student will be withdrawn from the MRI program.

At a later date and after remediation, the student will attempt the recheck examination. If the second attempt is unsuccessful, the student will be withdrawn from the Magnetic Resonance Imaging Program.

Student Supervision After Competency is Achieved

After demonstrating competency on any MRI procedure from the list of clinical objectives, students may perform these examinations with direct or indirect supervision. **Direct Supervision** requires that a qualified MRI technologist be physically present during the procedure. **Indirect Supervision** requires that a qualified MRI technologist be in close proximity, but not in the MRI room.

Students **may not** transport patients unless they are accompanied by an employee of the facility. Students **may not** answer departmental phones or pagers.

Credentialing Examination

During the clinical component of the program, the student will be required to maintain a procedure log which is required by the ARRT to document eligibility to sit and write the credentialing examination. It is important to note that it is the student's responsibility to ensure that all required procedures be documented and recorded. In the event that the student does not complete the required number of procedures needed to qualify for the ARRT examination during the program, then the student will need to complete the requirements independently outside of the program.

MRI Program Clinical Requirements

Students must demonstrate competence in the 17 mandatory procedures listed in the following table. For the mandatory procedures, candidates must be evaluated while scanning actual patients. Students are also required to demonstrate competence for 10 of the 24 elective procedures. Elective procedures should be performed on patients; however, up to one-half of the elective procedures may be performed on volunteers.

When performing the MRI procedures, the student must demonstrate appropriate:

Patient skills including:

- Evaluation of requisition of medical record;
- Patient identification;
- Documentation of patient history including allergies;
- Safety screening; patient assessment;
- Explanation of procedure;
- Appropriate MRI safety procedures; and
- Patient discharge with post-procedure instructions.

Technical and procedural skills including:

- Selection of imaging coil;
- Patient positioning; protocol selection;
- Parameter selection;
- Image display; filming (if applicable);
- Networking; archiving; and
- Documentation of procedure and patient data in appropriate records.

Evaluation skills including:

- Analysis of the image for technical quality;
- Demonstration of correct anatomic regions;
- Recognition of relevant pathology; and
- Proper labeling

Cardiac Life Support

All students in the Diagnostic Medical Imaging - MRI Program must maintain current healthcare provider certification in order to be eligible for clinical assignments.

Attendance Policy

The clinical components comprise a very large portion of the student's learning activities. Due to this fact, we feel it is necessary that all students do their best to comply with this attendance policy. Any absences should only be in the event of an illness or family emergency. We have found that punctuality, consistent attendance, and the student's diligence in participating with patient examinations are key factors to the successful completion of this program as well as securing employment. Therefore, we feel a controlling measure must be in place to accomplish this objective.

Students are involved with clinical rotations for two classes. The following is a breakdown of the classes involved, and the total number of absences that may be missed without consequence. The Student is required to make-up all missed hours.

Course	Hours Per Week	Max. Allowed Absences
CNL100	24-40 hours	3
CNL101	24-40 hours	3

If a student is absent more than the allowed days, the clinical grade will be affected. For each absence beyond the maximum allowed, a letter grade will be deducted from the entire clinical course grade. **Example:** If a student is enrolled in a clinical MRI course which allows three absences and the three absences have been taken but the student misses a fourth day, a letter grade will be deducted from their course grade. If the student has an A average at the end of the semester, a B grade will be assigned because of the absence. If a fifth day is missed, two letter grades will be deducted. So, an A average will be reduced to a C grade. ***(It should be noted that a "D" grade is not acceptable in MRI courses and would result in your withdrawal from the MRI program.)***

Tardiness

Clinical days are from 7:30 AM – 7:30 PM or as designated by your assigned clinical agency. All students should be ready to work by scheduled start time. If the start time is 7:30 AM, Students will be considered late if they are not in their assigned clinical areas by 7:37 AM (8:07 at clinical agencies which begin their clinical day at 8:00 AM). Only two (2) tardies will be allowed in any clinical semester. If a third tardy is accrued, an absence will be deducted.

Please Note: If you have used your maximum allowed absences and a third tardy is accrued, a letter grade will be deducted from your total clinical grade. Also, if a student is tardy, they must be in the clinical area by 9:00 AM on that day. If the student should be later than 9:00 AM, an absence will be deducted.

Patient Care and Management

At the completion of training, the graduate will demonstrate an ability to exercise the following quality of care practices:

1. The graduate will demonstrate skills in providing quality patient care.
2. The graduate will demonstrate compassion and understanding for any patient under his/her care.
3. The graduate will do everything possible to ensure that the dignity of the patient is preserved.
4. The graduate will communicate effectively with the patient, physicians, coworkers and other members of the healthcare team.
5. The graduate will not express medical opinions to the patient.
6. The graduate will demonstrate ability to educate the patient about any MRI examination.
7. The graduate will accurately perform and record vital signs.
8. The graduate will demonstrate safe O2 administration.
9. The graduate will maintain a current AHA American Heart Association Health Care Provider CPR certification.
10. The graduate will demonstrate safe venipuncture.
11. The graduate will demonstrate safe aseptic technique.

MRI Procedures

At the completion of training, the students will have demonstrated competency in performing basic MRI procedures for the following anatomical regions:

1. Head/Neck
2. Spine
3. Thorax
4. Abdomen and Pelvis
5. Musculoskeletal
6. Special Imaging Procedures
7. Quality Control

Clinical/Practicum Policies

Professional Behavior

Faculty of Sacramento Ultrasound Institute have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. MRI students, while representing Sacramento Ultrasound Institute at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable

for them. Students will abide by SUI and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the School Catalog.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Safe/Unsafe Clinical/Practicum Practices

The MRI Program identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

The following examples serve as guides to these unsafe behaviors; but are not to be considered all-inclusive.

Physical Safety

Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety

Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique improper medication administration techniques/choices performing actions without appropriate supervision failure to seek help when needed attending clinical while ill failure to properly identify patient(s) prior to treatments

Emotional Safety

Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful providing inappropriate or incorrect information performing actions without appropriate supervision failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice

Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Accidents/Exposure Medical Professional Liability Insurance

Medical professional liability insurance is required for each MRI student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Sacramento Ultrasound Institute

MRI SAFETY

Access Restriction

Magnetic field distribution (fringe field) The stray magnetic field outside the bore of the magnet is known as the fringe field and this is a 3-dimensional field measured in Gauss. MRI systems are shielded to confine the fringe field within the scan room. Magnetic fields less than 5 Gauss are inconsequential to MRI safety. In most systems, the 5 Gauss field is confined within the scan room, so the fringe field does not affect any area external to the magnet room.

The 30 Gauss field demarcates the point where projectile hazards become significant and only MRI compatible equipment can safely enter this region. Each MRI system has its own unique fringe field due to varying magnetic design, shielding characteristics, and field

inhomogeneity. Each site must be supplied with a schematic that clearly defines the fringe field of the magnet. The schematic must demarcate the 30 Gauss and 5 Gauss lines.

This section summarizes the different zones of an MR suite and points out specific safety issues of greatest concern. Each MRI site is divided into 4 safety zones based on the American College of Radiology guidelines:

- Zone 1: General public area outside the MR environment. This area is the reception and waiting areas.
- Zone 2: Area between Zone 1 (Public Access) and the strictly controlled Zone 2 (Control Room) and Zone 3 (Magnet). This is the area just outside of the restricted area Zone 3. This is the area of travel that patients are brought into their procedure.
- Zone 3: Control Room. All access to Zone 3 is to be strictly restricted with access to regions within it controlled by and entirely under the supervision of MR personnel. This zone is restricted from general public access by a reliable restricting method that can differentiate between MR and non-MR personnel.
- Zone 4: Magnet Room. No individual is allowed in the scan room without being supervised by trained MRI personnel. The scan room door is always locked when unattended. Only MR compatible equipment approved by the MR Safety Committee may be brought into Zone 4. The MR technologists must be able to directly observe and control via line of sight the entrances or access to Zone 4 from their normal positions when stationed at their desks in the scan control Room.

Potential Hazards and Risks

Magnetic Field Risk:

The static magnetic field of the MRI system is exceptionally strong. A 1.5 T magnet generates a magnetic that is approximately 21,000 greater than the earth's natural field. In such an environment, ferromagnetic metal objects can become airborne as projectiles. Small objects such as paper clips and hairpins have a terminal velocity of 40mph when pulled into a 1.5 T magnet and therefore pose a serious risk to the patient and anyone else in the scan room. The force with which projectiles are pulled toward a magnetic field is proportional to the mass of the object and distance from the magnet. Even surgical tools such as hemostats, scissors and clamps, although made of a material known as surgical stainless steel, are strongly attracted to the main magnetic field. Oxygen tanks, gurneys, floor buffing machines, and construction tools are highly magnetic and should never be brought into the scan room. However, there are non-ferrous oxygen tanks and gurneys available, which are MRI compatible. Sand bags must also be inspected since some are filled, not with sand, but with steel shot which is highly magnetic.

Consumer products such as pagers, cell phones, cameras and analog watches may be damaged by the magnetic field. Pacemakers may be reprogrammed or turned off by the

magnetic field. The magnet field erases credit cards with magnetic strips. Patients with ferrous intra-cranial vascular clips may be at risk due to the possible movement of the clip. See Contraindications for MRI below.

Radio-frequency (RF) Field Risk:

The radio-frequency field may induce currents in wires that are adjacent or on the patient, causing skin burns. It may induce currents in intra-cardiac leads, resulting in inadvertent cardiac pacing. Prolonged imaging may cause the patient's core body temperature to rise. In practice, significant patient heating is only encountered in infants.

Cryogen Risk:

During a planned or accidental shutdown of the magnetic field (aka "quench"), the liquid Helium in the magnet turns into gas and may escape into the scan room displacing the oxygen in the room leading to asphyxia.

Biological Effects Due to Magnetic Field For the static magnetic fields currently used in MRI up to 2 Tesla, there are no known biological effects. The majority of studies show no effects on cell growth and morphology. Data accumulated by the National Institute for Occupational Safety, the World Health Organization, and the US State Department show no increased risk for leukemia or other cancer. Some reversible biological effects have been observed on human subjects exposed to 2.0 T and above. These effects include fatigue, headaches, hypotension and irritability.

Magnet Quench

Quenching is the process whereby there is a sudden loss of absolute zero of temperature in the magnet coils, so that they cease to be super conducting and become resistive, thus eliminating the magnetic field. This results in helium escaping from the cryogen bath extremely rapidly. It may happen accidentally or can be manually instigated in the case of an emergency.

Quenching may cause severe and irreparable damage to the super conducting coils, and so a manual quench should only be performed in extreme cases when the physician and service engineer are involved in the decision to quench. A fire in the scan room may also be a cause to quench the magnet, so the firefighting personnel can safely enter the room. All systems should have helium-venting equipment, which removes the helium to the outside environment in the event of a quench. However, if this fails, helium will vent into the room and replace the oxygen. For this reason, all scan rooms should contain an oxygen monitor that sounds an alarm if the oxygen falls below a certain level. Under these circumstances' immediate evacuation of the patient and personnel is necessary.

If the scan room door is closed when a quench occurs and helium escapes into the scan room, the depletion of oxygen causes a critical increase in pressure in the room compared with the control area. This produces high pressure in the scan room, which may prevent opening of the door. If this should happen, the glass partition between the scan and control rooms should be broken to release the pressure. The scan room door can then be opened as usual and the patient evacuated. In such a case the patient should be immediately evacuated and evaluated for asphyxia, hypothermia and ruptured eardrums.

Acoustic Noise

Acoustic noise is created when current is passed through the gradient coils during image acquisition. Although these levels are anticipated to be well below the OSHA standards for a hearing loss prevention program must be started (80 dB over 8 hours or half the exposure time for each additional 5 dB exposure), it can cause some reversible and irreversible effects. These effects include communication interference, patient annoyance, transient hearing loss and, in patients who are susceptible to hearing impairment, permanent hearing loss. All patients are provided earplugs and/or headphones, with a minimum suppression rating of 30db. No earplugs, no scan.

Radiofrequency and Gradient Fields

In contrast to the main static magnetic field, radiofrequency (RF) pulses and magnetic gradients are only present during scanning. RF energy (64 MHz-between AM and FM radio) is exchanged with the patient to create MR images. A relatively powerful amplifier (25kW) generates this energy and software controls limit the absorption rate in patients. The effects of RF absorption are the heating of the tissue and the patient's ability to dissipate excess heat. This can be expressed in terms of the specific absorption rate (SAR), which is the FDA limit for RF exposure and is primarily set to avoid warming of the patient. The recommended SAR level for imaging in the US is 0.4W/kg (whole body), 3.2W/Kg (head) and 8 W/kg (small volume). The RF field is focused within the bore of the magnet and is negligible external to it.

While software limits RF exposure to safe levels, looped conductors (e.g. wires) within the bore of the magnet can focus these RF fields, producing elevated energy deposition. These concerns are greatest on high field scanners and have been known to cause substantial burns. Accordingly, looped conductors within the bore must be avoided at all cost.

Care should be taken to ensure that the patient's tissue do not directly come into contact with the inner bore of the magnet during the MR imaging process. Pads and other such insulating devices are provided for this purpose. It is also important that the patient's own tissues do not form large conductive loops. Therefore, care should be taken to ensure that the patient's arms and legs not be positioned in such a way as to form a large caliber loop within the bore. For this reason, it is preferable to instruct patients not to cross their arms or legs in the MR scanner.

Emergencies

As in any medical facility, the MR suite should be equipped with emergency medical supplies on a crash cart. These emergency supplies should be located in Zone 2 or 3. Many of these supplies can be dangerous in Zone 4. For this reason, in any medical emergency, all patients should be removed from the scan room to a predetermined magnetically safe location in Zone 2 or 3 before resuscitation begins. Restricted access to Zone 4 must be maintained during resuscitations and other emergent situations.

Questions about this Catalog?

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

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A copy of the Sacramento Ultrasound Institute Catalog is available at the administrative offices or may be downloaded from the SUI website at:

<http://www.sui.edu/about/disclosures>.

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