ECHOCARDIOGRAPHY
PROGRAM POLICIES
AND
CLINICAL EDUCATION MANUAL

2017-2018

Revised 10/2017
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TEXTBOOKS

Craig, Marveen; Essentials of Sonography and Patient Care, 3rd Edition; Saunders; 2012.


Feigenbaum M.D., Harvey; Echocardiography; Lippincott Williams & Wilkins; 7th Edition; 2010

Reynolds, Terry; Cardiovascular Principles; A Registry Exam Preparation Guide, Arizona Heart Institute; 1997

Reynolds, T.; The Echocardiographer’s Pocket Reference, 3rd Edition; Arizona Heart Institute, 2007
I. MISSION STATEMENT - Trocaire College

Trocaire College, a private career-oriented Catholic college in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

Mission Statement - Echocardiography Program

The faculty of the Echocardiography Program accepts the philosophy and mission of Trocaire College and functions within its framework.

The mission of the Echocardiography Program is to provide students with the theoretical foundation, laboratory, and clinical experiences which will prepare them for entry positions in the field of Cardiac Sonography. The Echocardiography faculty sees as its mission the need to instill those values which will aid the student in his/her development to become a competent practitioner. This education, requiring academic and technical competence, should prepare him/her for a career in Echocardiography and foster a desire for continuous learning.

Program Goals:

1. Echocardiography students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will appraise the importance of professional growth and development.
5. The program will graduate entry-level Cardiac Sonographers.

Program Assessment Method

Assessment of program effectiveness in the program mission and the program goals will be determined by didactic, clinical, and program effectiveness goals and criteria.

II. CODE OF ETHICS OF THE SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHERS

Preamble

The Code of Professional Conduct of the Society of Diagnostic Medical Sonographers is a statement of the high standards of conduct toward which sonographers are committed to strive. Sonographers,
as members of a health care profession, acknowledge their responsibilities to their patients, to other health care professionals and to each other.

Sonographers shall act in the best interests of the patient.

a. Sonographers shall provide sonographic services with compassion, respect for human dignity, honesty and integrity.

b. Sonographers shall respect the patient’s right to privacy; safeguarding confidential information within the constraints of the law.

c. Sonographers shall maintain competence in their field

d. Sonographers shall assume responsibility for their actions.

III. PROGRAM OVERVIEW

ECHOCARDIOGRAPHY CERTIFICATE

Admission Requirements/Program Requirements

- Must be a graduate of an Allied Health program with an AAS or BS or Diploma Program. (Examples: 2 years Radiologic Technology education and ARRT, Radiation Therapist, RN, Occupational Therapist, Physician Assistant, Respiratory Therapy, Surgical Technology, MD or DO credential). The Allied Health program must include direct patient care.
- Minimum 3.0 cumulative average.
- Immunizations/physicals: updated medical records from within one year of the start of the program are required and must be submitted prior to attending clinicals.

The program of study includes thirty-six (36) credit hours of didactic, college laboratory and clinical sessions. Learning experiences emphasize ultrasound, physics, echocardiographic principles and instrumentation, and adult and pediatric examinations. Related topics, correlation with other imaging and special procedures are also included.

Approximately six months of clinical experience is required during the year. Competencies in the identification of normal anatomy as well as abnormal findings, along with effective communication skills and professionalism are necessary learning to function as an echocardiographer.

Graduates are eligible to sit for the American Registry of Diagnostic Medical Sonography Certifying Examinations for Cardiovascular Principles and Instrumentation, Adult and/or Pediatric Echocardiography.

General goals of the program include achieving competencies such as:

a. Appropriate use of oral and written medical communication.

b. Perform appropriate mathematical and algebraic functions.

c. Provide basic and emergency patient care.

d. Identify human anatomy (including cross-sectional anatomy) and physiology as well as pathology and disease processes which affect the anatomy.

e. Integrate laboratory tests and other pertinent patient history to enhance sonographic findings.
f. Describe instrumentation options and give rationale for optimal choices for different procedures.
g. Provide patient education related to cardiac ultrasound and promote principles of good health.
h. Perform appropriate scanning techniques for optimal scanning.
i. Outline general functions of an ultrasound department, including quality control and image processing and storage.
j. Describe production and interactions of ultrasound.
k. Describe ultrasound biological effects.
l. Exercise discretion with professionalism and ethical behavior in communication with physicians, co-workers, patients and the public.
m. Identify personal goals for maintaining high standards professionally, making every effort to keep up-to-date through professional and continuing education.

IV. COURSE DESCRIPTIONS

ECOCARDIOGRAPHY CERTIFICATE

First Semester Courses (Fall)

ECH 300 Introduction to Echocardiography (1)

This course provides the student with an overview to the field of echocardiography, medical terminology related to procedures and instrumentation, and indications for use. Areas covered will include the role of the echocardiographer, legal/ethical issues and universal precautions. An overview of the program will be given.

ECH 303 Echocardiography Principles and Instrumentation (3)

A study of the principles of ultrasound instruments, modes of operation, operator control options, frequency selection, scanning motions and planes in a cardiac examination, patient histories and physical signs, patient preparations and Doppler vs. color Doppler protocols are a few of the areas to be covered. Basic generalized pathology of the different organs will be covered.

ECH 302 Echocardiography College Laboratory I (1)

This course includes college laboratory experience on basic scanning techniques as presented in lecture.

DMS 306 Physics of Ultrasound I (2)

Fundamental principles of acoustical physics including wave propagation, biological effects, acoustical impedance properties and transducer characteristics will be presented. Basic types of equipment instrumentation, quality control, and safety are discussed. Doppler principles are introduced.

ECH 304 Anatomy and Physiology of the Heart (3)

This course provides the student with the normal anatomy of the pericardial and thoracic cavities, including the skeletal framework, the normal anatomy of the heart’s large vessels, embryology development, cardiac physiology, the function of circulation, coronary circulation, parameters of arterial pressure measurement and heart pressures. Students will study the normal sonographic appearances.
ECH 301 Echocardiography I (2)

This course includes a study of examinations, techniques, measurements, equipment and patient preparation for 2-D Imaging, M-Mode, Doppler and Color Doppler of the normal adult and pediatric hearts. Correlation with other cardiac evaluation methods will be presented such as: angiography and cardiac catheterization, electrocardiograph, electrophysiologic studies, holter monitoring, stress testing, radionuclide studies, other topographic imaging procedures, phonocardiography, external pulse recordings, Thallium tests and Stress echocardiography.

ECH 320 Echocardiography Clinical Practicum I (3)

This course concentrates on the development of initial practical skills in basic echocardiography procedures. Emphasis is on the role of the initial observer to assistant under the close supervision of faculty and sonography staff and is provided at area echocardiography clinical sites. (Twenty-four hours per week).

Second Semester Courses (Spring)

ECH 404 Pathology of the Heart (4)

This course will give the student an in-depth study of the cardiac pathologies, their physiological symptoms, outcomes, and their sonographic appearance. Special attention will be given to the mitral and tricuspid valves, acquired aortic and pulmonic valvular heart disease, cardiomyopathies, coronary artery disease, pericardial disease, inflammatory, neoplastic and thrombotic disease. Other areas covered will include cardiac trauma, prosthetic heart valves and pediatric congenital heart disease. Pediatric congenital heart disease will be presented.

ECH 401 Echocardiography II (4)

This course will focus on the recognition and identification of cardiac pathologies with their hemodynamics in different types of heart disease. Students will learn the echographic structures. Echocardiography diagnostic procedures will be discussed such as: stress, transesophageal and intraoperative echocardiography giving indications, limitations, technical procedures and clinical pharmacology. Fetal echocardiography will be introduced. Student case presentations and literature reviews will be required. Registry style examinations will be given.

ECH 402 Echocardiography College Laboratory II (1)

The student is provided with college laboratory experience on basic scanning techniques related to college lecture material.

DMS 406 Physics of Ultrasound II (1)

This course focuses on practical applications of principles and concepts presented in “Physics of Ultrasound I.” In addition, the student is provided opportunities for preparation of the American Registry of Diagnostic Medical Sonographers (ARDMS) Certification Examination in Ultrasound Physics and Instrumentation.

ECH 403 Seminar/Research Course (2)

This course is designed to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. The
student will also develop research skills by writing a paper on an approved topic. A brief presentation of
their topic will complete the course.

ECH 420 Echocardiography Clinical Practicum II (3)

This supervised off-campus experience continues to provide the student development of skills in scanning
procedures. (Twenty-four hours per week).

Summer Session Courses

ECH 430 Echocardiography Clinical Practicum III (6)

In this final and extended period of clinical study, the student progresses to full independence under the
supervision of faculty and sonography staff. The student will be prepared to function as a beginning
Echocardiographer and will be ready to sit for the RDCS examination given in October. This course is an
extension to the learning that the student encountered during the first and second semesters. (Forty hours per
week for twelve weeks).

V. STUDENT/FACULTY EXPECTATIONS

Faculty members are here to assist the student in acquiring knowledge and techniques to meet our
combined goals. However, the student, must make the decision to learn as well as to have strong
motivation to succeed. In order to work together successfully, students and faculty need mutual
expectations.

Students may expect the following from the faculty:

1. Lectures designed to emphasize important information.
2. Faculty to function as role models.
3. Clinical experiences allowing the application of theoretical knowledge to practice with appropriate
   supervision.
4. Assignments that are designed to meet classroom objectives and clinical competencies.
5. Assignments that are returned at an agreed upon time.
6. Classes and laboratories that begin and end on time.
7. Office hours observed as stated.
8. Clinical experience to include advanced imaging applications in updated modalities within the field.

Faculty expect the following from students:

1. To be informed of and adhere to College policies and procedures, as published in the Student
   Handbook and/or Catalog. These include academic, financial aid, student services, student conduct,
   disciplinary action, alcohol, drugs, health program, AIDS & HIV, sexual assaults, smoking,
   speakers, release of student records, Family Rights and Privacy Act, etc.
2. Adhere to regulations concerning cheating, plagiarism, and misrepresentation in general, as outlined in Trocaire College Student Handbook.
3. Report to classes and laboratories on time and be prepared to learn.
4. Read assignments and objectives prior to classes and laboratories. Submit any written assignments on time.
5. Report to clinical education center on time, in proper attire according to the Trocaire College required Imaging Department uniform, and be prepared to give safe, effective care.
6. Notify the clinical instructor/preceptor of absence prior to the start of the clinical day (see directions under Program Policies).
7. Treat each patient with dignity and respect.
8. Adhere to clinical instructor's/preceptor’s directives in all aspects of patient care.
9. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA Guidelines.
10. Seek appropriate guidance, contact instructor for an appointment during instructors scheduled office hours.
11. Make and keep scheduled appointments.
12. Complete clinical competencies within required period of time.
13. Check the appropriate bulletin board(s) for current information.
14. NO cell phones, beepers or text messaging during any learning activities at the College and the Clinical Education Centers (CEC).

When faculty and students adhere to these expectations, our combined goals will be met.

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours will be found posted on individual office doors. Faculty may also be contacted by leaving a message via voice mail or e-mail.

VI. CHANNELS OF COMMUNICATION - ECHOCARDIOGRAPHY

Every Echocardiography student is appointed an advisor. The advisor is a faculty member who assists an individual student in matters related to academic progress within the program/College.

If a problem should arise, the student initially sees the faculty member directly involved to seek a resolution. If the student feels the problem has not been satisfactorily resolved, the Program Director should then be consulted. If no resolution is reached, the matter will be brought to the Academic Dean.


Channels of Communication

STEP I - Faculty Member Directly Involved (Professor, Advisor, Adjunct Faculty and/or or Clinical Instructor)

STEP II - Director of Medical Imaging:
Ms. Patricia Gauthier, RT(R), BA, MA

STEP III - Dean of Health Professions
Dr. Linda Kerwin

VII. COURSE AND INSTRUCTIONAL EVALUATION

Evaluation of Echocardiography courses - At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of evaluation is to rate the course in an objective manner and offer constructive suggestions. This is done on a written form which includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the faculty and administration. Changes in the curriculum have resulted from student evaluations.

An exit interview with each graduate is conducted to evaluate the entire program and to discuss future plans.

VIII. STUDENT INCIDENTS/INJURIES

A student must report incidents to the instructors or appropriate facility personnel immediately. When an incident occurs at a clinical site, i.e. student injury or client-related mishap, after initial actions are complete, appropriate facility and College forms must be completed. (See Appendix for copy of form). Forms are available through the Director of Health Records & Services Campus Ministry.

A student who sustains personal injury must report to the Student Health Office for completion of necessary paperwork, as soon as possible after the incident has occurred.

IX. PROGRAM POLICIES

A. Program Health Policies

In order to participate in Health Science Programs, the student must be in good health and free from communicable diseases and, must be physically (See Technical Standards) and emotionally capable of performing all of the required responsibilities of clinical experiences and meeting program objectives. Students must also meet health requirements of Health Science Program
affiliates as stated in clinical affiliate agreements and/or clinical affiliate policies. Students are expected to provide a safe level of patient care and must understand that the welfare of the patient supersedes the special needs of the student.

A health report consisting of a medical history, an immunization record and a physical examination is required of each accepted student. The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior." (New York State Department of Health Code 405.3 [b] [10]).

1. The student must have adequate visual and auditory (with or without hearing aids) acuity, and communication skills necessary to meet objectives of the program.

2. The student must have sufficient physical ability and manual dexterity to meet program requirements including: the physical ability to stand, walk, kneel, lift, bend, push, carry, hold, grasp without assistance and draw up solutions in a syringe.

3. Any students with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year.

4. Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical and mental illness or emotional disorders must present medical documentation of:
   a. Ability to participate without restriction in classroom, college laboratories and clinical areas. (see form in Appendix)
   b. Adequate physical, mental and/or emotional ability to continue in the program of study.

5. Any student who, because of medical restriction, is unable to meet program objectives will be required to withdraw from the respective program. (See Appeals Process)

6. Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes and/or continuance in a Health Science Program.

7. New Echo Students must meet all immunizations and health record requirements prior to the start of clinic. Yearly TB tests are required. Students not meeting these requirements will not be permitted to attend classes, clinic or laboratory experiences.

8. The student will be responsible for submitting to the Health Office all required updated immunization records, test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases, suspension from class attendance.
9. The College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. Any student accepted into a Health Science Program at Trocaire College will be required to meet the technical criteria outlined above. Students are advised that the College and clinical agencies associated with the Health Science Programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action (Student Handbook).

B. Communicable Diseases

Any Trocaire College student who has been exposed to and/or has any communicable disease or condition must do the following:

1. The student must contact the Wellness Center (716-827-2579) Room 118
2. Students will need a written physician’s release to once again attend classes or clinical.
3. If they have seasonal flu and/or H1N1 flu, a physician must be contacted to verify the illness and to provide a note stating that the student was seen/is being treated. Students must stay home until symptoms subside and their temperature is normal for 24 hours without Tylenol, etc.

C. Pregnancy Policy

(1). A student may voluntarily declare that she is pregnant in writing to the Program Director. It is the student’s choice to declare her pregnancy. If she chooses to do so, it must be in writing to the program director and must indicate the expected date of delivery.

In absence of this voluntary, written disclosure, a student cannot be considered pregnant, and restrictions and options of appropriate radiation protection cannot be made available to the student.

The student will be given the following options:

1. The student has the right to completely withdraw from the program.
2. The student can withdraw from the program with the possibility to return to the program at a later time, and begin at the start of the semester/session that was not completed.
3. The student may continue in the program without modification and radiation exposure will be regulated and kept to a minimum. (e.g., LIFTING WITHOUT RESTRICTIONS)

In addition, a student may voluntarily withdraw her declaration at any time. (See Pregnancy Declaration Form)
(2). Pregnancy – Banked Time

The pregnant student will be allowed to “bank” a maximum of 6 clinic days, which are to be used strictly for maternity leave.

The male student will be allowed to “bank” a maximum of 2 clinic days, with proper medical documentation.

D. CPR Policy

CPR certification must be submitted prior to the start of Clinical Practicum Experience and must be kept current for the duration of the Program. (Students not in compliance will NOT be allowed to participate in clinical experience until this requirement has been met).

Required CPR Program:

CPR/BLS for Health Care Providers 6 hour Sessions for health care professionals covering adult and pediatric cardiopulmonary resuscitation and basic life support (2 year certification)

Students are responsible to provide the Clinical Placement Coordinator with verification and health insurance verification.

E. Health Insurance Policy

A copy of the student’s health insurance card, must be submitted to the clinical coordinator prior to the start of the Clinical Practicum Experience.

F. Behavioral/Dress Code for Clinical Experience

1. Expected Behavior at Clinical Site:

   See SDMS Code of Ethics.

2. Personal Grooming

   The personal appearance and demeanor of Echocardiography students at Trocaire College reflects both the College and Program standards. Students are expected to be professionally groomed at all times. Students not in compliance with dress code will not be permitted in the clinical area. Professional grooming includes meticulous personal hygiene.

   - Hair will be neat at all times. Tie back long hair and keep it off the face.

   - Appropriate color make-up is acceptable. For nails, only clear or light colored polish is permitted. Trendy colors are unacceptable.

   - Nails must be no longer than ¼ inch above the fingertips.

   - All tattoos must be covered.
- Students must be clean shaven.
- Beards, mustaches, and sideburns must be well trimmed. While in the operating room, beards must be contained by a surgical mask.
- No perfumes, colognes, excessive makeup, jewelry and rings (except wedding bands and watches) are to be worn.
- A maximum of two small, plain post earrings may be worn in the ear – no dangling earrings.
- NO OTHER VISIBLE BODY JEWELRY AND/OR BODY PIERCINGS ALLOWED.
- Gum chewing during the clinical experience is NOT permitted.
- Valuables are to be left at home.

G. Attendance Policy

General
Attendance affects the quality of academic performance. Therefore, prompt and regular attendance in lectures and laboratory sessions, as well as in clinical education centers, is expected of all students.

1. Academic Attendance
a. See current College Student Handbook and current College Catalog for Class/Academic Attendance Policies.

b. Echocardiography courses may have specific attendance policies relative to particular courses. See instructor for details.

c. College Closing/Cancellation of Classes - Cancellation of classes will be posted. Closures for inclement weather will be announced over all major Buffalo radio and TV stations (e.g. WBEN, WGR, etc.), and the Trocaire Emergency Notification System.

2. Clinical Attendance
Starting times may vary as per clinic site/adjunct faculty. There will be no special arrangements made for individual circumstances.

a. Clinical Absenteeism Policy:
In case(s) of absence(s) from the clinical site, it is the student's responsibility to:
1) Call the clinical affiliate one hour prior to site start time.
2) Ask to speak with, or leave a message for the assigned adjunct faculty or instructor, or imaging department supervisor.
3) Adjunct Faculty will notify the clinical coordinator of ANY clinical absence. Absences per given course are to be made up according to the clinical make-up policy. (See below).
4) All medical notes and/or legal documentation must be submitted to the Adjunct Faculty within 1 week from date of absence. The adjunct faculty will write the date received on the note. Medical notes will indicate student illness or injury (while maintaining confidentiality). Regularly scheduled appointments are not acceptable.

5) For additional information regarding absenteeism, please see Non-Compliance Attendance Record Form.

b. Banked Hours are granted by the following terms

1) Proof of attendance at a pre-approved seminar/event, with a complete summary report (See Appendix). In order to receive banked hours for clinical use, the student must seek approval from the Echocardiography faculty for the specific seminar he/she plans to attend.

2) Banked hours may not be used to shorten the length of the program. They may NOT be used during the LAST 3 DAYS in any semester/session.

3) Banked hours may be used during the semester session they were accrued, or during the following semester. The time will be “LOST” if not utilized.

c. Clinical Make-Up Policy:

Should a student require clinical make-up hours, he/she must be scheduled with the written permission of the clinical instructor and Echocardiography department supervisor at the clinical education center where the student is presently assigned. Make-up days must be completed at the specific clinical site where the student was scheduled when the absence(s) occurred.

These days must be completed on the assigned days as stated on the Make-Up Verification Form, available from the clinical instructor at the Clinical Education Center (CEC). Weekends, holidays, evening and night hours are not allowed.

(1) Fall & Spring Semesters:

Make-up dates are to be scheduled as soon as possible after the absence has occurred and must be completed no later than the final week of the semester. Failure to do so will result in an F(X) grade for the course. Extenuating circumstances will be reviewed on an individual basis.

(2) Summer Clinical Component:

Make-up dates must be completed immediately following the last scheduled clinic day. Extenuating circumstances will be reviewed on an individual basis.
3. Clinical Assignments -
   a. The Echocardiography Program shall not mandate more than (40) hours in one week. This includes formal classes on campus and clinical assignments.
   b. Echocardiography students will be assigned a particular Clinical Education Center (CEC) for each semester/session. REQUESTS BY STUDENTS FOR SPECIFIC CEC’S WILL NOT BE ACCEPTED
   c. It is the STUDENT’S RESPONSIBILITY to provide/arrange transportation to/from the site.

4. Holidays -
All holidays observed by the College will be honored for clinical and didactic education. Holidays are printed in the Trocaire College Student Handbook and Planner.

5. Bereavement Policy - In the event of the death of a spouse, life partner, parent, sibling, mother or father-in law, grandparent, or grandchild, a leave not to exceed three (3) consecutive days within the week of death will be granted. Any time that exceeds the 3 days must be made up. Students must bring proof of death.

H. Progression in the Echocardiography Program
If a student is unsuccessful in any of the Echocardiography courses in the major sequence, or if the objectives for clinical education are not met, the student cannot advance to the next semester of the program. Failure to meet program requirements contained within this handbook (pertaining to specific, general, didactic, and/or clinical requirements) will also prevent progression within the Echocardiography Program.

I. Disciplinary Action
Disciplinary action will be initiated if an Echocardiography student fails to follow program policy guidelines and/or meet program requirements. Students are also expected to follow the Trocaire College Student Handbook. Action taken may include probationary measures or dismissal. See the Non-Compliance form in Appendix.
Non-compliance infractions obtained within a semester/session result in a grade adjustment. This is in addition to points lost on clinical evaluation. Numerous non-compliance infractions within the length of the program will result in immediate dismissal from the program.
J. Re-admission Policy

1. If an Echocardiography student fails to achieve a grade of "C" or better in any Echocardiography core course, the Echocardiography Re-admission Committee will review the following criteria to determine if that student is eligible for readmission.

   a) Academic Performance:
      1. Examinations, quiz grades, homework and course performance
      2. Attendance
   
   b) Clinical Performance:
      1. Clinical Evaluations
      2. Clinical Anecdotal Records
      3. Attendance
      4. Mastery Level Competency Sheet
   
   c) College Lab:
      1. Laboratory Practical Evaluations
      2. Attendance
   
   d) Medical Imaging Department advisor's recommendation
   
   e) Achievement in other required program and core courses
   
   f) Adherence to Code for Professional Behavior

2. The Director of Medical Imaging will then notify the student if he/she is eligible for re-admission to the Echocardiography Program.

   Re-admission is contingent upon the following:

   a) Completed forms sent to the Director of the Medical Imaging Program, Patty Gauthier, requesting readmission. (See attachment)
   
   b) Successful completion of the Echocardiography Program Readmission criteria
      (See Appendix - “Readmission”)

      THIS WOULD INCLUDE ALL LABORATORY READMISSION COMPETENCIES

      * Students failing to complete all Echocardiography Readmission requirements will be denied readmission to the program.

   d) Space availability

3. When space is available, the student will have to follow these Echocardiography Program Readmission requirements:

   a) Review assigned media and complete a one page summary of each
   
   b) Successfully complete selected laboratory competencies
   
   c) Satisfactory completion of the Echocardiography review multiple choice examination
   
   d) Clinical auditing (of a specific clinical education course) may be available.
      For more information, see the Medical Imaging Clinical Placement Coordinator.
4. A student is allowed re-admission into the Echocardiography Program only once. A student denied readmission has the right to appeal the decision. A student who desires an appeal should contact the Director of Medical Imaging.

K. Grading Policy - Academic/Clinical

Echocardiography Program Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>(Range)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
</tr>
<tr>
<td>B-</td>
<td>82-84</td>
</tr>
<tr>
<td>C+</td>
<td>79-81</td>
</tr>
<tr>
<td>C</td>
<td>75-78</td>
</tr>
<tr>
<td>C-</td>
<td>72-74</td>
</tr>
<tr>
<td>D+</td>
<td>69-71</td>
</tr>
<tr>
<td>D</td>
<td>65-68</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
</tr>
</tbody>
</table>

FX - Failure because of excessive absence  
I - Incomplete - See College Catalog under Grading  
W - Withdrawal before mid-semester while performance in the course was satisfactory  
WF - Withdrawal failure (after midterm)

A student cannot progress to the next level in the Echocardiography Program if he/she receives any grade below “C” in ANY of the Echocardiography core courses.

L. Clinical Remediation

When an Echocardiography student exhibits difficulty (ies) in clinical psychomotor skills/performance (i.e. patient positioning, imaging techniques, etc.), remediation is highly recommended. The adjunct faculty member(s) and/or clinical instructor will submit the recommendation for remediation. The student is responsible for arranging an appointment with the instructor of the clinical session. Whenever possible, remediation will occur within the College laboratory. A clinical remediation form will be utilized and will be placed in the student’s folder upon completion of the stated objective(s). Failure to follow this procedure will be documented and utilized in conjunction with the student’s clinical evaluation(s). (See Remediation form in Appendix)
M. Technical Standards

The Echocardiography profession requires that technologists/student technologists be able to perform the following:

1. Assist with the lifting of patients from wheelchairs and/or carts onto the examination table
2. Move and/or manipulate various types of Echocardiographic equipment in all modes (i.e. digital, portable, etc.)
3. Transport patients with wheelchair or cart
4. Transport patients with intravenous medication(s), monitoring devices, etc.
5. Position patients which may involve lifting of extremities and trunk
6. Draw up medication(s)/contrast media in a syringe
7. “Drape” equipment (i.e. portable imaging equipment, and possibly the patient, without contamination

N. Students with Special Needs

Trocaire College students who wish to receive accommodations to allow access to programs and services of the college must provide documentation of the disability to Coordinator of Disabilities (716-827-2412) located in the Palisano Learning Center for Academic Success.

No accommodations can be provided until documentation is received. Students should meet with the Coordinator of Disabilities with their complete documentation package as soon as possible after admission, well before orientation and classes begin.

All records and documentation submitted to the Coordinator of Disabilities is considered medical information. It is not shared with other college personnel (including faculty) except on a need-to-know basis without the explicit written permission of the student.

Documentation of a disability to support eligibility for services must meet the following criteria:

- Must submit a diagnostic statement from a qualified professional (psychologist, neuropsychologist, educational psychologist, learning disability specialist, psychiatrist) identifying the disability, the date of the evaluation, and a date of the original diagnosis of the disability. (Please note: Scripts from the professionals listed above are acceptable forms of documentation).
- Must document the presence of a disability that substantially impairs the ability of the student to perform a major life activity necessary for the academic program.
- Must be within three (3) years and sufficient to document the current status of the impairment and its impact on the student’s ability to perform major life activities necessary for the academic program.
- Must include a diagnosis, test scores and a description of the assessment procedures used.
- Must include the credentials of the evaluator indicating that the person is appropriately licensed or certified to make the diagnostic statement for the disability.
- Must include recommendations detailing accommodations that would be implemented for the specific disability. (Please note: NO accommodations will be provided if it causes an undue hardship on Trocaire College and/or if it changes the nature, service or activity of the institution.)
- Must complete a form for the release of physical disability information and/or submission of documentation of any disability or special need signed by the student.
NOTE: The Individual Educational Plan (IEP) developed for use in elementary or secondary school DOES NOT APPLY in post-secondary education. The Student Exit Summary (SES), high school transition plan and assessment provided by a licensed psychologist or licensed school psychologists may be acceptable. Students should discuss the documentation that is needed with the Coordinator of Disabilities as soon as possible after acceptance to the college so that the proper documentation can be provided prior to the beginning of classes or need for other services. If your documentation is not sufficient, you will be required to provide more current testing results before services may be provided.

O. College Safety and Security

Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff toward ensuring their security throughout the campus. Trocaire employs uniformed guards through a private security service. The guards work closely with the Buffalo Police Department.

In order to support emergency services on and around the Trocaire campus, we rely upon a strong working relationship with not only the Buffalo City Police Department, but also the Buffalo Fire Department. We also call on the services provided by local first responders.

In keeping with the Cleary Act, we provide vital information and statistics about incidents on and around the campus community in an annual security report published on the Department of Education website.

We believe in a well-informed community; in keeping with this, notices of pertinent security related happenings and incidents are posted on security boards throughout campus. For additional information contact Director of Facilities, Room 337, 827-2405.

Crime Prevention

The key to a safe and secure environment in any area is crime prevention. Campus Safety and Security utilizes uniformed guards in most cases when classes are in session. The college also utilizes security cameras which are installed in several areas on campus. Crime prevention is a joint effort however, and cannot be accomplished without the assistance of the entire Trocaire community of students, faculty, and staff. The security committee has composed a list of several crime prevention and safety tips which are distributed at the beginning of each semester.

In addition to uniformed security officers, there is a campus-wide Security Advisory Committee comprised on faculty, staff, administration and students.

Campus Safety and Security Phone Numbers
716-827-2500: Non-emergency – Main Desk Choate Campus
716-445-2104: Emergency – Choate Campus Only
716-827-2405: Director of Facilities

Fire Safety:

If the alarm sounds, all occupants of the building must vacate immediately. Close office and classroom doors.
Testing Policy

1. Examination dates will be given at least one week in advance. There will be no makeup exams. Special requests will not be honored.

2. **No make-up examinations** will be given. If an absence occurs on a test date, the student must present documentation that the absence was unavoidable.
   
   Example: 
   - A doctor’s excuse
   - An excuse from a judge
   - Proof of death of an immediate family member
   
   If proper documentation is submitted, the percentage missed will be added to the final exam percentage. Without proper documentation, a permanent grade of “O” will be recorded.

3. Examination grades will be determined from computer answer sheets only. This will be the only indicator of the student’s grade. There are **no** exceptions.

4. Computer answer sheets will **not** be handed back to the student. If the student wants to review his/her answer sheet, it is the individual’s responsibility to arrange an appointment with the instructor.

5. The examinations will be handed back to the students during a class period for a review of each question. Following the review, exams will be returned to the instructor.

6. If a student receives an examination grade below 75%, it is highly recommended that the student make an appointment with the professor to review the exam/grade.

Final Examination

7. Final examinations in the Echocardiography courses occur during the last two (2) weeks of the college academic semesters. Students are **EXPECTED TO BE IN ATTENDANCE** the assigned time. Final exams will **NOT** be re-arranged for any reason (i.e. vacation), except in extenuating circumstances (i.e., illness, death of immediate family member). Failure to take the final exam at the assigned time will result in a grade of zero (0) for that exam.

8. Students are **required** to be present and/or available on Tuesday and Thursday the last week of the semester.

Academic Dishonesty

Academic dishonesty, may include but is not limited to cheating, plagiarism & furnishing information to other students.

Cheating & Plagiarism Policy

Any student who (1) knowingly represents the work of others as his/her own (2) uses or obtains unauthorized assistance in the execution of academic work, and (3) gives fraudulent assistance to another, is guilty of cheating.

Cheating and plagiarism will not be tolerated. If detected, the following procedure will be followed:

1. A failing grade of F or 0% will be entered for the test or other educational activity in question.
2. If the activity is a major test, the student will be assigned a failing grade for the course, midterm or final.
3. The College system for reporting cheating or plagiarism will be followed. See Student Handbook for further information.
Classroom Policy During Test Taking

• All personal belongings are required to be placed in the front of the room, or on the window ledge. This is to include, but is not limited to books, papers, backpacks, book bags, purses, cell phones, and pagers.
• Cell phones are to be turned off, including vibration mode. Cell phones are not to be used as calculators. No ear pieces are to be used.
• Hair should be styled away from the face. No hats, hoods or sunglasses are to be worn during testing.
• Shoes must remain on at all times during testing.
• No food, beverages, or other objects allowed on desk during testing.
• Students are not allowed to ask questions of any kind during tests, quizzes and/or exams unless he/she is verifying a typographical error.

Attendance Policy

ATTENDANCE IS MANDATORY.

As taken from the Trocaire College Student Handbook: “Students are expected to attend all regularly scheduled classes. Each instructor will determine the requirements for attendance within specific courses.”

Any student having absences greater than what is allowed will be subject to receiving an FX, due to excessive absences. Specifics for individual courses are stated in the course contract.

Attendance will be taken at the start of each class. If it is necessary to miss a class, please notify the instructor as soon as possible.

You are responsible for all missed material.

Tardiness Policy

Classes begin promptly. Tardiness will not be tolerated; it is very disruptive to classmates as well as instructors. If you are not present when attendance is taken at the start of class, you will be considered tardy.

Tardiness will result in a lowering of your final grade.

Late 1X = verbal warning
Late 2X = 1 mini step grade drop
Late 3X = 2 mini step grade drop
Late more than 3X = 1 full step grade drop

2. Cell Phone Policy

Cell phones should be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a time piece or a calculator. (See Non-Compliance Form – Category II)
3. **Dress Code**  
   Faculty expects students to:

**Dress Appropriately**
1. Students may wear walking type shorts but **not** ultra-short athletic (running shorts or unusually tight shorts (i.e. Spandex))
2. Tee shirts are acceptable provided that the shirt is clean and does not contain any offensive language or pictures.
3. “Tube tops”, “halter tops”, deep-set necklines, and very short, tight skirts should not be worn to class. Shirts and blouses must extend to the waistband. Bare midriffs are not acceptable. Please be conscious of the “fit” of your clothes when you are in different positions such as leaning forward or bending at the waist.
4. No underwear should be visible above pants that are riding below hip line.
5. Sunglasses should not be worn in the classroom.

4. **Social Media Policies**

The student will respect the policies of confidentiality related to social media. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the program. Recording of class is prohibited without prior approval. This includes tape recordings, video recordings, mobile/cell phone recordings, etc. Under NO circumstance may any item be posted to on-line services such as YouTube or FaceBook.
PART II
Clinical Education

I. STRUCTURE OF CLINICAL EDUCATION FOR ECHOCARDIOGRAPHY PROGRAM

Clinical Education for Echocardiography at Trocaire College is divided into three semesters. Each unit will be termed Clinical Practicum. The three semesters include the following:

1. ECH 320 - Clinical Practicum I
   Fall Semester

2. ECH 420 - Clinical Practicum II
   Spring Semester

3. ECH 430 – Clinical Practicum III
   Summer Semester

Each Clinical Education syllabus will include the following criteria:

1. Course Descriptions
2. Type of Supervision
3. Objectives
4. Grading System
5. Competencies
6. Student Handouts for each course -
   All handouts are in the student’s clinical folder that is kept in a secured location at the clinical site or the Clinical Placement Coordinator’s office.
   1. Clinical Competency Evaluations
   2. Clinical Competency Final Evaluation
   3. Site Evaluation
   4. Daily Log Sheet
   5. Pediatric Log Sheet
   6. Repeat/Reject Log Sheet

II. COURSE DESCRIPTION

ECH 320 Echocardiography Clinical Practicum I (3)

This course concentrates on the development of initial practical skills in basic echocardiography procedures. Emphasis is on the role of the initial observer to assistant under the close supervision of faculty and sonography staff and is provided at area echocardiography clinical sites. (Twenty-four hours per week).

ECH 420 Echocardiography Clinical Practicum II (3)

This supervised off-campus experience continues to provide the student development of skills in scanning procedures. (Twenty-four hours per week).
## APPENDIX

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Master Plan for Clinical Competency Testing</td>
</tr>
<tr>
<td>2</td>
<td>General Patient Care</td>
</tr>
<tr>
<td>3</td>
<td>Checklist for Competency Testing</td>
</tr>
<tr>
<td>4</td>
<td>M-Mode Competency</td>
</tr>
<tr>
<td>5</td>
<td>Doppler Competency</td>
</tr>
<tr>
<td>6</td>
<td>Comprehensive Adult Echocardiography Competency</td>
</tr>
<tr>
<td>7</td>
<td>Comprehensive Pediatric Competency</td>
</tr>
<tr>
<td>8</td>
<td>Patient Care Competency</td>
</tr>
<tr>
<td>9</td>
<td>Clinical Behavior Evaluation</td>
</tr>
<tr>
<td>10</td>
<td>Anecdotal Record Log Sheet</td>
</tr>
<tr>
<td>11</td>
<td>Examination Log Sheet</td>
</tr>
<tr>
<td>12</td>
<td>Medical Clearance</td>
</tr>
<tr>
<td>13</td>
<td>Student Incident Report</td>
</tr>
<tr>
<td>14</td>
<td>Non-Compliance</td>
</tr>
<tr>
<td>15</td>
<td>Remediation Form</td>
</tr>
<tr>
<td>16</td>
<td>Make-Up Verification Form</td>
</tr>
<tr>
<td>17</td>
<td>Clinical Make-Up Time Sheet</td>
</tr>
<tr>
<td>18</td>
<td>Verification of Attendance at a Professional Seminar</td>
</tr>
<tr>
<td>19</td>
<td>Site Evaluation</td>
</tr>
<tr>
<td>20</td>
<td>Graduate Exit Interview</td>
</tr>
<tr>
<td>21</td>
<td>Clinical Grading Forms</td>
</tr>
<tr>
<td>22</td>
<td>Request for Re-Admission</td>
</tr>
<tr>
<td>23</td>
<td>Re-Admission Request Form</td>
</tr>
<tr>
<td>24</td>
<td>Re-Admission Sample Letter</td>
</tr>
<tr>
<td>25</td>
<td>Due Process Procedure (Appeal of Academic Decisions)</td>
</tr>
<tr>
<td>26</td>
<td>Student Pregnancy Advisement Packet</td>
</tr>
<tr>
<td>27</td>
<td>Memorandum of Agreement</td>
</tr>
</tbody>
</table>
The college instructor and/or adjunct faculty will select, administer and evaluate the student in each of the following categories.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECH 320</td>
<td>M-Mode Competency</td>
</tr>
<tr>
<td>ECH 420</td>
<td>2D Competency</td>
</tr>
<tr>
<td></td>
<td>Doppler Competency</td>
</tr>
<tr>
<td>ECH 430</td>
<td>Adult Comprehensive Competency</td>
</tr>
<tr>
<td></td>
<td>Pediatric Comprehensive Competency</td>
</tr>
<tr>
<td></td>
<td>TEE Competency</td>
</tr>
</tbody>
</table>
### 1. General Patient Care

**Requirement:** Candidates must demonstrate competence in all patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see endnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

<table>
<thead>
<tr>
<th>General Patient Care</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital signs - Blood Pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs - Temperature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs - Pulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs - Respiration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs - Pulse Oximetry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sterile and Aseptic Technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venipuncture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer of Patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care of Patient Medical Equipment (e.g. oxygen tank, IV, tubing, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## TROCAIRE COLLEGE - ECHOCARDIOGRAPHY PROGRAM
### CHECKLIST FOR COMPETENCY TESTING

**NAME ________________________________**

| Fall |  |  |  |  |  |  |  |  |  |  |  |  |
|------|---|---|---|---|---|---|---|---|---|---|---|
|      | Attestation | Orientation Quiz | HIPPA Certificate | CPR | FLU Shot Record | Vital Signs Quiz and Competency | EKG Quiz | M-Mode Competency | Patient Care | Clinical Behavioral Competency | Attendance Sheet, Patient Logs, Anecdotal Records |
| Score |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |

| Spring |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|---|---|---|---|---|---|---|---|---|---|---|
|        | 2D Competency | Doppler Competency | Patient Care Competency | Clinical Behavioral Competency | Attendance Sheet, Patient Logs, Anecdotal Records |  |  |  |  |  |  |
| Score |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |

| Summer |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|---|---|---|---|---|---|---|---|---|---|---|
|        | Adult Competency | Pediatric Competency | TEE Competency | Patient Care Competency | Clinical Behavioral Competency | Attendance Sheet, Patient Logs, Anecdotal Records | Graduate Exit | ARDMS |  |  |  |
| Score |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |

*Multiple Studies consist of three (3) or more exams.*
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM

M-MODE COMPETENCY

Student Name: ____________________________ Date: ________________
Affiliation: ______________________________ Semester: ______________

Following each statement, check (✔) the area achieved. Points for complete competency will total 25. This score will be part of the student’s final Echocardiography clinical grade.

The following rating scale will be used:

| 0 pts. | Un satisfactory/does not meet clinical competency standards |
| 2.5 pts. | Need/requires improvement |
| 5 pts. | Meets performance expectations/functions as satisfactory level |

<table>
<thead>
<tr>
<th>M-MODE COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Aortic valve/left atrium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mitral valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Left ventricle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Pulmonic valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. M-Mode sweep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: ______________________

Student’s Signature: ____________________________ Date: ________________
Evaluator’s Signature: ____________________________ Date: ________________
Program Director’s Signature: ____________________________ Date: ________________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM

DOPPLER COMPETENCY

Student Name: ___________________________  Date:_________________________
Affiliation: _____________________________  Semester:_____________________

Following each statement, check (✓) the area achieved. Points for complete competency will total 40. This score will be part of the student's final Echocardiography clinical grade.

The following rating scale will be used:

0 pts. Unsatisfactory/does not meet clinical competency standards
2.5 pts. Need/requires improvement
5 pts. Meets performance expectations/functions as satisfactory level

<table>
<thead>
<tr>
<th>DOPPLER COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pulmonic valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. RVOT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. PA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mitral valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. LA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Mitral inflow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Aortic valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. LVOT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Aorta</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Tricuspid valve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. RA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Tricuspid inflow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: ____________________________

Student's Signature: ___________________________  Date:_________________________
Evaluator's Signature: ___________________________  Date:_____________________
Program Director's Signature: ___________________________  Date:_____________________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM

COMPREHENSIVE ADULT ECHOCARDIOGRAPHY COMPETENCY

Student Name: ___________________________ Date: ___________________________
Affiliation: ___________________________ Semester: ___________________________

Following each statement, check (✓) the area achieved. Points for complete competency will total 100. This score will be part of the student’s final Echocardiography clinical grade.

The following rating scale will be used:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts.</td>
<td>Unsatisfactory/does not meet clinical competency standards</td>
</tr>
<tr>
<td>2.5 pts.</td>
<td>Need/requires improvement</td>
</tr>
<tr>
<td>5 pts.</td>
<td>Meets performance expectations/functions as satisfactory level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPREHENSIVE COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2 dimensional imaging</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. PLAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. RVIT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. PSAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. A4C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. A4C with aorta</td>
<td></td>
<td></td>
<td></td>
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<td>f. A2C</td>
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<td>g. A long axis</td>
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<td>h. Subcostal</td>
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<td>i. Aorta/IVC</td>
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<td>j. SSN</td>
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<td>2. M-Mode</td>
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<td>d. PV</td>
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<td>e. M-Mode sweep</td>
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<td>3. Doppler</td>
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<td>a. PV</td>
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<td>c. AV</td>
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<tr>
<td>d. Continuity eq.</td>
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<tr>
<td>e. TV</td>
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</table>

Total Points: ____________

Student’s Signature: __________________________________________ Date: ____________
Evaluator’s Signature: ________________________________________ Date: ____________
Program Director’s Signature: __________________________ Date: ____________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM

COMPREHENSIVE PEDIATRIC ECHOCARDIOGRAPHY COMPETENCY

Student Name: _______________________________ Date: ____________
Affiliation: ________________________________ Semester: ___________

Following each statement, check (✓) the area achieved. Points for complete competency will total 100. This score will be part of the student's final Echocardiography clinical grade.

The following rating scale will be used:

- 0 pts. Unsatisfactory/does not meet clinical competency standards
- 2.5 pts. Need/requires improvement
- 5 pts. Meets performance expectations/functions as satisfactory level

<table>
<thead>
<tr>
<th>COMPREHENSIVE COMPETENCY</th>
<th>0</th>
<th>2.5</th>
<th>5</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2 dimensional imaging</td>
<td></td>
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<tr>
<td>a. PLAX</td>
<td></td>
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<tr>
<td>b. RVIT</td>
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<tr>
<td>c. PSAX</td>
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<tr>
<td>d. A4C</td>
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<tr>
<td>e. A4C with aorta</td>
<td></td>
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<tr>
<td>f. A2C</td>
<td></td>
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<tr>
<td>g. A long axis</td>
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<tr>
<td>h. Subcostal</td>
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<td>j. SSN</td>
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<td>2. M-Mode</td>
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<td>a. AV/LA</td>
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<td>d. PV</td>
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<tr>
<td>e. M-Mode sweep</td>
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<tr>
<td>3. Doppler</td>
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<tr>
<td>a. PV</td>
<td></td>
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<td>b. MV</td>
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<tr>
<td>c. AV</td>
<td></td>
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<tr>
<td>d. Continuity eq.</td>
<td></td>
<td></td>
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<tr>
<td>e. TV</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total Points: _____________________

Student's Signature: _______________________________ Date: ____________
Evaluator's Signature: _______________________________ Date: ____________
Program Director's Signature: _______________________________ Date: ____________

Student must sign this evaluation to verify it has been reviewed.
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY/ECHOCARDIOGRAPHY PROGRAM

PATIENT CARE SHEET

Student Name: ____________________________ Date: __________________
Affiliation: ______________________________ Semester: ________________

The following rating scale is to be used:

<table>
<thead>
<tr>
<th>5 pts.</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts.</td>
<td>No</td>
</tr>
</tbody>
</table>

The student will:

1. Introduce oneself to patient
2. Verify patient identification
3. Explain procedure to patient
4. Assist patient when necessary
5. Protect patient modesty
6. Obtain patient history
7. Document symptoms of patient
8. Select proper transducer according to body habitus of patient
9. Enter patient information correctly
10. Check if any other procedures are to be performed on patient

Total Points: __________________

Student's Signature: ____________________________ Date: ____________
Evaluator's Signature: ____________________________ Date ____________
Program Director's Signature: ______________________ Date: ____________

Student must sign this evaluation to verify it has been reviewed
TROCAIRE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY/ECHOCARDIOGRAPHY PROGRAM

CLINICAL BEHAVIORAL EVALUATION

Student Name: ___________________________ Date: ___________________________
Affiliation: ___________________________ Semester: ___________________________

The student shall be able to demonstrate the behavioral competencies listed below. Following each statement, check (✓) the area achieved. Points for complete evaluation will total 20.

The following rating scale is to be used:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts.</td>
<td>Unsatisfactory/does not meet behavior standards</td>
</tr>
<tr>
<td>5 pts.</td>
<td>Needs/requires improvement</td>
</tr>
<tr>
<td>1 pt.</td>
<td>Meets performance expectations/functions at satisfactory level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dependability</th>
<th>1</th>
<th>.5</th>
<th>0</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Punctual</td>
<td></td>
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<tr>
<td>2. Prompt notification of absence or tardiness</td>
<td></td>
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<tr>
<td>3. Regular attendance</td>
<td></td>
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<tr>
<td>4. Return at proper time from lunch and breaks</td>
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<tr>
<td>5. Remains at work station</td>
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<tr>
<td>6. Adheres strictly to business</td>
<td></td>
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<tr>
<td>7. Reliable</td>
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</tbody>
</table>

Quality of Work

8. Performs at acceptable pace

Safety Consciousness

9. Patient's safety

10. Care of equipment

Occupational Attitude

11. Initiative

12. Cooperation

13. Observe rules and regulations

General Attitude

14. Welcomes constructive criticism

15. Tactful and considerate

16. Seeks assistance, when necessary

17. Displays self-confidence

18. Appearance

19. Good impression with others

20. Complies with dress code

Total Points: ___________________________

Strengths | Weaknesses
--- | ---

Student's Signature: ___________________________ Date: ___________________________
Evaluator's Signature: ___________________________ Date: ___________________________
Program Director's Signature: ___________________________ Date: ___________________________

Student must sign this evaluation to verify it has been reviewed.
Anecdotal Record - Log Sheet may be used by instructor to record student information on an on-going basis in order to aid the instructor in Clinical Performance Evaluation of students.
Student Name __________________________________________ Semester___________

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Comments</td>
<td>Instructor</td>
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</tbody>
</table>

STUDENT SIGNATURE_____________________________ DATE__________

CLINICAL INSTRUCTOR
SIGNATURE_____________________________ DATE__________

ADJUNCT FACULTY
SIGNATURE(s)__________________________ DATE__________

(if applicable)__________________________ DATE__________

*Student must sign this evaluation to verify it has been reviewed.*
EXAMINATION LOG SHEET
Trocaire College
Echocardiography

Student: _______________________________
Semester/Year: _______________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>I.D. #</th>
<th>M/F</th>
<th>REASON/FINDINGS</th>
<th>STUDENT ROLE*</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

*Student Role:  O = Observe; A = Assist; S = Solo
MEDICAL CLEARANCE
ECHOCARDIORAPHY STUDENT

STUDENT NAME: ______________________________________________________________________

ATTENDING PHYSICIAN:
NAME: _____________________________________________________________________________
ADDRESS: _________________________________________________________________________
PHONE #: __________________________________________________________________________

CONDITION BEING TREATED: _______________________________________________________________________

IF PREGNANT - EDD ___________________________________________________________________________

Physician’s recommendation regarding participation in the academic program

___ Immediate leave of absence

___ Withdrawal from clinical rotations with continued participation in didactic instruction

___ Continued full-time

STUDENT MAY PARTICIPATE IN THE FOLLOWING ACTIVITIES:

CLASS ROOM ______

CLINICAL ______

WITHOUT RESTRICTIONS ______

WITH RESTRICTIONS ______

Please describe:

____________________________________________________________________________________

ANY ADDITIONAL COMMENTS PERTINENT TO THE STUDENT’S HEALTH STATUS:
(If additional space is needed, use back of this sheet.)

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_____________________________ ______________________________
PHYSICIAN SIGNATURE DATE
Name of student filing the report: ___________________________ Date of incident: _________________

Time of occurrence: _____________________ Facility/site: _____________________________________

Specific area of the department at which the incident took place:
______________________________________________________________________________________

Describe in detail how the incident developed (use the back of this sheet if necessary):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Tell what injuries, damages, violations and/or distress was incurred and to whom these occurred:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Provide the names of those who witnessed the incident:
_______________________________________________________________________________________
_______________________________________________________________________________________

Add any other information which might be pertinent to this report:
_______________________________________________________________________________________

Student Signature                                                                       Date

____________________________________________                  _________________________

Program Director’s Signature         Date

* Report and file this incident with the Trocaire Student Health Office
# Echocardiography Program
## Non-Compliance Form

**Student Name:** _________________________  
**Date:** ________________________________

**Instructor:** ____________________________  
**Semester/Session:** ____________________

### Non-Compliance Incident- Category I

<table>
<thead>
<tr>
<th>Incident Description</th>
<th>Action to be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone Infraction:</td>
<td>1st infraction – verbal warning</td>
</tr>
<tr>
<td>Radiation Protection Infraction</td>
<td>2nd infractions (per semester/session)- mini grade drop</td>
</tr>
<tr>
<td>Inappropriate personal appearance and/or violation of dress code</td>
<td>3rd infraction - a full letter grade drop.</td>
</tr>
<tr>
<td>Attendance at the mandatory ARRT Registry Exam review session and/or any other mandatory meeting and/or failure to submit mandatory documents in a timely manner.</td>
<td>1st day absence – mini grade drop</td>
</tr>
<tr>
<td></td>
<td>2nd day absence – additional mini grade drop</td>
</tr>
</tbody>
</table>

### Non-Compliance Incident – Category II

<table>
<thead>
<tr>
<th>Incident Description</th>
<th>Action to be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unprofessional/disorderly behavior</td>
<td>1st infraction – mini grade drop</td>
</tr>
<tr>
<td>Leaving assigned clinical area without permission/ notification</td>
<td>2nd infraction – full grade drops</td>
</tr>
<tr>
<td>Sleeping/Failure to remain alert</td>
<td>3rd infraction – dismissal from program</td>
</tr>
<tr>
<td>Hindering clinical flow</td>
<td></td>
</tr>
<tr>
<td>Violation of safety rules and/or regulations</td>
<td></td>
</tr>
<tr>
<td>Failure to comply with Direct/Indirect supervision policy</td>
<td></td>
</tr>
<tr>
<td>Unauthorized or intentional misuse of hospital equipment/supplies</td>
<td></td>
</tr>
<tr>
<td>Poor or negligent patient care or comfort</td>
<td></td>
</tr>
<tr>
<td>Improper protocol and/or procedures employed</td>
<td></td>
</tr>
<tr>
<td>Insubordination: repeated negative (verbal or non-verbal) responses, reactions, attitudes; refusal to perform exams at expected competency levels or bias to patient/circumstance; refusal to complete an exam/assignment as requested</td>
<td></td>
</tr>
<tr>
<td>Non-Compliance Incident - Category III</td>
<td>Action to be Taken</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Narcotic/alcohol or other drug infraction</td>
<td>Dismissal from Program and/or College - in accordance with the Echocardiography</td>
</tr>
<tr>
<td></td>
<td>Policies and Procedures Manual and the Trocaire College Catalog and Trocaire</td>
</tr>
<tr>
<td></td>
<td>College Student Handbook.</td>
</tr>
<tr>
<td>Theft hospital property/equipment/documents</td>
<td></td>
</tr>
<tr>
<td>Disclosure of confidential information or HIPAA violation</td>
<td></td>
</tr>
<tr>
<td>Falsification/tampering with clinical documents</td>
<td></td>
</tr>
<tr>
<td>Unprofessional/unethical conduct and/or non-compliance with ARRT Code of Ethics of</td>
<td></td>
</tr>
<tr>
<td>Possession of weapons</td>
<td></td>
</tr>
<tr>
<td>Assault, abuse or negligence with respect to any person</td>
<td></td>
</tr>
<tr>
<td>Academic Dishonesty - cheating, plagiarism, furnishing false information to any college/clinic official or office</td>
<td></td>
</tr>
<tr>
<td>Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff</td>
<td></td>
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Date of 1\textsuperscript{st} Infraction \_________ \quad Date of 2\textsuperscript{nd} Infraction* \_________
Date of 3\textsuperscript{rd} Infraction* \_________
(*When applicable)

__________________________________________                 __________________
Student Signature                         Date

__________________________________________                  _________________
Clinical Instructor/Adjunct                                                         Date
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM
Remediation Form

Student ________________________________ ECH______________

Date ____________________________

Competencies to be improved: _____________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Instructor recommendation: ______________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Appointment made with Clinical Coordinator Date _____________________

Instructor Signature ______________________________ Date _____________________

Student Signature ______________________________ Date _____________________
(Indicates I have read this form)

Student Comment (optional): ______________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Instructor Follow-Up Statement: _________________________________________________
_______________________________________________________________________________

Signature ______________________________ Date _____________________
Student Name: ____________________________________________

Clinical Education Center: __________________________________

Date: ________________________________

I understand that I must be in attendance on time, the date(s) listed below. These dates will constitute
the make-up time for the clinical absence(s) I have accumulated.

I also understand that if I do not make up all of this time I will receive an “F(X)” grade, failure due to
excessive absences in Echocardiography.

Student Signature ______________________________________

Faculty Signature ______________________________________

Adjunct Faculty Signature _______________________________

Clinical Make-up time:

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Site</th>
</tr>
</thead>
</table>
CLINICAL MAKE-UP TIME SHEET

STUDENT NAME _______________________________ DATE ________________

CLINICAL SITE ________________________________

PATIENT EXAMINATIONS:

Semester/Year

ECH ____________________

START TIME: ______________

END TIME: ________________

______________________
CLINICAL INSTRUCTOR
# TROCAIRE COLLEGE
Echocardiography Program

## Verification of Professional Time

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>SUMMER SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year -</td>
<td>Year -</td>
<td>Year -</td>
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</table>

Student Name: ________________________________

Number of Hours in Attendance: ________________________________

Date of Attendance: ________________________________

Topic/Title: ________________________________

Speaker(s): ________________________________

### Summary of Main Points:
Discuss how this professional time furthered your development (relative to specific learning, etc.). A one to two page typed summary should be attached to this form.

*If a typed summary is not submitted, an excused absence will NOT be granted.*

I, ___________________________, hereby verify that the above named student was in attendance on

(Name of Authorized Person)

the following date, _____________________, at the professional gathering noted on this form.
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM
Site Evaluation

Name: _________________________________________  Date: ____________________
Affiliation: ______________________________________  Semester: ________________

This form gives the student an opportunity to evaluate the clinical site, clinical staff, and/or adjunct faculty, and other related clinical education activities.
This student form will be administered at the end of each semester.
Answer or complete the following statements:

1. Was this clinical education site conducive to learning?
   (include strengths and areas in need of improvement)

   **STRENGTHS** | **AREA(S) IN NEED OF IMPROVEMENT**

2. Was the quality and quantity of work sufficient?

3. Did learning activities presented at the College correlate with what was presented at this clinical education center?
4. Were you motivated to reach your potential educational ability?

5. Was the supervision helpful and sufficient?

ADDITIONAL COMMENTS:
TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM

GRADUATE EXIT INTERVIEW

Student’s Name _________________________________ Date ____________________

Current Address ________________________________ Phone ___________________

E-Mail ___________________                           _______________________

I. Continuing Education Plans
   Do you have continuing education plans?
   A. Advanced Level Degree (i.e. – Bachelor’s Degree)
      Circle one YES NO
      Comments:

   B. Advanced Level Certificate (i.e. – Diagnostic Medical Sonography)
      Circle one YES NO
      Comments:

   C. Life-Long Learning Program
      Circle one YES NO
      Comments:

II. Employment Plans:
   Circle one and supply information on sites.
   A. I have secured a position in Echocardiography.
   B. I am being considered for employment at _______________________________
      (Name of Site)
   C. Echocardiography position is Full-time Part-time Per-diem Temporary
   D. At this time, do not have a promise of an Echocardiography job.
   E. Will not seek employment until completion of American Registry of Diagnostic Medical
      Sonographers (ARDMS) exam.
   F. Will not seek employment in the echocardiography field.
      Reason:

III. Program/College Evaluation:
   A. What were the greatest strengths of the program?
   B. What improvements could be made within the program?
   C. Were your goals and expectations met in the Echocardiography Program? Yes/No
      Please explain:
   D. Overall, how satisfied were you with your academic experience in this program
      Very Satisfied Satisfied Not Satisfied
   E. Would you recommend this program to others? Why or why not?
   F. Were the informational resources (PLC/Library) sufficient and conducive to your learning at
      Trocaire? Yes/No
G. Please rate the following areas of the college, on a scale of:
   1 = Poor
   2 = Fair
   3 = Good
   4 = Excellent

   _____ Admissions Process
   _____ Bookstore service
   _____ Library -- Availability of materials
   _____ Library – helpfulness of staff
   _____ Financial Aid – helpfulness of staff

IV. Miscellaneous:
   a. Do you plan to relocate to a different geographic region? Yes/No
   b. If yes, please indicate where you plan to relocate to___________________________

V. Additional Comments:
# TROCAIRE COLLEGE
## ECHOCARDIOGRAPHY PROGRAM
### Clinical Grading

**Academic Year:** ________

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Non Compliance</th>
<th>Orientation Quiz</th>
<th>Vital Signs Competently</th>
<th>EKG Quiz</th>
<th>Clinical Competencies</th>
<th>Patient Care Competency</th>
<th>Clinical Competency Evaluation</th>
<th>Final Grade (Point Total)</th>
<th>Final Grade (Letter)</th>
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______________________________________________    ___________________
Instructor Signature          Date

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TROCAIRE COLLEGE
ECHOCARDIOGRAPHY PROGRAM
Clinical Grading

Academic Year: _______

<table>
<thead>
<tr>
<th>Name</th>
<th>Non Compliance</th>
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_______________________  ___________________
Instructor Signature          Date
# TROCAIRE COLLEGE
## ECHOCARDIOGRAPHY PROGRAM
### Clinical Grading

**Academic Year:** ______

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<th>SUMMER SEMESTER</th>
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**Name**

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__________________________  ___________________
Instructor Signature          Date
REQUEST FOR RE-ADMISSION

Please complete this form and return it to the Program Director for Medical Imaging:

Name ____________________________________________________________

Last          First

Address __________________________________________________________

Street      City     State   Zip

Phone Numbers ________________________________________________

Home

I wish to be re-admitted to:

_________________________________________ at the ________________

Indicate the program you are seeking re-admission Indicate the level you wish to enter

Semester ____________________________

Indicate the semester you wish to begin

Student Signature _________________________________________________

Date ___________________________________________________________________
Student Name_____________________________    Date_________________
Submitted to______________________________

Please complete the following questions to request Echocardiography Program re-admission. Completion of this form **DOES NOT GUARANTEE** re-admission to the Echocardiography program!

1. Why were you unsuccessful in your Echocardiography course(s) for this semester? What went wrong for you?

2. What will you do differently when you repeat this/ these Echocardiography course(s)?

3. Why do you deserve a “spot” in our Echocardiography program? Why do you want to become a Echocardiographer?
4.) What characteristics do you think make a successful Echocardiography student? Do you see those in yourself? EXPLAIN!

5.) Formalize and describe an “action plan” that you will utilize for the Echocardiography program (i.e. work, schedule, study times, use of Echocardiography tutoring, Echocardiography lab, work, etc.)
Dear,

To successfully complete the Re-admission Criteria for the Echocardiography Program you must complete the following requirements:

1.) Test
   A multiple choice, review exam will be taken on the day of the competency performance in the Echocardiography laboratory. This exam encompasses basic review from the Echocardiography courses previously taken. A grade of 75% must be achieved.

3.) Skill Performance
   The student is required to perform competencies successfully in the college laboratory.

Reminder: If all above requirements are not successfully completed, you will not be allowed to re-enter the Echocardiography Program. Also, be aware that all college health records and CPR certification must be in order before you will be allowed into the assigned clinical site. We will need a copy of your health insurance card. If you have any questions or concerns, please contact the Academic Program Director of Medical Imaging.

Signed,

Academic Program Director of Medical Imaging
TITLE: Appeal of Academic Decisions

PURPOSE

Provides procedures for student appeal of an action or decision on the part of faculty or professional staff affecting a student’s academic status.

POLICY

The college provides for procedural steps by which a student might appeal an academic decision on the following grounds:

1. A practice/policy at variance with accepted College practice/policy.
2. Computer/calculation error.
3. Inconsistent application of grading standards within an instructor’s sections of the same course.
4. Capricious or arbitrary application of standards concerning grading, curriculum, or placement status.
5. Allegation of academic dishonesty not supported by evidence.

DEFINITIONS

Academic decisions—decisions affecting the assignment of course grades, academic level placement, curriculum status, and academic dishonesty.

Business day—day when the administrative offices of the college are open.

Administrator—the administrator is the director or designee.

Appeal of Academic Decisions Form (AADF)—form originated in the director or other or Dean’s office of the academic area in question documenting the results of each step in the appeal process.

Respondent(s)—the person or persons making the academic decision.

PROCEDURES

1. The steps in the Appeal Process (AP) must be followed in sequence. The only exception should be the lack of availability of the respondents. In that case the student would begin with step two ( ).

2. Step One—Meeting with the respondents
Step one must be completed within thirty (30) business days of the decision date. This date shall begin 2 days after the last day of the term, or the date shown in any letter or other written communication advising the student of any other academic decision.

The student consults with the respondent(s), the instructor or other persons responsible for the academic decision, to discuss the issue in question. This step shall not be skipped unless the respondent(s) are unable to meet with the student. The supervisor of the respondent(s) shall make every effort to notify the respondent(s) concerning the appeal, but if that is unsuccessful, the student may start with Step Two.

**Outcomes of Step One:**

A. The respondent(s) may find that an error has been made, or that a compromise can be reached, and take the appropriate steps for correction.

B. The respondent(s) may uphold their decision, in which case the student may either accept the decision or proceed to Step Two.

3. **Step Two—Discussion with Program Director or Administrator**

Step Two must be initiated within ten (10) business days of the completion of Step One and must be completed within the next ten business days of its initiation. In summer sessions, the administrator or Director may take up to 20 days. Step Two may not be skipped.

If the student feels his/her grievance exists after conferring with the instructor or other professional, he/she may present the complaint *in writing* to the Program Director or Supervisor of the Director if the decision has been made by a director. There shall again be an attempt at mediation. The complaint in writing must state the grounds of appeal, as explained in the Policy of this regulation.

**Outcomes of Step Two:**

A. A mutually agreeable resolution might be reached.

B. The Director or Supervisor may find that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal procedure.

C. The Director or Supervisor may find that he/she cannot sustain the academic decision.

In any case, the Director or Supervisor will note the outcome on the Form, sign it, notify both the student and the respondent(s) of the outcome, and secure their signatures on the AADF. A copy of the form will be given to all parties. At this time, if appropriate, the student will be reminded of the right to proceed to Step Three and any impending deadlines in the appeal process.
After receipt of the AADF, the student may:
   a. accept the decision and take no further action
   b. proceed to Step Three

4. Step Three—Appeal Committee

Step Three must be initiated within five business days of the completion of Step Two and must be completed within the next ten business days of its initiation. In summer sessions this may take up to twenty days.

If the grievance remains unsettled the Director or Dean shall refer the decision to the chief academic officer (CAO). The CAO shall appoint an Appeal Committee to hear the case. The appeal committee shall consist of three faculty members for a grade appeal. The committee will be supplemented by a Director or Dean (appointed by the CAO) for other academic decisions and one other professional. The mandated three faculty will be selected in the following manner:
   a. The student selects a faculty member.
   b. The faculty member or other respondent selects another faculty member.
   c. The CAO selects a faculty member.

Efforts shall be made to avoid conflicts of interest for any member of the Appeal Committee.

Attendance at the Appeal Committee meeting shall be limited to only persons with pertinent information.

The student and the respondent are not present when the other party is presenting.

At this step the appeal shall be in writing and shall:
   1. Describe the decision form which the appeal is taken, name the respondents, if known, and state the reason for the appeal (noted in Policy above).
   2. Include any documents to be relied upon, including grades, reports, correspondence, themes or other papers.
   3. Be signed by the student.
   4. The CAO shall send copies of the appeal to the respondent, the supervisor of the respondent, and other names parties prior to the Appeal Committee meeting.

The respondent comes prepared with documents such as grade books, testing information, reports of actions taken, copies of grading or other policies, and other appropriate evidence.

Outcomes of Step Three
   1. The Appeal Committee may reverse the decision in the previous step, with a two-thirds vote of the Committee. The AC must render its decision within three business days of the date of the hearing(s). The student and respondent(s) will be informed in writing of the ruling of the AC.
   2. The AC may meet informally with either or both parties and obtain a written resolution. Such resolution may grant the student’s request or establish a compromise solution.
   3. The AC may communicate the committee’s decision to the student that the appeal is not timely, without merit, or that it does not meet the appeal criteria set forth within this administrative regulation.
The AADF shall be completed and signed by the respondents, the student, the supervisor of the respondent(s), and the CAO. This shall terminate the process.

GUIDELINES

1. Confidentiality of information is to be maintained at all steps with only those college officials having a right and reason to know being advised and/or consulted about the appeal, and being allowed to attend any meetings or hearings.

2. The CAO is responsible for ensuring that this procedure is administered properly and for resolving procedural issues which may arise.

3. The Vice President, AA keeps notes of any hearing committee meetings and limits the review to clarification of the issues.

4. Tape recordings and verbatim records may be maintained only upon agreement of all parties concerned. Legal advice may be requested by the Hearing Committee through the Office of the President of the college.

5. The procedure does not apply to student appeals of the content of college policies such as academic probation, satisfactory academic progress, academic suspension, readmission, disciplinary actions, or other college policies of a similar nature.

6. The CAO develops standard operating procedures for the Hearing Committee.

Tm/tm
Approved:
Effective:
Review Date:
Appeal of Academic Decisions Form

(Attachment to Reg 663)

REASON FOR APPEAL (From list found in Reg 663): _________________________________________________________

Step One: Student Meets with Respondent

Date of Initial Meeting: _________________

Outcome: ____________________________________________________________

____________________________________________________________________

-------------------------------------------------

Student's Name (printed) 
Respondent(s) Name(s) (printed)

Student's Name (signature) 
Respondent(s) Name(s) (signature)

Date: ___________________________

Step Two: Administrator Meets with Student and Respondent (individually or together)

Date of Initial Meeting: _________________

Outcome: ____________________________________________________________

____________________________________________________________________

-------------------------------------------------

Student's Name (signature) 
Respondent(s) Name(s) (signature)

Administrator's Name (printed) 
Administrator's Name (signature)

Date: ___________________________
# Step Three: Appeal of Academic Decisions Committee Meeting

**Date of Initial Meeting:**

**Outcome:**

---

**CAO's Name** (signature)

**Date:**

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<table>
<thead>
<tr>
<th>Deadlines (Business Days) (Fall/Spring Semester)</th>
<th>Action</th>
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<tbody>
<tr>
<td>*D to D + 30 Within 10 days of completing Step One.</td>
<td>Complete Step One - meeting with respondents</td>
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<tr>
<td>Within 10 days of initiating Step Two</td>
<td>Initiate Step Two</td>
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<td>Within five days of completing Step Two</td>
<td>Complete Step Two - discussion with administrator or program director</td>
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<tr>
<td>Within ten days of initiating Step Three</td>
<td>Initiate Step Three</td>
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<td>*D = Date of Decision</td>
<td>Complete Step Three - AAD committee action</td>
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This letter will serve to formally notify the Echocardiography Program of my pregnancy. My estimated due date is ________________.

I am voluntarily notifying the Echocardiography Program of my pregnancy. I understand that I may voluntarily withdraw my declaration at any time.

Signed: ____________________________   Date: ________________________

I wish to withdraw my pregnancy declaration.

Signed: ____________________________   Date: ________________________
This signature verifies that I have read and fully understand the Trocaire College Echocardiography Program Policies and Clinical Education Manual and that I agree to abide by its guidelines for the duration of time that I am in the Echocardiography Program.

Student Signature: _____________________________    Date: ___________________

Student Name (printed): __________________________

Program Director’s Signature: _____________________   Date: __________________