



**9500 Euclid Avenue  
Cleveland OH 44195**

# **School of Cardiac Ultrasound**

**Student Handbook and Catalog  
2024-2025**

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## INTRODUCTION TO THE SCHOOL

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### ***CLEVELAND CLINIC SYDELL AND ARNOLD MILLER FAMILY HEART, VASCULAR & THORACIC INSTITUTE (HVTI)***

Institute Chair: Lars Svensson, MD, PhD

Department of Cardiovascular Medicine Chair: Samir Kapadia, MD

### ***FACILITIES***

#### Classroom & Scan Lab:

J Building, room J3-125

#### Clinical Sites:

Cleveland Clinic Health System

Cleveland Clinic Main Campus

Cleveland Clinic Regional Hospitals

Cleveland Clinic Family Health Centers

### ***INSTRUCTIONAL RESOURCES***

Cleveland Clinic's Lerner Floyd D. Loop Alumni Library: JJ South Building, 3rd floor. Students can use both the library and computer lab for quiet study and computer research.

### ***PROGRAM MISSION STATEMENT***

The mission of the program is to prepare competent entry-level cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. We will train cardiac sonographers of the highest caliber, consistent with the standards and expectations of the Cleveland Clinic.

We are committed to valuing all people throughout our organization, regardless of background or culture. A diverse and inclusive environment for students and staff and culturally appropriate care for our patients, are essential to fulfilling our vision to be the best place for care anywhere and the best place to work in healthcare. We welcome students from diverse backgrounds and cultures.

### ***PROGRAM OBJECTIVES***

Upon graduation the student shall be able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Perform appropriate procedures, record and analyze anatomic, pathologic, and/or physiologic data for interpretation by a physician
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
- Demonstrate appropriate communication skills with patients and colleagues
- Act in a professional and ethical manner

## ***ADMINISTRATION AND FACULTY***

### **Medical Director**



Richard Grimm DO, FASE

### **Program Director**



Amy Dillenbeck MS, ACS,  
RDCS, FASE

### **Clinical Coordinator**



Melinda Imbrogno, BBA, RDCS

### **For program information:**

Amy Dillenbeck, MS, ACS, RDCS, FASE

Cleveland Clinic

9500 Euclid Ave, Desk J1-5

Cleveland, OH 44195

Phone 216-444-1055 Cell 216-389-8721 Fax 216-442-4975

Email: [dillena@ccf.org](mailto:dillena@ccf.org)

## ***ACCREDITATION***

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with standards designed to indicate a level of education competency.

### **Institutional Accreditation**

The Cleveland Clinic School of Cardiac Ultrasound is approved by the Cleveland Clinic which is accredited by the Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), and the Ohio Department of Health (ODH).

### **Programmatic Accreditation**

The Cleveland Clinic School of Cardiac Ultrasound is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th St N, #7709

Seminole, FL 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

State Approval

The Cleveland Clinic School of Cardiac Ultrasound is approved by the Ohio State Board of Career Colleges and Schools (School Registration No. 2165) in accordance with Ohio Revised Code Chapter 3332.

30 East Broad Street, Suite 2481, Columbus, OH 43215

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E-mail: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us), Website: <http://www.scr.ohi>

## ADMISSIONS INFORMATION

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### ***PROGRAM ADMISSION REQUIREMENTS***

Admission to the Cleveland Clinic’s School of Cardiac Ultrasound is a selective process and a limited number of applicants are accepted each year. The applicant should demonstrate a dependable, mature demeanor and interact well with others. The student should have a genuine desire to care for the sick and can work well under pressure.

The application process is open to applicants who meet all the following minimum criteria at the start of the program.

1. 18 years of age
2. Completion of either:
  - a. Associate’s degree (healthcare field preferred)
  - b. Accredited allied health program
  - c. Bachelor’s degree (any field)
3. Completion of the following prerequisite coursework **with a grade of C or better**:
  - a. Anatomy and Physiology
  - b. College Algebra or higher
  - c. Communications (English, speech, composition course)
  - d. Physics (*preferred but not required*)
4. Provide a signed shadowing form (available on the school website) demonstrating you have observed (shadowed) for 4 hours in echocardiography.\*
5. Possess the physical and mental qualities required to work as a cardiac sonographer (see “Physical, Communication, Mobility, Tactical, Hearing, and Visual Demands”, p. 26)
6. Provide proof of current immunizations and TB test (must be current before school starts)\*\*
7. Proof of current certification for American Heart Association Basic Life Support (BLS)

\* Shadowing must be completed at any Cleveland Clinic facility and can be coordinated with the assistance of the Program Director if needed. Once completed, a signed shadowing form is required with the candidate’s completed application and supporting documentation.

\*\* Documented proof of:

- negative two-step Mantoux TB test T-Spot or QuantiFERON-TB Gold test
- MMR
- Varicella
- DT or DTaP booster within the last 10 years
- Hepatitis B positive titer or signed waiver assuming the risk of exposure

Flu vaccine will be required in the fall after admission.  
Refer to “Student Immunization Policy” in the Appendix

### ***APPLICATION PROCESS***

The school begins accepting applications **March 1<sup>st</sup>** each year. Complete applications with all supporting documentation submitted by the application deadline of **June 1<sup>st</sup>**. **You may download all forms from the school website.**

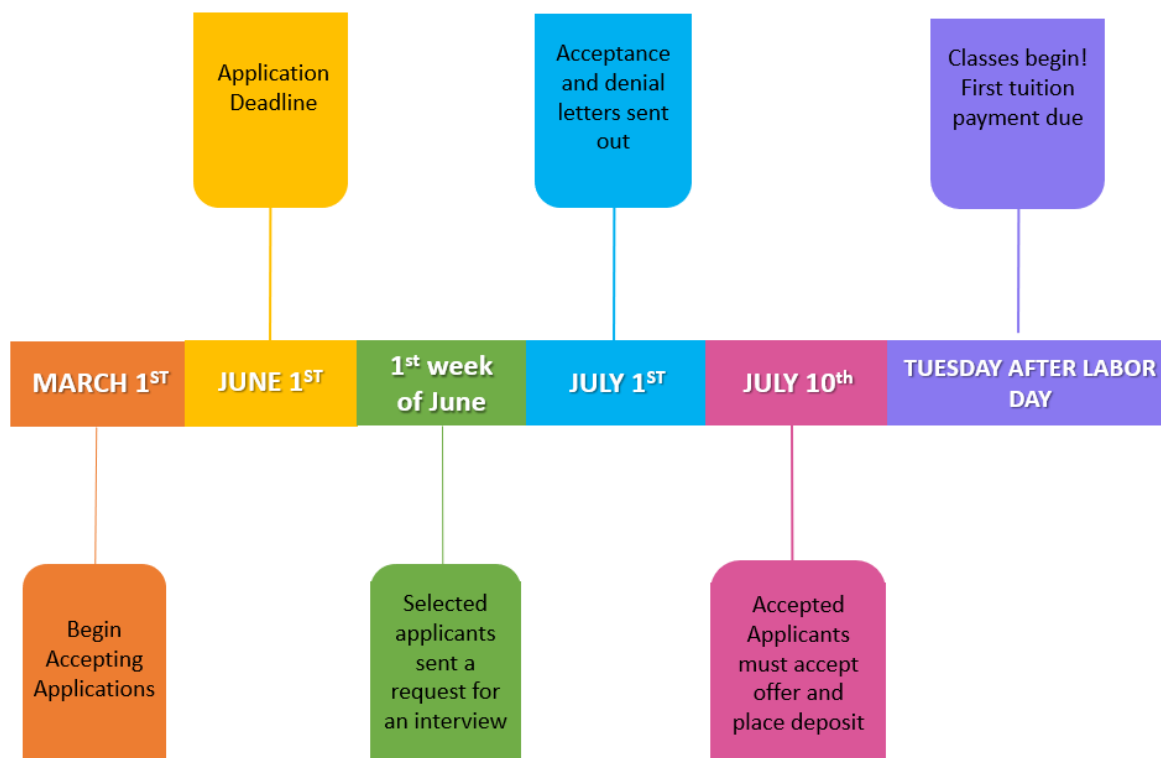
1. Completed Application
2. Completed, signed Shadowing Form
3. \$25 application fee (non-refundable)
4. Resume
5. Two letters of reference (one work/professional, one personal)
6. Post-secondary educational transcripts (must be official)
7. Application Essay (see guidelines below)
8. Proof of American Heart Association Basic Life Support (BLS) certification

Application Essay Guidelines (500 -750 words)

Your completed application includes an essay stating:

- Why you want to pursue a career in cardiac sonography
- How your prior experiences have prepared you
- What specific qualities you possess that set you apart from other applicants
- What personal characteristics you feel would be the most helpful to a person who chooses a medical career

***Application Timeline***



***ACADEMIC COUNSELING/CORRECTIVE ACTION***

All students enrolled in the School of Cardiac Ultrasound are expected to remain in good academic standing throughout the clinical year. The disciplinary procedure for academic dismissal is as follows: Placement on Academic Watch (Step One) or Academic Probation (Step Two) is considered to be the warnings that could lead to program dismissal. If a student scores < 75% in two sections, the student will be dismissed from the program.



Students are also expected to adhere to all policies of both Cleveland Clinic and the Heart, Vascular and Thoracic Institute. The first instance of policy infraction with regard to inappropriate behavior will result in a Verbal Warning. The student will be scheduled to meet with the Program Director to discuss the policy breach. All subsequent infractions will require a meeting with the Program Director to review the infraction and sign the disciplinary forms. If any additional policy breach occurs, the student will be placed in disciplinary action as follows:

**First infraction Step 1 = Verbal Warning/documented counseling**

For infractions considered less serious, a documented counseling action may be the first step in the discipline procedure. It consists of a verbal conference with the student and the program director or education coordinator and will be documented in writing and placed in the students' personal file.

**Second infraction Step 2 = First written warning**

The written corrective action is a document summarizing the performance problem or incident. The document and situation will be reviewed with the student outlining the specific problem(s)/incident and warning the student that further behavior will result in further corrective action.

**Third infraction Step 3 = Second written warning/Suspension**

A suspension or final written corrective action may occur when undesirable performance or behavior continues. Depending on the seriousness of the incident or behavior the student may receive a suspension as the first step of the corrective action process. A suspension is generally for a three day period however, a greater or lesser number may be determined after review of the particular situation. Suspensions should be scheduled so that consistency and continuity of the learning process is not interrupted more than necessary and as close to the infraction as possible. The program director has the final decision on whether a final written corrective action or a suspension is in the best interest of the student based on the specific infraction.

**Fourth infraction Step 4 = Resignation/Dismissal**

Once a student reaches Step 4 of the disciplinary action process, the student will be given the option of resignation or dismissal from the program. The dismissed student is responsible for returning any borrowed reference materials belonging to the School. The student must surrender their temporary ID badge and parking sticker prior to departure on the last day. There will be no reimbursement for any expenses incurred as a result of being in the Program. Students enrolled in the School of Cardiac Ultrasound must conduct themselves in an appropriate and professional manner and must adhere to the rules and regulations of the school and clinical sites.

***DISMISSAL POLICY***

Dismissal will occur as the final step in the corrective action process. Immediate dismissal may occur for non-compliance with school policies published in the Student Catalog and Handbook. This includes, but is not limited to conduct, nonpayment, insufficient academic progress, attendance, and failure to comply with school rules and regulations. The policies outlined in the Catalog and Handbook explains the school's expectation of the student and disciplinary action for noncompliance. Students that are dismissed from the program are not eligible for readmission or reinstatement in future years.

### ***WITHDRAWAL POLICY AND PROCEDURE***

Students must submit a program withdrawal form (see Appendices) to withdraw from a Cleveland Clinic Internal Science Program. A “W” will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that class. Students who stop attending a course without submitting written documentation on their intent to withdraw will receive a “WF” (failing) grade on their transcript.

## FINANCIAL AID INFORMATION

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### ***PROGRAM TUITION/FEES***

2024-2025 tuition is \$15,000 plus fees and may be paid in installments. Upon acceptance to the program, a \$500 nonrefundable deposit must be submitted to secure a position. This will be applied toward initial installment due by the 1<sup>st</sup> day of school.

#### **Tuition and Fees: \$15,000**

The tuition may be paid in a lump sum or **three installments of \$5000** each. If paying in installments, the payments are due by the first day of each term.

1 <sup>st</sup> day of fall term	\$5000
1 <sup>st</sup> day of winter term	\$5000
1 <sup>st</sup> day of summer term	\$5000

Textbook rental, Cleveland Clinic issued laptop rental and ASE student membership are included as part of tuition payment. Students are responsible for other expenses including but not limited to navy blue uniforms. **The examination fee will be reimbursed for passing either the CCI or ARDMS national credentialing examination for adult echocardiography.**

Tuition is non-refundable after the first week of the program. Students who do not pay tuition within the agreed-upon timeframe will no longer be eligible to participate in the program until the tuition is paid. Any decisions regarding tuition payments and due dates are at the sole discretion of the Program Director.

Complete instructions for the purchasing of textbooks and uniforms will be sent to the student before the date of enrollment.

### ***REFUND POLICY***

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10. Full refund of paid class tuition at the School of Cardiac Ultrasound will be granted if a student officially withdraws prior to the first day of the semester; minus the non-refundable \$500.00 acceptance fee. There are no refunds of fees or the clinical course. Acceptance fees may not be carried over to the next year's class.

Partial refunds of tuition only will be granted if a student officially withdraws during the refund period.

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the acceptance fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. This date will be determined by daily sign in/out sheet for students.

No refunds will be issued if a student is dismissed or has financial obligations.

## ***SCHOLARSHIPS***

Students will have the opportunity to apply for scholarships funded by the generosity of the Kohler Foundation. The following are Kohler Foundation scholarships in which all accepted students are eligible.

- **Kohler Diversity Scholarship**

This scholarship is intended to provide financial assistance to students from a range of backgrounds and life experiences. Preference will be given to students who have experienced significant challenges or hardships that have influenced their life journey. These challenges and experiences may revolve around any number of factors, such as family background, community setting, educational experience, health-related challenges, and general life experiences.

One \$10,000 non-renewable scholarship is awarded before the start of school. The annual award is split evenly over fall, spring, and summer terms. The scholarship is paid directly to the school and will result in a tuition credit towards the school tuition. It is non-refundable.

Eligibility:

To be eligible for scholarship consideration, students:

1. Must be accepted into the Cleveland Clinic School of Cardiac Ultrasound
2. Must have a minimum cumulative 3.0 GPA at prior academic institution(s)
3. Must submit the Diversity Scholarship Application by June 1st deadline
4. Cannot be awarded in collaboration with another Cleveland Clinic School of Cardiac Ultrasound scholarship.

- **Kohler Merit Scholarship**

The purpose of the merit scholarship is to reward, recognize, and incentivize those students who have shown academic and clinical excellence. There will be three \$5000 non-renewable scholarships awarded in each of the spring and summer semesters. The scholarship is paid directly to the school and will result in a \$5000 tuition credit toward the current term school tuition. It is non-refundable.

Spring Term: Applications open Nov. 15th. Application deadline is December 15th.

Summer Term: Applications open March 15th. Application deadline is April 15th.

Eligibility:

To be eligible for scholarship consideration, students:

1. Must be enrolled full-time at the Cleveland Clinic School of Cardiac Ultrasound
2. Must have a minimum cumulative GPA of 3.5 at the time of application

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3. Cannot be awarded in collaboration with another Cleveland Clinic School of Cardiac Ultrasound scholarship

## PROGRAM AND COURSE DESCRIPTION

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### *ACADEMIC CALENDAR*

#### Adult Echocardiography Academic Calendar 2024 - 2025

Date	Calendar Description
<b>Tuesday, September 3, 2024</b>	<b>Fall Term Begins</b>
Thursday, October 31, 2024	Thursday clinicals start
Wednesday, Nov. 27- Friday, Nov. 29, 2024	Thanksgiving Break - No Class or Clinical
Monday, Dec. 16 - Friday, Dec. 20, 2024	Final Exam Week
Monday, Dec. 23, 2024 - Wednesday, Jan. 1, 2025	Semester Break - No Class or Clinical
<b>Thursday, Jan 2, 2025</b>	<b>Spring Term Begins</b>
Monday, March 24 - Friday, March 28, 2025	Spring Break - No Class or Clinical
Monday, April 28 - Friday, May 2, 2025	Final Exam Week
<b>Monday, May 5, 2025</b>	<b>Summer Term Begins</b>
Monday, May 26, 2025	Memorial Day Holiday - No Class or Clinical
Friday, July 4, 2025	Independence Day Holiday - No Class or Clinical
Monday, Aug. 18 - Friday, Aug. 21, 2025	Final Exams
Thursday, August 21, 2025	Graduation

**PROGRAM CURRICULUM/OUTLINE**

<b>FALL</b>		<b>CONTACT HOURS</b>			
<b>COURSE</b>	<b>TITLE</b>	<b>Lecture/Lab/Externship/Total Hours</b>			
AE – 101	Adult Echocardiography I (Mon - Wed)	135	/ 0	/ 0	/ 135
AE – 101L	Adult Echocardiography I Lab	0	/ 182	/ 0	/ 182
AE – 103	Clinical Externship I	0	/ 0	/ 198	/ <u>198</u>
<b>TOTAL</b>					<b>515</b>

<b>SPRING</b>		<b>CONTACT HOURS</b>			
<b>COURSE</b>	<b>TITLE</b>	<b>Lecture/Lab/Externship/Total Hours</b>			
AE – 201	Adult Echocardiography II	48	/ 0	/ 0	/ 48
AE – 201L	Adult Echocardiography II Lab	0	/ 112	/ 0	/ 112
AE – 203	Clinical Externship II	0	/ 0	/ 450	/ <u>450</u>
AE – 102	Ultrasound Physics and Instrumentation I	32	/ 0	/ 0	/ <u>32</u>
<b>TOTAL</b>					<b>642</b>

<b>SUMMER</b>		<b>CONTACT HOURS</b>			
<b>COURSE</b>	<b>TITLE</b>	<b>Lecture/Lab/Externship/Total Hours</b>			
AE – 301	Adult Echocardiography III	45	/ 0	/ 0	/ 45
AE – 303	Clinical Externship III	0	/ 0	/ 549	/ <u>549</u>
<b>TOTAL</b>					<b>594</b>

## ***COURSE DESCRIPTIONS***

### **Fall – Semester I**

#### **Adult Echocardiography I (AE – 101)**

This course provides detailed instruction of heart anatomy and physiology. It will discuss medical terminology, cardiac anatomy, ECG basics, introduction to the sonographic assessment and technical interpretation of heart disease, and the cardiac cycle. Additionally, this course discusses evaluation of right and left ventricular function, valve disease, prosthetic valve, diastology and hemodynamics.

#### **Course Requirements:**

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: Admission to the program

Contact Hours: 135

#### **Adult Echocardiography Scan Lab I (AE – 101L)**

This course compliments the didactic instruction of AE – 101. Laboratory demonstration and student practice in scanning techniques and protocol related to the various heart structures are included. This course provides an orientation to clinical aspects of medical imaging by scanning each other and other volunteers. Under supervision, the students will become familiar with the imaging equipment controls, transducer positions relative to anatomy, and scanning techniques.

#### **Course Requirements:**

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: Admission to the program

Corequisite: AE – 101

Contact Hours: 182

#### **Clinical Externship I (AE – 103)**

This practicum enables the student to learn and obtain images in a clinical setting. It provides an orientation to clinical aspects of medical imaging in a hospital environment for students without significant previous experience in clinical health care. It includes an introduction with emphasis on the basic orientation to a hospital cardiology department, its function and its basic patient care techniques. Students will assist with routine echo lab procedures in all cardiac sonography studies and apply the skills learned in scanning lab.

#### **Course Requirements:**

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: Admission to the program

Corequisite: AE – 101, AE – 101L

Contact Hours: 198

### **Spring – Semester II**

#### **Adult Echocardiography II (AE – 201)**

This course is an extension of AE-101 Adult Echocardiography I, covering in depth



pathophysiology of heart disease and the role of ultrasound diagnosis. Introduction of global longitudinal strain, three-dimensional imaging, transesophageal echo, structural heart disease and advanced valve disease.

Course Requirements:

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: AE – 101

Corequisite: AE – 201L

Contact Hours: 48

**Adult Echocardiography Scan Lab II (AE – 201L)**

This course compliments the didactic instruction of AE – 201. Laboratory demonstration and student practice in scanning techniques and protocol related to the various heart structures are included. Under supervision, the students will be proficient with the imaging equipment controls, transducer positions relative to anatomy, and scanning techniques. This course will also involve echocardiography image review and preliminary reporting with ongoing question and answers. It is structured to increase in complexity and difficulty and the student progresses.

Course Requirements:

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: AE – 101L

Corequisite: AE – 201

Contact Hours: 112

**Ultrasound Physics and Instrumentation (AE – 102)**

Fundamental principles of ultrasound physics including sound wave generation and propagation in tissue; factors affecting acoustical impedance and reflection. Transducer design, characteristics & construction and principles of Doppler ultrasound will also be covered. Integration of these theories, principles, and their clinical applications will be emphasized.

Course Requirements:

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: Admission to the program

Contact Hours: 32

**Clinical Externship II (AE – 203)**

This practicum enables the student to learn and obtain images in a clinical setting. Students will continue to assist with routine echo lab procedures in all cardiac sonography studies and apply the skills learned in scanning lab.

Course Requirements:

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: AE – 101, AE – 101L, AE – 103

Corequisite: AE – 201, AE – 201L

Contact Hours: 450

### **Summer – Semester III**

#### **Adult Echocardiography III (AE – 301)**

This course is an extension of AE -201 Adult Echocardiography II, and will be a comprehensive review of material covered throughout the year. New topics such as embryology and congenital pathologies will be introduced, and complex pathophysiology and ultrasound findings.

#### **Course Requirements:**

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: AE – 201

Contact Hours: 45

#### **Clinical Externship III (AE – 303)**

This is the last of three consecutive clinical practicum courses in which the student is supervised in a clinical setting. Students will assist with routine echo lab procedures in all cardiac sonography studies. The final goal is to achieve a competency level of an entry-level cardiac sonographer upon completion of the clinical course sequence.

#### **Course Requirements:**

Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Prerequisite: AE – 203

Corequisite: AE – 301

Contact Hours: 549

### ***GRADING SYSTEM***

Grade reports are available to students at any time throughout the program via MyLearning but will be regularly provided after mid-term and final semester examinations. Course grades are based on attendance, written tests, laboratory work, clinical assignments and projects as indicated on each course syllabi.

<u>Letter Grade</u>	<u>% Score</u>
A	93 – 100
B	84 – 92
C	*75 – 83
D	67 – 74
F	0 – 66

\*Minimum passing grade is 75% for all classes, which is a C. *Grades are rounded up from  $\geq 0.50$ .*

## PROGRAM TECHNICAL STANDARDS

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### ***PURPOSE***

The following standards, demands and skills are the cornerstone of the healthcare environment. Standards are not conditions for admissions to the program, but they do indicate abilities and characteristics that are necessary to successfully complete the requirements of the Cleveland Clinic School of Cardiac Ultrasound Adult Echocardiogram Certificate Program.

### ***BEHAVIORAL STANDARDS***

With or without reasonable accommodations, the student must be able to accomplish the following safely, efficiently and competently:

- Demonstrate appropriate responses to situations involving the critically ill, medical emergencies and death.
- Prioritize and manage multiple tasks simultaneously.
- Understand and apply clinical instruction from department personnel.
- Interact effectively with patients, families, supervisors and co-workers of the same and diverse cultures by demonstrating such qualities as respect, politeness, collaboration, teamwork and discretion.

### ***PHYSICAL, INTERPERSONAL, COMMUNICATION, MOBILITY, TACTICAL, HEARING AND VISUAL DEMANDS***

- Reaching to position and/or roll patients from side to side when necessary
- Lift or transfer patients out of a wheelchair, stretcher and other devices
- Pushing, pulling heavy equipment including ultrasound machines, patient gurneys and other cardiovascular equipment
- Visual monitoring of patient in dim light
- Accurately analyze imaging and instrumentation monitors to acquire images of patient's anatomy at appropriate level within level of training
- Differentiate among subtle shades of color and greyscale used in imaging and other cardiovascular procedures
- Verbally explain a cardiovascular imaging examination or cardiovascular procedure to groups of medical professionals for critique, education and conferences
- Interpretation and analysis of data from patient charts and confirm procedural requests
- Correlate data for the purpose of performing an examination or cardiovascular procedure according to protocol, professional guidelines and hospital policies and procedures
- Accurately perform cardiovascular procedures appropriate within level of training
- Manipulate mechanical and patient care equipment. i.e., keyboards, dials, switches, push buttons, plug in devices and blood pressure equipment
- Utilize devices such as laser printers and have a working knowledge of digital devices such as personal computers, tablets and intelligent phones
- Respond appropriately to equipment signals such as sound and lights
- Use hospital lab equipment which requires fine motor skills, coordination and dexterity
- Maintain physical balance while performing examinations on patients of varying body sizes
- Standing or sitting for an extended period of time

## ACADEMIC INFORMATION

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### ***TRANSFER OF CREDIT TO/FROM OTHER SCHOOLS***

The School of Cardiac Ultrasound is a certificate-level program and does not accept credits from outside institutions.

### ***ADVANCED PLACEMENT CREDIT***

There is no advanced placement credit given for CCF significant academic or clinical experience. Prior advanced placement credit may be used for pre-requisite requirements.

### ***ATTENDANCE POLICY***

Attendance affects the quality of a student's academic performance. Therefore, prompt and regular attendance in lectures and lab sessions is expected for all students. Student's absence from class or labs could affect clinical competence and possibly compromise patient safety at hospital sites. For these reasons, full attendance and punctuality is expected for all classes and clinical education.

The student is awarded a bank of 10 benefit days (80 hours) to use for personal and sick time over the course of the 12-month program. It is the responsibility of the student to inform the school of an absence, scheduled or unscheduled.

#### **Unscheduled –**

**Text the program director and coordinator (at least one hour prior to the scheduled class/clinical):**

- If a student is ill and is unable to attend class or clinical.
- If a student is running late to class or clinical (include an estimated time of arrival)
- If a student needs to leave early from class or clinical
- Missed time will be subtracted from benefit hours

#### **Scheduled –**

**Email the program director and coordinator (at least 72 hours in advance):**

- If a student plans ahead and will be absent from class or clinicals and will use bank hours for all or part of the day
- Requested dates require approval from Program Director

Students may be asked to verify any absence with an excuse from a medical doctor.

Failure to comply with the program's attendance policy may result in corrective action. Refer to corrective action policy for more detail.

### ***EXCUSED ABSENCE POLICY***

Make-up time or forfeit of benefit days will not be required for students who have permission to attend local, state, or national meetings, however, students must submit a certificate of attendance from the workshop or courses they attend at these meetings. Excused absences for other than an approved educational function must be made-up before course completion. Excused absence (other than benefit days) from Clinical Education will be allowed only if the student has permission from the Program Director or Clinical Coordinator.

### ***LEAVE OF ABSENCE***

The Cleveland Clinic School of Cardiac Ultrasound Certificate Program is an accelerated program. Time away will result in missing necessary hours, and important information. A leave of absence is discouraged, however may be considered on an individual basis. The School of Cardiac Ultrasound reserves the right to deny or grant leaves of absence. Leaves of absence must be approved by the Program Director.

Students must complete a Leave of Absence form and submit it to the program director. This should be submitted at least two weeks in advance, if possible.

Students on a leave of absence (LOA) must complete all course work, didactic and clinical, before graduation. See attendance policy for make-up time specifics. Course work covered during most semesters is provided only once a year, therefore each request must be considered individually.

Students on a leave of absence (LOA) are required to speak with the Program Director two weeks prior to the petitioned return date. Students returning from a medical leave of absence must submit to the program director the Return to Clinical form completed and signed by their doctor which states that they are physically able to return to full clinical duties. Students are not allowed to return to their clinical site until this form is submitted and approved by the program director.

### ***HOLIDAYS***

Students are scheduled off of clinical and class on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Students are not permitted to be at a clinical site during scheduled holidays.

### ***SCHEDULED BREAK WEEKS***

Students have two scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to vacation should utilize break weeks for this purpose.

### ***MAKE-UP TIME POLICY***

Any days missed from the clinical education over and above the allotted number of benefit days must be made up within the next 30 days. Make-up time must be coordinated by the student with the clinical Site Supervisor of their current rotation and approved by the Clinical Coordinator. The Clinical Coordinator has the authority to determine which days are acceptable as make-up days.

Students will not be allowed to make up time in other than four or eight-hour blocks of time with a hospital preceptor. Students may not participate in excess of eight hours in any 24-hour period or 40 hours in any one-week period of combined classroom and clinical assignments.

### ***STUDENT GRIEVANCE POLICY AND PROCEDURE***

The purpose of this Student Grievance Standard Operating Procedure (SOP) is to provide a thorough, timely, and objective assessment and resolution of student concerns in a fair, reasonable and nondiscriminatory manner.

This procedure is available to any student enrolled in an internal health professions education program or an affiliate health professions program. A grievance may be reviewed under this procedure if it is based on facts that have not previously been reviewed by the student's school, college or university or through another Cleveland Clinic process.

If a grievance relates to conduct by Cleveland Clinic employees and the employees of a student's school, college or university, the Medical Director, Center for Health Professions Education, shall consult with the student's school, college, or university to determine which institution shall review the grievance or to jointly review the grievance.

A student who believes that they have been subject to discrimination or harassment may also contact the Office of Educational Equity.

**For more detailed information on student grievance policy and procedure refer to the Student Grievance Policy and Procedure in Appendix.**

## PROFESSIONAL APPEARANCE AND ETHICS

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### ***STUDENT CODE OF CONDUCT***

The Cleveland Clinic School of Cardiac Ultrasound Adult Echocardiography Certificate Program is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the school.

Students should exhibit a strong intellectual curiosity in order to apply the theories of cardiovascular technology to helping people. They must be willing to spend dedicated untold hours to studying the profession of cardiovascular ultrasound. They must be capable of making accurate independent judgments regarding patient organization of time as well as to eventually function autonomously. They should be interested in developing good psychomotor skills, in working with their hands, equipment coordination, and constantly learning new skills. Physical as well as mental health should be maintained. Handling stressful situations regarding patients as well as fellow health care professionals in a working environment should be developed positively.

Effective communication as well as listening, working effectively with medical personnel, working as part of a team, are skills that must be developed and maintained. Good phone etiquette should always be observed. Students finding satisfaction in their students and in helping patients will develop a sensitive and giving attitude about their training and should not speak negatively about any aspect of their training publicly.

## PROGRAM REQUIREMENTS AND CLINICAL EXPECTATIONS

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### ***CREDENTIALING EXAMS***

Students are required to sit for the CCI or ARDMS registry exam prior to graduation. Successful passing of the exam in the respective field of study is required to graduate from the program. Students that do not pass the registry exam will not graduate from the program. If a student passes the registry exam within one year after the graduation date he or she will graduate from the program. In addition, the school will reimburse the cost of the exam to the student when passing the registry exam. Upon successful completion of the registry exam, the student will earn the following credential:

#### **CCI Credentials:**

Registered Cardiac Sonographer (RCS)

#### **ARDMS Credentials:**

Registered Diagnostic Cardiac Sonographer (RDMS – AE)

### ***PROGRAM GRADUATION REQUIREMENTS***

To successfully remain in any program and be eligible for graduation the student must:

- Complete all clinical rotations with 900 hours
- Complete all course requirements
- Successful completion of the CCI or ARDMS (SPI & Adult Echo) registry exam
- Maintain passing grade of 75% including clinical competency evaluations

If a student does not receive a passing grade in the academic or clinical rotations, the student will not be able to continue in the program. At that time, the student will be dismissed from the program and will receive a letter documenting the total hours (both clinical and didactic) that they have completed for their own records.



# APPENDIX



**Cleveland Clinic**

**CCHS CENTER FOR HEALTH PROFESSIONS EDUCATION**  
**STUDENT CORRECTIVE ACTION FORM**

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SCHOOL'S PROGRAM DIRECTOR/COORDINATOR: \_\_\_\_\_

SUBJECT/AREA: \_\_\_\_\_

(Clinical subject and area, i.e. didactic, laboratory, clinical)

**This is to inform you of a deficiency in your health professions program performance for the following reason(s):** (This form may be used to indicate deficiencies in professional behavior, academic and/or clinical performance. Please reference Student Handbook policies, procedures, etc.)

**Correction Plan:** (Identify expected improvement, help and direction available or provided, and compliance timeframe. Summarize previous corrective action notices, and identify consequences if improvement is not evident within timeframe.)

Immediate and sustained improvement in all of the above areas, as well as continued satisfactory performance in all the areas in which you presently are not deficient, is necessary to successfully complete this portion of your program. Further deficiencies will result in disciplinary action/s, which may include immediate dismissal. Please refer to your program's Student Handbook for specific information.

\_\_\_\_\_  
Cleveland Clinic Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School's Program Director Signature

\_\_\_\_\_  
Date

*I acknowledge receipt of this notification. Further, my signature does not mean I agree or disagree with the above.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Student Comments:

## STUDENT GRIEVANCE POLICY AND PROCEDURE

### **Purpose**

The purpose of this grievance procedure is to provide a thorough, timely and objective assessment and resolution of student concerns in a fair, reasonable and nondiscriminatory manner.

### **Definitions**

#### Cleveland Clinic United States Locations

Includes the main campus, Avon, Euclid, Fairview, Hillcrest, Lutheran, Marymount, Medina, South Pointe, Children's Hospital for Rehabilitation, Weston Hospital, Coral Springs Ambulatory Surgery Center, Martin North Hospital, Martin South Hospital, Tradition Hospital, and all Family Health Centers, Physician practice sites, Nevada practice sites, Emergency Departments, Express Care Centers, Urgent Care Centers and Ambulatory Surgical Centers reporting to these facilities.

Affiliate Health Professions Program: A program in which students from a school, college or university complete clinical rotations at Cleveland Clinic pursuant to an affiliation agreement.

Grievance: A claim by a student that Cleveland Clinic and/or one or more of its employees has violated a specific Cleveland Clinic policy or procedure.

Internal Health Professions Education Program: A program offered by Cleveland Clinic in which students enroll directly and not through a school, college or university.

Program Leader means the Cleveland Clinic employee responsible for the relevant program. For internal health professions education programs, the Program Leader is the Program Director. For affiliate health professions programs, the Program Director is the discipline-specific Education Coordinator.

Student: A person enrolled in a Cleveland Clinic internal health professions education program or an affiliate health professions education program. Volunteers who do not receive academic credit for their service are not students.

### **Eligibility**

This procedure is available to any student enrolled in an internal health professions education program or an affiliate health professions program. A grievance may be reviewed under this procedure if it is based on facts that have not previously been reviewed by the student's school, college, or university or through another Cleveland Clinic process.

If a grievance relates to conduct by Cleveland Clinic employees and the employees of a student's school, college or university, the Medical Director, Center for Health Professions Education, shall consult with the student's school, college or university to determine which institution shall review the grievance or to jointly review the grievance.

A student who believes that they have been subject to discrimination or harassment may also contact the [Office of Educational Equity](#).

### **Procedure**

A student may resolve a grievance through an informal grievance resolution process or a formal grievance review.

### Informal Grievance Resolution

If a student feels comfortable doing so, they are advised to discuss their grievance informally with the person who is the subject of the grievance. If the parties resolve the grievance, it is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by their program leader. It is expected that most grievances will be discussed and resolved in a timely fashion informally between the student and the program leader. The program leader shall keep a record of the resolution.

If the response from the program leader is unacceptable to the student, or if the program leader is the subject of the grievance, the student may initiate the formal grievance review.

### **Formal Grievance Review**

A student may initiate a formal grievance review by submitting their grievance to the [Center for Health Professions Education](#) by email. The grievance should include the student's name and program, the name(s) of the Cleveland Clinic employee(s) involved, the specific policy or procedure that may have been violated, and a brief description of the facts giving rise to the grievance. A formal grievance review must be initiated within fifteen (15) business days of the date on which the action giving rise to the grievance is known, whether an informal grievance resolution was attempted. This deadline and those set forth below may be extended by the Medical Director, Center for Health Professions Education when the Medical Director determines there is good reason to do so.

Step 1. Upon receipt of a grievance, the Center for Health Professions Education shall notify the program leader, unless the program leader is a source of the grievance. If the program leader is a source of the grievance, the Center for Health Professions Education shall notify the Medical Director, Center for Health Professions Education who shall designate an individual to fulfill the program leader's role in Step 1 of the formal grievance review.

The program leader shall contact the student who submitted the grievance within 5 business days of receipt of the grievance, and schedule a meeting with the student as soon as possible, but no later than 10 business days of receipt.

After meeting with the student, the program leader shall meet with the employee(s) who is/are the subject of the grievance and may gather additional information if necessary. The program leader shall render a decision with respect to the grievance as soon as possible, but no later than 10 business days after meeting with the student. The decision shall include any findings, a determination whether the relevant policy or procedure has been violated, and, if so, any consequences for the violation. The program leader shall provide the decision in writing to the student, the employee(s) involved and the Center for Health Professions Education.

If the student does not agree with the program leader's resolution, they may appeal the decision to the Health Professions' Education Council's Student Appeals Committee (the "SAC") by contacting the [Center for Health Professions Education](#) within 3 working days of receipt of the program leader's decision.

Step 2. Upon receipt of an appeal to Step 2, the Center for Health Professions Education shall forward the appeal, the grievance, the program leader's decision, and any additional information gathered by the program leader to the SAC. The SAC chairperson and two committee members will review the record of the grievance and reach a final decision. The SAC may uphold the program leader's decision, alter the decision or require the program leader to conduct additional investigation. The SAC shall render its decision within ten (10) business days of receipt of the appeal. The SAC's decision is final.

The **Office of Educational Equity** and **Legal Departments** are available, in a consultative capacity, to the program leader, SAC and Medical Director, Center for Health Professions Education or to the Chairman as it relates to the student's grievance.

### **Oversight and Responsibility**

The Medical Director, Center for Health Professions Education is responsible to review, revise, update, and operationalize this procedure.

***STUDENT HANDBOOK ATTESTATION***

This handbook contains important information with regard to Cleveland Clinic policies and procedures pertaining to employees and students enrolled in internal Cleveland Clinic programs and affiliate-based programs.

I have read the Student Handbook.

I will comply with the policies and procedures as stated in this handbook, effective immediately. I understand that failure to comply can result in disciplinary action, including denial of clinical access, depending on the frequency and/or severity of the failure to comply.

I have read the Handbook – Catalog and understand all of the above policies.

Student Name: \_\_\_\_\_ (Print Name)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_