



Southern
Medical
Corporation

School of Ultrasound

***Cardiovascular
Ultrasound Technology***
Program Catalog

12232 Industriplex Boulevard, Suite 22
Baton Rouge, Louisiana 70809
Tel (225) 756-5239 Fax (225) 752-2614
www.southernmedical.com

Revised January 2010

SOUTHERN MEDICAL CORPORATION

School of Ultrasound

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SOUTHERN MEDICAL CORPORATION

School of Ultrasound

12232 Industriplex Boulevard, Suite F22
Baton Rouge, Louisiana 70809
Telephone (888) 762-3246 or (225) 756-5239
Fax (225) 752-2614

www.southernmedical.com

Southern Medical Corporation School of Ultrasound is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

Students successfully completing this program will receive a Certificate of Completion. This will state that named candidate did in fact successfully complete the proscribed course of study as named on the certificate and the date of completion.

Administration and Faculty

Chairman	Charles J. Moore, CEO
Administrative Director	David Melancon, COO/CFO
Technical Program Director.....	Paul Berry, BS, RCS
Cardiac Instructor	Paul Berry, BS, RCS
Vascular Instructor	Clint Aucoin, BS, RCS, RVS
Physics Instructor.....	Troy Lewis, BS, RDMS

SOUTHERN MEDICAL CORPORATION

Mission Statement

Southern Medical Corporation is a comprehensive resource for the provision of cardiovascular programs, products and services to our clients and their patients.

SOUTHERN MEDICAL CORPORATION

School of Ultrasound

Mission Statement

The mission of Southern Medical Corporation School of Ultrasound is to direct the time, resources, and expertise of Southern Medical Corporation to provide a single solution for quality, cost effective, education in diagnostic imaging technologies.

SOUTHERN MEDICAL CORPORATION

School of Ultrasound

PHILOSOPHY

The objective of this program is to provide didactic and clinical training in medical ultrasound.

It is the intent of this program that a graduate, upon successful completion of this course of study, will be suitably qualified and prepared to enter the allied health care field as a medical sonographer specializing in a variety of ultrasound modalities. By employing highly qualified instructors, Southern Medical Corporation ensures that its students receive the quality of instruction that is essential to personal achievement. A graduate successfully completing this course will be awarded a Certificate of Completion. A graduate will be prepared to take registry examinations offered by Cardiovascular Credentialing International and/or the American Registry of Diagnostic Medical Sonographers.

SOUTHERN MEDICAL CORPORATION

School of Ultrasound

HISTORY

Southern Medical Corporation was founded in 1987. Our School of Ultrasound is an extension of our medical services offered. Southern Medical Corporation is based in Baton Rouge, Louisiana and provides diagnostic medical technical services throughout Louisiana, Texas and Mississippi, in addition to other related services. Southern Medical Corporation is a locally managed corporation that has been training students in ultrasound since 1991.

ADMISSION POLICIES AND REQUIREMENTS

It is the policy of Southern Medical Corporation School of Ultrasound to afford equal educational opportunity to qualified persons regardless of race, color, religion, national origin, or sex. Admission is granted to applicants over the age of eighteen (18) years, selected from those whose academic and personal qualifications give promise of success in the study of ultrasound.

It is also the policy of Southern Medical Corporation School of Ultrasound that all charges to students will be the same for students that are financially assisted, veterans, or those who pay with cash. All charges to students will be the same without regard to the financial ability to pay.

It is policy that Southern Medical Corporation School of Ultrasound will never utilize any type of advertising that is in any way erroneous, misleading or untruthful in its representation of the programs offered.

Applicants must have a high school diploma or equivalent.

Applicants for admission should successfully satisfy one of the following minimum requirements:

1. A minimum of two (2) years (62 hrs.) postsecondary education in health science, natural science, nursing, engineering, or any other primary science program. Mandatory courses to include: 6 hrs. in biological science, 3 hrs. in general physics (preferably healthcare related) , 3 hrs. in general chemistry, 3 hrs. in mathematics, 6 hrs. in human anatomy & physiology, 1 hr. in medical terminology.

OR

2. An associated degree in health science, natural science, nursing, engineering, or any other primary science program.

ADMISSION POLICIES AND REQUIREMENTS

Students may be required to submit a urine sample for drug screening and submit necessary information to obtain a background investigation if required by the clinical site(s). These services will be performed at the expense of SMC School of Ultrasound. Students must obtain favorable results to remain enrolled.

Applicants are required to submit evidence of good health, via a medical report, including a Chest X-ray and/or TB test. All applicants are asked to present proof of immunization for measles, mumps, rubella, tetanus and diphtheria as required by the State of Louisiana, Department of Health and Hospitals.

It is school policy that a personal interview is required of all applicants who meet the program requirements.

LATE REGISTRATION

Late registration will be accepted up to fourteen (14) days after the beginning of classes. The student will be assessed a \$100.00 late registration fee.

Any applications received after the accepted late registration dates will be deferred to the next class start date.

CLASS SIZE

Each cardiovascular class size is usually limited to twenty (20) students.

PROFESSIONAL CREDENTIALING

There are two professional credentialing bodies:

1. Cardiovascular Credentialing International (CCI) — CCI offers registries in cardiac and/or vascular ultrasound.

To review examination qualifications, visit www.cci-online.org and refer to: **Registry Examination Qualifications – Prerequisite #2**, which requires an associate's degree or equivalent college hours (62 hours) in health, science, natural science, nursing, engineering or any other primary science program and one (1) year in the field at the time of application.

2. American Registry of Diagnostic Medical Sonographers (ARDMS) — ARDMS offers registries in cardiac, vascular, abdominal and OB/GYN ultrasound.

To review examination qualifications, visit www.ardms.org and refer to: **Examination Prerequisite Chart – Prerequisite #1**, requiring a two-year allied health education program that is patient-care related, including but not limited to Diagnostic Medical Sonographer, Radiologic Technologist, Respiratory Therapist, Occupational Therapist, Physical Therapist, and Registered Nurse.

OR

Examination Prerequisite Chart – Prerequisite #3, requiring a Bachelor's Degree.

SMC School of Ultrasound uses these Exam Qualifications as a guideline for school acceptance.

SMC School of Ultrasound also requires college courses in:

- Anatomy and Physiology (2 classes)
- Chemistry (1 class)
- Biology (2 classes)
- Mathematics (1 class)
- Physics (1 class)
- Medical Terminology (1 class)

SOUTHERN MEDICAL CORPORATION

School of Ultrasound

PROCEDURES FOR ADMISSION

The student should obtain an information packet from the School office or the Southern Medical website (www.southernmedical.com), which includes a catalog and application. The application should be completed and returned to the School business office by no later than two months prior to the first day of class. (May 1st for the July class and November 1st for the January class.)

The prospective student's application is reviewed by the Program Director to evaluate the individual's eligibility for admission. All applicants are notified of the status of their application. A personal interview will be conducted with all eligible candidates.

The final decision for admission is made by the Program Director and the Admissions Committee.

After a candidate is accepted to the School, the candidate will be required to complete an enrollment agreement which will also be signed by the School's representative. It ensures both the student and the school of certain rights and responsibilities.

All correspondence should be directed to one of the following:

Technical Program Director
Southern Medical Corporation School of Ultrasound
Southern Medical Corporation
Post Office Box 84007
Baton Rouge, Louisiana 70884

Telephone: (225) 756 - 5239
Fax: (225) 752 - 2614

www.southernmedical.com

FACILITIES

Southern Medical Corporation School of Ultrasound is located at 12232 Industriplex Boulevard, Suites 21 and 22, Baton Rouge, Louisiana 70809. The program's administrative office, library, and classrooms are located there. The facility that houses Southern Medical Corporation School of Ultrasound is in a modern brick structure with central heating and cooling and complete bathroom facilities that are handicapped accessible. Other classrooms, libraries, and clinical sites are at the following locations: Baton Rouge General Medical Center, Baton Rouge Cardiology Center, Louisiana Cardiology Associates, and Our Lady of the Lake Regional Medical Center.

Our facilities are accessible to handicapped individuals, including those utilizing a wheelchair. Reserved parking places are provided. Entrances, exits, classroom seating, and restroom facilities are equipped to accommodate students with these special needs.

Students requiring specific aids or accommodations due to a physical or learning impairment are encouraged to discuss these issues with the Program Director prior to enrollment.

EQUIPMENT

The following modern equipment is utilized in the program: -

SIEMENS, SEQUOIA	2 SYSTEMS
PHILLIPS, HDI 5000	1 SYSTEM
PHILLIPS, HDI 3500	1 SYSTEM
GENERAL ELECTRIC, VIVID 7	6 SYSTEMS
PHILLIPS, SONOS 7500	3 SYSTEMS
HEWLETT PACKARD, SONOS 5500	1 SYSTEM
HEWLETT PACKARD, SONOS 2000	2 SYSTEMS
HEWLETT PACKARD, SONOS 1000	1 SYSTEM
ACUSON, 128 XP10	1 SYSTEM
TOSHIBA, SH 140	1 SYSTEM

The equipment inventory is subject to change as additional equipment is added.

CARDIOVASCULAR CURRICULUM

The program's twelve (12) month curriculum is divided into two (2) areas: Classroom and Clinical / Laboratory experience.

The classroom segment will be 984 hours of classroom instruction covering the following topics: (for specific hours per topic see curriculum outline)

CARDIOLOGY & ECHOCARDIOGRAPHY

- Cardiac Anatomy & Physiology
- Echocardiography
- Electrocardiography
- Exercise Stress Testing
- Holter Monitoring
- Cardiopulmonary Resuscitation
- Interventional Echocardiography
- Cardiac Doppler Techniques
- Introduction to Invasive / Non-invasive Cardiology
- Pathophysiology of Cardiovascular Disease

PERIPHERAL VASCULAR TECHNOLOGY

- Peripheral Vascular Anatomy & Physiology
- Pathophysiology of Cerebrovascular Disease
- Pathophysiology of Peripheral Arterial Disease
- Pathophysiology of Peripheral Venous Disease
- Peripheral Vascular Doppler Techniques

GENERAL CARDIOVASCULAR STUDIES

- Human Anatomy & Physiology
- Physical Principles of Ultrasound
- Survey of Current Cardiovascular Literature
- Physical & History Interviewing
- Research Techniques & Statistical Analysis
- Administrative Management

CARDIOVASCULAR CLINICAL CURRICULUM

The clinical / laboratory segment will consist of 984 hours of supervised instruction. During this clinical / laboratory segment, the student will be exposed to the following areas of study:

- M-Mode Echocardiography
- Two Dimensional Echocardiography
- Pulsed & Continuous Wave Cardiac Doppler
- Color Flow Doppler Imaging
- Transesophageal Echocardiography
- Stress Echocardiography
- Carotid Duplex & Color Doppler Imaging
- Transcranial Doppler Technique
- Peripheral Arterial & Venous Plethysmography
- Peripheral Arterial & Venous Color Doppler Imaging
- Abdominal Duplex & Color Doppler Imaging

The student will be trained to provide physicians with a preliminary technical report on a minimum of 240 patients during the year.

A "Blue Book" is presented to each student at the beginning of the program with instructions for its use. It will serve as a log of attendance, procedures completed and skills learned while in the ultrasound program. In order to complete the program successfully, each student is required to completely fill out the "Blue Book" and have it checked by the Technical Program Director or other school official.

The program is taught five (5) days a week from 8:00 am until 4:30 pm for a total of 50 weeks.

CARDIOVASCULAR CURRICULUM OUTLINE AND HOURS

A. Physical Principles of Ultrasound (60 Hours)

1. Basic Physical Principles
2. Principles of Ultrasound
3. Transducers
4. Instrumentation
5. Bioeffects
6. Quality Assurance

B. Cardiac Anatomy and Physiology (50 Hours)

1. Cardiac Anatomy and Physiology
2. Cardiovascular Hemodynamics
3. Cross - Sectional Anatomy
4. Gross Cardiac Anatomy Lab

C. Electrocardiography (22 Hours)

1. Anatomy of the Conducting System
2. The Normal Electrocardiogram
3. The Abnormal Electrocardiogram

D. Exercise Stress Testing and Holter Monitoring (17 Hours)

1. Applications of Exercise Stress Testing as Part of Echocardiography
2. Techniques of Conducting Exercise Stress Testing and Holter Monitor Tape Scanning
3. Clinical Indications and Risks of Performing Exercise Stress Testing

E. Cardiopulmonary Resuscitation (8 hours)

1. Technique of Cardiopulmonary Resuscitation

F. Interventional Echocardiography (12 Hours)

1. Pharmacological Intervention
2. Contrast Studies and Other Physiologic Maneuvers

G. Physical Diagnosis and History Taking (10 Hours)

1. History and Normal Cardiac Examination
2. Cardiac Auscultation

CARDIOVASCULAR CURRICULUM OUTLINE AND HOURS

H. Introduction to Invasive / Non-invasive Cardiology (26 Hours)

1. Cardiac Catheterization Techniques
2. Correlation of Invasive / Non-invasive Data
3. Nuclear Imaging
4. Digital Radiography

I. Pathophysiology of Heart Disease (56 Hours)

1. Embryology
2. Rheumatic Heart Disease
3. Cardiomyopathy
4. Pericardial Disease
5. Left Ventricular Function
6. Coronary Artery Disease
7. Endocarditis
8. Thrombus and Tumors
9. Congenital Heart Disease
10. Diseases of the Aorta

J. Echocardiography (200 Hours)

1. M-Mode and Two Dimensional Echocardiography
2. Transesophageal Echocardiography
3. Stress Echocardiography
4. Intraluminal Echocardiography
5. Clinical Correlation of Echocardiographic Findings

K. Cardiac Doppler (80 Hours)

1. Principles of Doppler
2. Pulsed Wave Doppler
3. Continuous Wave Doppler
4. Color Flow Doppler
5. Clinical Applications of Doppler

L. Cerebrovascular Principles and Doppler (135 Hours)

1. Normal Cerebrovascular Anatomy and Physiology
2. Mechanisms of Disease
3. Duplex and Color Flow Doppler Imaging
4. Non-imaging Physiologic Testing
5. Transcranial Doppler Testing

CARDIOVASCULAR CURRICULUM OUTLINE AND HOURS

M. Extremity Arterial Principles and Doppler (100 Hours)

1. Normal Arterial Anatomy and Physiology
2. Mechanisms of Disease
3. Duplex and Color Flow Doppler Imaging
4. Non-imaging Physiologic Testing

N. Extremity Venous Principles and Doppler (80 Hours)

1. Normal Venous Anatomy and Physiology
2. Mechanisms of Disease
3. Duplex and Color Flow Doppler Imaging
4. Non-imaging Physiologic Testing

O. Abdominal Vascular Principles and Doppler (50 Hours)

1. Normal Abdominal Anatomy and Physiology
2. Mechanisms of Disease
3. Duplex and Color Flow Doppler Imaging

P. Current Cardiovascular Literature Review (24 Hours)

Q. Research Techniques and Statistical Analysis (13 Hours)

R. Administrative Management (12 Hours)

S. Patient Care Techniques (9 Hours)

1. Patient Transport and Handling
2. Emergency Recognition
3. Psychology of Health Care and Patient Relations

T. Case Study Presentations (20 Hours)

Each student is required to present cardiovascular and peripheral vascular cases in a weekly conference. Students are encouraged to develop presentation and speaking skills before their peers as part of their professional preparation.

U. Clinical / Laboratory Instruction (984 Hours)

Clinical rotations through cardiac ultrasound and peripheral vascular labs to gain exposure under supervised instruction. Students will be required to demonstrate proficiency in all outlined areas of cardiac and peripheral vascular testing and should be capable of providing preliminary technical comments and all relevant measurements on a minimum of 240 patients.

SATISFACTORY ACADEMIC PROGRESS

Excellent – 90 - 100

Average – 80 - 89

Passing – 75 - 79

Below 75% does not satisfy minimum academic requirements.

CERTIFICATE REQUIREMENTS

1. All requirements for a certificate must be completed within 1 and one half academic years.
2. Attendance at lectures and clinical rotations is required.
Students are allowed six (6) absences for the year.
3. Students are required to maintain a log of patient examinations they have performed or participated in. The log is provided by the program and will be submitted to the Program Director periodically.
4. Clinical performance will be determined by periodic evaluations by the clinical instructors and/or the Program Director. The student will be expected to demonstrate acceptable examination techniques on a proficiency examination, at the end of the school year, administered by the Program Director.
5. Classroom grades will be determined by periodic examination, case presentation, literature review assignments, a research project, and final exams. The final exam for each unit of study will represent 50% of the final grade.
6. The student is expected to maintain a minimum average of 75% on all work attempted. The student will be placed on probation at the end of a quarter of study if the grade average falls below 75%. Failure to maintain a 75% average for two successive quarters will constitute grounds for dismissal from the program.
7. All tuition and fees must be paid as agreed during the year. No Certificate of Completion will be issued to a student with an outstanding balance owed to SMC School of Ultrasound.

PROGRAM TIMELINE

- The cardiovascular program is one year in length.
- There are two classes in progress at any given time.
- One class begins in January and ends in December.
- One class begins in July and ends in June.
- Class schedule is five days a week (Mon thru Fri) 8:30am to 4:30pm
- The first six months, lecture is on Mondays, Wednesdays, and Fridays.
- Clinical rotation is on Tuesdays and Thursdays.
- The second six months, lecture is on Tuesdays and Thursdays.
- Clinical rotation is on Mondays, Wednesdays, and Fridays.

SOUTHERN MEDICAL CORPORATION

TUITION AND FEES

All fees and tuition are established by the Southern Medical Corporation Board of Directors.

APPLICATION FEE (<i>non-refundable</i>):	\$ 100
TEXTBOOKS, UNIFORMS & OTHER SUPPLIES (<i>non-refundable</i>):	\$ 400
TUITION FEE (<i>a minimum of \$500 must be prepaid</i>):	<u>\$12,500</u>
TOTAL COSTS:	<u>\$13,000</u>

PAYMENT TIMELINE

1. Each application must be completely filled out and submitted with an application fee of **\$100** to be processed and considered for possible enrollment. This application fee is non-refundable.
2. Upon notification of acceptance into the ultrasound program, a payment of **\$900** must be received at least 2 weeks prior to the first day of class. This payment will cover the \$400 non-refundable fee which includes the purchase of Blue Book, textbooks, two sets of hospital scrubs and one lab coat to be worn at clinical sites. These items will become the property of the student. This payment will also include an initial tuition payment of \$500. It is required that students pay this \$900 by the deadline stated to hold their position in the class for which they were accepted. If this payment is not received on time, the position will be considered vacant and will be offered to the next eligible applicant.
3. The **\$12,000** of remaining tuition can be paid in one of two ways:
 - **OPTION #1** A lump sum payment of \$12,000
 - **OPTION #2** Quarterly installments of \$3,000. The first installment is due seven (7) days before the first day of class. The second installment is due at the end of the twelfth week of class. The third installment is due at the end of the twenty fourth week of class. The final installment is due at the end of the thirty sixth week of class.

SOUTHERN MEDICAL CORPORATION

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REFUNDS ON WITHDRAWAL

A student withdrawing from the School must notify the Program Director of his/her intent to withdraw before he/she is entitled to a refund. For the purpose of calculating refunds, the termination date shall be the last date of attendance. Refunds will be made to the student within thirty (30) days of the last attendance date.

A refund of payments, minus the non-refundable \$100.00 Application Fee, made to the School will be issued if the student cancels within three (3) working days of signing the enrollment agreement. After this three day period, but prior to commencement of classes, a refund of payments, minus all non-refundable fees (\$100 Application Fee and \$400 Textbooks, Uniforms & Other Supplies Fee) will be issued.

REFUNDS AFTER COMMENCEMENT OF CLASSES

All refunds are based on the total costs of tuition and fees and not the amount paid to date. Cancellation after the three-business-day cancellation period, but before commencement of class by the student. Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$150 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term or semester.

1. During the first week* of classes, the institution shall refund at least 90% of tuition, less the registration fee, thereafter;
2. During the next three weeks of classes, the institution shall refund at least 75% of tuition, less the registration fee, thereafter;
3. During the first 25% of the course, the institution shall refund at least 55% of tuition, less the registration fee, thereafter;
4. During the second 25% of the course, the institution shall refund at least 30% of tuition, less the registration fee, thereafter;
5. During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed on the basis of clock hours. For programs longer than one year (12 calendar months) in length, 100% of stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

* First week = seven (7) calendar days from the first day the student attends.

COUNSELING and SCHOLARSHIPS

The only counseling provided to students is academic and professional by the staff of the school. There is no psychological counseling provided to students by Southern Medical Corporation School of Ultrasound

PERSONAL EXPENSES

Students will provide their own living expenses (e.g.: apartment rental, utilities, food and transportation). Students will also be responsible for lab coats and uniforms.

HOUSING

As the School is not located on a campus, there is no student housing provided. Local apartment complexes from which to choose appropriate housing are numerous.

TRANSPORTATION

SMC School of Ultrasound is not responsible for transportation to and from school or clinical locations. It is necessary for the student to make arrangements for dependable transportation.

DRESS CODE

Students will dress appropriately for the professional environment. Students are required to follow the dress code requirements of all clinical sites. Uniforms are acceptable, but a lab coat over conservative street dress is preferred. Excessive use of jewelry is discouraged. Men are required to wear a uniform or a shirt and tie with a lab coat. An SMC ID must be worn. **ABSOLUTELY NO JEANS OR SHORTS ARE PERMITTED.**

RULES AND REGULATIONS

1. Students will report promptly to the class or clinical site each day. Attendance is mandatory.
2. Students will be under the supervision of the Chief Sonographer of the ultrasound lab at each clinical location.
3. Students will be responsible for learning the business procedures of each clinical site (posting, patient logging, scheduling, billing, etc.)
4. Students must have knowledge of the function and use of each piece of equipment used at each clinical site.
5. Students are expected to learn the proper testing protocol for all procedures performed.
6. Cellular telephones, PDA's, or other electronic communication devices are not allowed in the classroom, the clinical lab (scan) room or in clinical sites at any time. Students violating this rule will be dismissed from the classroom or clinical site and charged an absence for the day. Students violating this rule while taking an exam will receive a zero (0) for the exam and will be dismissed for the day and will be charged an absence. Make-up exams will not be permitted.

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CAREER AND PLACEMENT SERVICE

While Southern Medical Corporation School of Ultrasound cannot guarantee any student job placement upon completion of training, every reasonable effort will be made to assist the graduate in securing suitable employment. The Program Director will have access to employment opportunity inquiries from hospitals, clinics, offices, and agencies. A "Job Board" will be posted at the central site with current job listings as phoned in or sent to the Program Director. Transcripts and recommendations will be forwarded upon request.

Students completing the Southern Medical program will receive priority consideration for any job vacancy in Southern Medical Corporation's Ultrasound Services Divisions.

JOB INTERVIEWS

Absences for job interviews are counted among the six (6) allowed absences for the year. The student is encouraged to plan appropriately.

PROGRAM CALENDAR

The Program will accept two (2) classes per year, in January and in July. Call the Program office for official dates.

OFFICIAL HOLIDAYS

Program holidays are as follows:

- New Year's Day
- Mardi Gras
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

ABSENCE POLICIES AND PROCEDURE

MEDICAL LEAVE

In the event a medical leave of absence is necessary due to personal illness or injury, the student shall notify the Program Director as soon as possible after receiving medical verification from a physician. Leave will be granted upon written request from the student and written verification from the physician. The leave of absence begins on the date indicated by the physician's statement, ending with written release by the physician indicating the student's physical ability to continue participation in the program. If the medical leave is for an extended period of time, the student may be asked to withdraw from the class and be reinstated in the following school year at the point at which he / she withdrew.

In the event that a circumstance arises which does necessitate a leave of absence, each will be considered on its merits. It must be understood that taking a leave of absence could result in a delay in the student's training, as well as taking a registry examination.

TARDINESS

Tardiness is a problem no matter the workplace and so it is also frowned upon by the school. A student will be counted tardy when the individual is 15 minutes late for a scheduled class or clinical. Three days tardy will constitute a day absent. Work missed as a result of the tardiness is the responsibility of the student to make up within 5 days.

ABSENCE (OTHER)

It is recognized that there are times when it is necessary to miss class or clinical assignments (job interview, appointments, illness, etc.). The policy of SMC School of Ultrasound is to limit the number of days absent to six (6) per student per year. Any student exceeding six (6) absences is subject to dismissal from the program.

EXAMINATIONS MISSED DUE TO ABSENCE

Tests not taken at the scheduled time must be made up within five (5) calendar days of the original test date or five (5) calendar days from returning to school from an excused absence.

Makeup test will not exceed two (2) tests per calendar year. Any test not made up will be scored and recorded at zero (0) points. Makeup test dates and times will be scheduled according to the instructor's availability.

DISCIPLINARY PROCEDURES

In order to maintain our goal of quality patient care, it may be necessary to discipline a student in order to meet the standards expected. In each case, an incident report will be completed by the witnessing faculty member (clinical instructor or lecturer) and placed in the student's file. The faculty member may request a governing body review, if such action is deemed necessary.

The following disciplinary procedures will be used in the order given, unless the serious nature of the infraction dictates immediate dismissal.

1. INCIDENT REPORT (verbal counseling)

For the first infraction of a minor rule or regulation for which a verbal counseling will or should suffice as adequate disciplinary action, such counseling will be issued by the Program Director. A memo will be prepared by the Program Director indicating the reasons for said counseling. The student should sign the memo indicating he/she has read it. The report will be placed in the student's file.

2. DISCIPLINARY REPORT

For a second infraction, or for a first infraction of a more serious rule or regulation, a written report will be prepared by the Program Director and given to the student. This report shall indicate the nature of the infraction and any probation given. The student should sign this report indicating he/she has read it. The report will be placed in the student's file. The student has the right to submit written comments on the disciplinary reports.

3. SUSPENSION

For the third infraction or for an infraction of a rule or regulation deemed serious enough to warrant this disciplinary action, a suspension will be given by the Board of Directors. A disciplinary report form will be completed, indicating the nature of infraction, length of suspension, probation, etc. The student should sign this report indicating he/she has read it. The report will be placed in the student's file.

4. DISMISSAL

For a third or fourth infraction or for an infraction of a rule or regulation for which only dismissal is adequate disciplinary action, a disciplinary report will be completed by the Board of Directors, indicating reasons for dismissal.

DISCIPLINARY PROCEDURE:

DISREGARD OF, OR INFRACTIONS OF CONDUCT LISTED BELOW (not limited to rules, regulations or procedures) CAN BE CAUSE FOR IMMEDIATE DISMISSAL.

1. Conduct detrimental to patient care.
2. Flagrant or repeated violations of rules, regulations and procedures or violations of rules and regulations within thirty (30) days of the return after suspension.
3. A student who is found to be under the influence of intoxicants or dangerous / illegal drugs, or has intoxicants or dangerous / illegal drugs in his /her possession.
4. Failure to obey a reasonable order to carry out a reasonable request or assignment from an authorized supervisor.
5. A student who is found gambling on school premises.
6. A student who admits to, or is found guilty in a Court of Law of pilferage or intentional destruction of school / hospital equipment, supplies or property.
7. A student who uses abusive language, is grossly disorderly, strikes or threatens another person, participates in or initiates a fight where physical contact between two or more people is involved.
8. A student who is found to have committed or suggested an act against accepted moral standards toward a patient, another student, employee, or visitor on hospital premises.
9. A student who is repeatedly absent without providing notification to his / her supervisor and the Program Director.
10. A student who divulges confidential patient information to unauthorized persons.
11. A student who is found to be present in an unauthorized work area during working hours, or an unauthorized place anywhere in a hospital during off-duty hours.
12. Conduct which disrupts either didactic or clinical training sessions.
13. Flagrant disregard of dress code while on duty.
14. Cheating.
15. Falsification of records.

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STUDENT APPEAL PROCEDURES

It shall be the policy of the Southern Medical Corporation School of Ultrasound that the students of the program shall have the right to appeal the decisions made by the school's Board of Directors involving suspensions, dismissal or delay in graduation. If the student is not satisfied with the action of the Board of Directors, he / she shall have the right of appeal. This policy is to ensure that the student will not be subject to unreasonable, capricious or arbitrary decisions involving his / her continued participation and completion of the education program.

No student shall be reprimanded or harassed by anyone as a result of initiating an appeal procedure.

Not every decision made by the Board of Directors with respect to the student's progress in the course of study shall be considered appealable. Only those matters resulting in suspension, dismissal or delaying a student's graduation shall be considered for appeal.

In the event of an infraction of any of the rules and regulations contained in the school's catalog, Enrollment Agreement and / or manual, the Board of Directors is entitled to take disciplinary action against the offending student in accordance with the penalties as set forth in the rules themselves. Limited suspension and probation are examples of disciplinary action normally taken by the Board of Directors. In taking such action, the Board of Directors normally affords the student an opportunity to present reasons for his /her actions. This is customarily done at the time the offense is discussed between the student and the Program Director. The decision to terminate a student from the program (before graduation) or to deny graduation to a student can only be made by the Board of Directors.

STUDENT COMPLAINT PROCEDURE

Student complaints relative to actions of school officials shall be addressed to Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, Phone 225/342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with that school's officials.