The Johns Hopkins Hospital
Schools of Medical Imaging
Diagnostic Medical Sonography Program
2012-2014

Sponsored by the Russell H. Morgan Department of Radiology and Radiologic Sciences of The Johns Hopkins Hospital

The Johns Hopkins Hospital
Schools of Medical Imaging
600 North Wolfe Street
Blalock B-179
Baltimore, Maryland 21287

Phone (410) 528-8208
Web page: http://schoolsofmedicalimaging.rad.jhmi.edu
Fax: (410) 528-8308
Catalog Revision and Publication Date: April 2012
(Volume One)
# Table of Contents

Privacy Rights of Students ........................................................................................................... 1
Notice of Nondiscriminatory Policy ............................................................................................... 1
History of The Johns Hopkins Hospital ......................................................................................... 1
Johns Hopkins Medicine Vision and Mission ................................................................................ 2
Johns Hopkins Medicine Core Values .......................................................................................... 2
Mission Statement of the Department of Radiology ................................................................. 2
Mission Statement of The Diagnostic Medical Sonography Program: ...................................... 3
Goals and Objectives of The Diagnostic Medical Sonography Program: ................................. 3
Program Data .............................................................................................................................. 4
General Description ..................................................................................................................... 4
Program Accreditation and Approval ......................................................................................... 5
Certification Examinations ........................................................................................................... 6
Program Administration and Faculty ......................................................................................... 6
Student Instructor Ratio .............................................................................................................. 7
Academic Calendar 2012 – 2013 ............................................................................................... 7
Academic Calendar 2013 – 2014 ............................................................................................... 7
Admission Requirements ........................................................................................................... 8
Application Process .................................................................................................................... 9
Health Insurance ........................................................................................................................ 9
Health Policies ............................................................................................................................ 9
Services Provided ........................................................................................................................ 9
Background Checks .................................................................................................................... 10
Criminal Matters: Pre-application Agreement Concerning Interpretation of ARDMS Rules ........ 10
Physical and Technical Capabilities ............................................................................................ 11
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Options</td>
<td>12</td>
</tr>
<tr>
<td>Transfer Credit Policy</td>
<td>13</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>13</td>
</tr>
<tr>
<td>Tuition Payment Schedule</td>
<td>13</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>VA Approved Program</td>
<td>13</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>14</td>
</tr>
<tr>
<td>Student Records and Transcripts</td>
<td>15</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Program Hours</td>
<td>16</td>
</tr>
<tr>
<td>Classroom Instruction</td>
<td>16</td>
</tr>
<tr>
<td>Typical Weekly Schedule</td>
<td>16</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>16</td>
</tr>
<tr>
<td>Grading Scale for All Courses</td>
<td>16</td>
</tr>
<tr>
<td>Curriculum Outline</td>
<td>17</td>
</tr>
<tr>
<td>Lecture</td>
<td>17</td>
</tr>
<tr>
<td>Lab</td>
<td>17</td>
</tr>
<tr>
<td>Clinical</td>
<td>17</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography Course Descriptions</td>
<td>17</td>
</tr>
<tr>
<td>Resources and Services</td>
<td>21</td>
</tr>
<tr>
<td>Welch Medical Library</td>
<td>21</td>
</tr>
<tr>
<td>Computer labs</td>
<td>21</td>
</tr>
<tr>
<td>The Denton Cooley Center</td>
<td>21</td>
</tr>
<tr>
<td>Credit Union Loan for Tuition</td>
<td>21</td>
</tr>
<tr>
<td>Physical and Vaccinations</td>
<td>22</td>
</tr>
</tbody>
</table>
Email Account .................................................................................................................. 22
CPR certification ............................................................................................................... 22
Health Insurance ............................................................................................................. 22
Mass Transit .................................................................................................................... 22
Personal Counseling ...................................................................................................... 22
Accommodations for Disabilities ................................................................................... 22
Parking ............................................................................................................................. 22
Placement Services ........................................................................................................ 22

Academic Integrity ......................................................................................................... 22
Vacation/Holidays .......................................................................................................... 23
Absentee and Leave Policies: ........................................................................................ 23
Unscheduled Absences ................................................................................................. 24
Penalty for Unscheduled Absences ............................................................................... 25
Lateness .......................................................................................................................... 25
Leave of Absence ........................................................................................................... 26
Inclement Weather Policy ............................................................................................. 26
Implementation of Disciplinary Action ......................................................................... 26
Dismissal .......................................................................................................................... 26
Grievance of Disciplinary Policy/Appeal Process ....................................................... 27
Appeals Process ............................................................................................................. 28
Privacy Rights of Students

The Johns Hopkins Hospital Schools of Medical Imaging is prepared to comply with the provisions of the Families Educational Rights and Privacy Act of 1974 (Public Law 90-247, as amended) and any regulations that may be promulgated there under. Students and others who may wish specific information regarding the rights of access to institutional educational records maintained in their names are advised to contact the Program Director.

Notice of Nondiscriminatory Policy

The Johns Hopkins Hospital Schools of Medical Imaging admits students of any race, color, sex, disability, and national or ethnic origin to all of the rights, privileges, program benefits and activities generally accorded or made available to students at the Schools of Medical Imaging.

Certified to be true and correct as of content:

Carol B. Iversen, MS, RDMS
DMS Program Director
The Johns Hopkins Hospital, Schools of Medical Imaging
410-528-8263
cblank1@jhmi.edu

4/1/12

History of The Johns Hopkins Hospital

The Johns Hopkins Medical Institutions were established through a gift of a Quaker merchant, Johns Hopkins, who wanted the Hospital and University built as a joint venture.

Johns Hopkins was born into a very poor family in southern Maryland in 1795. His first name was inherited from his great-great grandfather Richard Johns. Because of the family's financial troubles he was forced to quit school at the age of 12. He went to work for his uncle and by the age of 19 he had established himself as a respected merchant.

Eventually he went into business for himself and built a fortune of 7 million dollars before he died in 1873 at the age of 78. Hopkins never married but gave much thought to what would happen to his estate. He left 3.5 million dollars to build a hospital, for he said, “There will always be suffering.” And another 3.5 million dollars to build a joint university, “For there will always be youth.” His concept of the Hospital and University as a joint venture was a revolutionary idea at the time that set the standard for future medical education in the United States.

In his Will he specified that the Hospital was “forever to serve the sick and ill of Baltimore without regard to race, age, sex or the ability to pay”. Drs. Welch and Osler, two of the famous “Hopkins Four”, brought other philosophies into the pattern of medical education in patient centered medical training and scientific research. Before this Hospital was established,
physicians trained at medical schools without ever examining a real patient. The pattern established at The Johns Hopkins Hospital changed U.S. medical education forever by bringing medical students to the bedside of patients and placing the practice of medicine on a scientific basis.

The Johns Hopkins Hospital opened on May 7, 1889 followed four years later by The Johns Hopkins University along with the School of Medicine. The opening of the University and the School of Medicine ushered in a new era in medicine. Moving from laboratory to lecture hall to the patient's bedside, students and interns brought the scientific approach to medicine and received first-hand training in diagnosis and treatment. Within two decades, the Hospital and School of Medicine were models of medical care and education for the nation. That distinction has remained intact for over 100 years.

Johns Hopkins willed 13 acres of land in the city of Baltimore to erect the Hospital and wanted it to ultimately receive 400 patients. Today, The Johns Hopkins Medical Institutions covers a 44-acre area, has more than 1,000 beds, and is recognized as one of the world's leading medical institutions.

**Johns Hopkins Medicine Vision and Mission**

The mission of Johns Hopkins Medicine is to improve the health of the community and the world by setting the standard of excellence in medical education, research and clinical care. Diverse and inclusive, Johns Hopkins Medicine educates medical students, scientists, health care professionals and the public; conducts biomedical research; and provides patient-centered medicine to prevent, diagnose and treat human illness.

Johns Hopkins Medicine provides a diverse and inclusive environment that fosters intellectual discovery, creates and transmits innovative knowledge, improves human health, and provides medical leadership to the world.

**Johns Hopkins Medicine Core Values**

- Excellence & Discovery
- Leadership & Integrity
- Diversity & Inclusion
- Respect & Collegiality

**Mission Statement of the Department of Radiology**

The Johns Hopkins Department of Radiology is committed to offering the highest quality medical care. Our world-renowned physicians and staff members focus on blending the latest in radiological technology with specialized expertise to diagnose and treat their patients.
Mission Statement of The Diagnostic Medical Sonography Program
The mission of The Johns Hopkins Hospital Schools of Medical Imaging, which includes the Diagnostic Medical Sonography Program, is to prepare the highest caliber, entry-level general sonographers in the cognitive, psychomotor and affective learning domains, consistent with the standards and expectations of a medical imaging graduate of The Johns Hopkins Medical Institutions. In order to accomplish this mission, the integrated curriculum is designed to provide both theoretical and hands-on clinical training in the principles of diagnostic medical sonography.

Goals and Objectives of The Diagnostic Medical Sonography Program:
To train Diagnostic Medical Sonographers of the highest caliber, consistent with the standards and expectations of a graduate of The Johns Hopkins Medical Institutions.

1: To enhance the quality of didactic instruction that will enable the student to comprehend and apply the principles of Diagnostic Medical Sonography. This will be accomplished by:

OBJECTIVE 1.1 Providing the student with appropriate instruction in all areas of Diagnostic Medical Sonography curriculum as outlined in the DMS curriculum guide.

OBJECTIVE 1.2 Providing the student with didactic instruction from teaching faculty who are knowledgeable and competent.

OBJECTIVE 1.3 Offering the students academic support with up-to-date resources in terms of reference books, AV materials and professional publications.

OBJECTIVE 1.4 Recruiting those students who are well prepared to meet the academic challenges of a program in Diagnostic Medical Sonography.

2: Enhance the quality of clinical instruction that will enable the student the opportunity to develop adequate clinical skills necessary to function as an effective entry-level diagnostic medical sonographer upon graduation. This will be accomplished by:

OBJECTIVE 2.1 Providing the student with the knowledge to consistently apply principles of Diagnostic Medical Sonography and produce images of diagnostic quality.

OBJECTIVE 2.2 Providing the student with clinical instruction in a variety of clinical settings to insure entry-level competency in all areas of diagnostic medical sonography.
OBJECTIVE 2.3 Providing the student with introductory classes in the principles and practices of correlative imaging modalities.

OBJECTIVE 2.4 Developing critical thinking skills in order to produce diagnostic sonographic images.

3: To graduate students who exhibit the qualities of professionalism that will enable them to function as an integral member of the health care team. This will be accomplished by:

OBJECTIVE 3.1 Developing effective communication skills that will enable the student to interact effectively and communicate appropriately with staff and administration as an integral member of the health care team.

OBJECTIVE 3.2 Encouraging, and motivating the student to continue professional growth and education.

4: To graduate students who possess the knowledge and clinical skills to provide optimal patient care. This will be accomplished by:

OBJECTIVE 4.1 Developing effective communication skills that will enable the student to interact effectively and communicate appropriately with patients and patients’ families.

OBJECTIVE 4.2 Providing the student with training that will enable the student to give a safe and appropriate level of patient care.

Program Data
For 2008-2011:

- Average ARDMS Registry Examination Pass Rate of 97%
- Job placement of 95%; within 6 months of graduation
- Program completion rate is 100%

General Description
The Johns Hopkins Hospital offers a comprehensive 14 months (64 weeks, 2376 hours), full-time Program in Diagnostic Medical Sonography. This Program capitalizes on the exceptional equipment and faculty resources available at this institution and provides the students with unparalleled training on state-of-the-art diagnostic Ultrasound equipment. The students obtain firsthand clinical experience in a broad range of both routine as well as highly specialized Ultrasound procedures. The Division of Ultrasound at The Johns Hopkins Hospital is one of the largest and most dynamic labs in the country. Clinical training includes a thorough familiarization of routine diagnostic exams with additional foci in specific areas such as: high-risk obstetrics, abdominal, superficial structures imaging, gynecology, breast, pediatrics, and
Classes begin in June and run continuously through August of the following year. Students are required to be in attendance Monday through Friday. Hours will vary with clinical rotations; students will not work more than 40 hours a week or 8 hours a day. Starting hours will range from 6:30 AM to 8:30 AM. Limited weekends, evenings and/or holidays are required. Occasionally students are required to attend an evening or weekend conference. The Program allows for 10 days of personal and sick time, and all holidays designated by The Johns Hopkins Hospital.

To facilitate the most comprehensive clinical education possible, students receive clinical training at The Johns Hopkins Hospital and Outpatient Center, Johns Hopkins Maternal/Fetal Medicine, Johns Hopkins Bayview Medical Center, Franklin Square Hospital Center, Mercy Medical Center, Union Memorial Hospital, Howard County General Hospital, Suburban Hospital, Sibley Memorial Hospital, Anne Arundel Diagnostics and Sinai Hospital of Baltimore.

**Program Accreditation and Approval**

The JHH DMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) which provides a peer review process administered by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Their address is:

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)  
6021 University Boulevard, Suite 500  
Ellicott City, MD 21043  
443-973-3251  
http://www.jrcdms.org/

The JHH DMS Program is approved by:

The Maryland Higher Education Commission  
6 North Liberty Street  
Baltimore, MD 21201  
Phone (410) 767-3301  
http://www.mhec.state.md.us/

Students and prospective students may obtain information regarding the performance of an approved Program from the Maryland Higher Education Commission at the above address. This information includes, but is not limited to, information regarding enrollment, completion rate, placement rate, pass rates for graduates on certify examinations in the respective disciplines.
Certification Examinations

The JHH DMS curriculum is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as a “General Sonography” program. The national certification examinations are administered by the American Registry of Diagnostic Medical Sonography (ARDMS). Students are able to apply and sit for the following ARDMS examinations:

- Sonography Principles & Instrumentation (SPI)
- Abdomen (AB)
- Obstetrics and Gynecology (OB/GYN)

Successful completion of the Sonography Principles & Instrumentation (SPI) examination is expected prior to graduation. Graduates of The JHH DMS program will then meet ARDMS Prerequisite #2 for first-time applicants and be able to apply and sit for the specialty examinations in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) and become registered (RDMS). Most employers require new hire sonographers to earn the Registered Diagnostic Medical Sonographer (RDMS) credential within one year.

Once graduates are registered in general sonography (RDMS), they will be able to apply and sit for other examinations administered by the ARDMS under ARDMS re-applicant status.

<table>
<thead>
<tr>
<th>Program Administration and Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiology Department Chairman</td>
</tr>
<tr>
<td>Radiology Department Administrator</td>
</tr>
<tr>
<td>Radiology Department Administrator for Clinical Operations</td>
</tr>
<tr>
<td>Director, Schools of Medical Imaging</td>
</tr>
<tr>
<td>Medical Director, Division of Ultrasound Medical Director, DMS Program</td>
</tr>
<tr>
<td>Program Director</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Clinical Coordinator</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Technical Manager, Division of Ultrasound (Inpatient)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Chief Sonographer, Division of Ultrasound (Outpatient)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Chief Sonographer, Division of Ultrasound (Pediatrics)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Chief Sonographer, Maternal Fetal Medicine</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Student Instructor Ratio

Lecture 12:1  
Laboratory 3:1  
Clinical 1:1

Academic Calendar 2012 – 2013

2012

Friday  
April 27  
Orientation

Monday  
May 14  
Tuition Payment 1

Monday  
June 11  
DMS 2013 Classes Begin

Wednesday  
July 4  
Independence Day Holiday

Thursday  
August 30  
Graduation Ceremony for DMS 2012

Monday  
September 3  
Labor Day Holiday

Monday  
October 1  
Tuition Payment 2

Thursday  
November 22  
Thanksgiving Holiday

Tuesday  
December 25  
Christmas Holiday

2013

Tuesday  
January 1  
New Year’s Holiday

Monday  
January 21  
Martin Luther King Jr. Holiday

Friday  
February 1  
Tuition Payment 3

Wednesday  
May 1  
Tuition Payment 4

Monday  
May 27  
Memorial Day Holiday

Monday  
June 11  
DMS Class of 2014 begins

Thursday  
July 4  
Independence Day Holiday

Thursday  
August 29  
Graduation for DMS 2013!

Academic Calendar 2013 – 2014

2013

Friday  
April 26  
Orientation

Wednesday  
May 15  
Tuition Payment 1

Monday  
June 10  
DMS 2014 Classes Begin

Thursday  
July 4  
Independence Day Holiday

Thursday  
August 29  
Graduation Ceremony for DMS 2013

Monday  
September 2  
Labor Day Holiday

Tuesday  
October 1  
Tuition Payment 2

Thursday  
November 21  
Thanksgiving Holiday

Wednesday  
December 25  
Christmas Holiday

2014

Wednesday  
January 1  
New Year’s Holiday

Monday  
January 20  
Martin Luther King Jr. Holiday
Admission Requirements

Individuals must present a strong academic background, especially in the supporting sciences. They need to demonstrate responsibility, a character of high moral integrity, good interpersonal skills and compassion. Applicants must have a minimum of a two year Associate degree or be a graduate of a two year clinically related accredited school in Allied Health (RN, RT, Respiratory Therapy, etc. with appropriate certification in that clinical specialty), with a minimum overall GPA of 2.5 and a selected GPA (prerequisites) of 3.0. At the time of the interview, the candidate will be required to complete a computer competency test consisting of basic word processing skills and an internet search for information.

The following prerequisite courses are required for all applicants and must be completed with a grade of “C” or better and appear as listed below on your official transcript.

- Human Anatomy & Physiology I, II *(4 credits each with laboratory)*
- College or General Physics *(Algebra-based, 4 credits with a laboratory, we do not accept ‘Physical Science’)*
- College Algebra or higher mathematics *(Statistics will not be accepted in lieu of Algebra)*
- Medical Terminology *(taken at the college level, for credit; certificate coursework is not accepted)*
- Speech and Communications or Public Speaking
- Introduction to Computer Software Applications *(MS Word, PowerPoint, Excel)*
- Statistics
- Psychology

The combined grade point average of all prerequisite coursework must average 3.0 or better.

Additional Documentation:

- A documented shadow experience in a Diagnostic Medical Sonography facility is required. Be sure to fill out the documented Shadow Experience Form found on the website and send it with your application.
- All applicants must submit a minimum of two references on Program Forms (see Application for these Forms). Applicants with a degree must submit one reference from a
professor/instructor of one the prerequisite science courses and one from any science or mathematics professor/instructor and/or your current employer. Additionally, an applicant who is certified in a clinical health care specialty must request a recommendation from the Program Director of their specialty-training course and a recommendation from their current employer.

- A statement of intent, 200 words or less, stating why you chose a career in the Diagnostic Medical Sonography profession and outline your specific career goals in medical imaging is also required.

**Application Process**

All applications with appropriate application fee ($40.00), supporting documents and transcripts must be postmarked by December 31st for those applicants wishing to enter the Program the following June. Applications postmarked after December 31st will be considered only on a space-available basis. Applicants must know that these deadlines are strongly enforced, and it is the responsibility of the applicant to ensure that all materials are received as stated above. Preference will be given to those applicants who have completed all prerequisite courses at the time of application.

**Health Insurance**

Health insurance is required of all students while enrolled in the Diagnostic Medical Sonography Program. Students may obtain their own health insurance or purchase it through the Program.

**Health Policies**

Accepted students will be required to undergo a health screening and physical examination at The Johns Hopkins Medicine Occupational Health Services prior to the beginning of classes.

**Services Provided**

Health screening including antibody titers for: $75.00

- Rubella, Rubeola, Varicella, Mumps,
- Hepatitis B, CBC

Urine drug screen without confirmation of specific positive drug $50.00

Confirmation of one positive drug $50.00

TB screening without chest X-ray $25.00

Chest X-ray $55.00

Tdap vaccine (Tetanus, diphtheria, pertussis) $30.00

Hepatitis B vaccine $45.00
MMR vaccine $50.00
Varicella $81.00

Drug testing is performed as part of the pre-enrollment screening. The Johns Hopkins Hospital is a drug free environment and students will not be enrolled if they fail the drug screening.

Prior to classes beginning in June, students must undergo screening for immunity to childhood diseases, TB, and hepatitis A and B. Hepatitis B vaccine is offered for $47.50 per dose. Routine drug testing is performed as part of this screening.

All students enrolled in the JHH DMS Program are required to have a flu vaccine annually.

A second TB screening is required and must be performed after twelve months in the program. TB screening may be required if the student is exposed at any time during the program.

Students are to report illness or accidents promptly. They are not permitted to consult a physician in the hospital except by appointments made through Occupational Health or in the Emergency Department.

All students must be covered under a personal health insurance plan. Documentation of coverage is required.

A Student Health Plan (SHP) is available to all Schools of Medical Imaging students. You may request this information at any time prior to the beginning of the DMS Program. Currently, the monthly premium is $256.00 per student. There is also a family plan available. Rates increase 5% each July, so please check with the school office upon enrollment in June for the new rates. Premiums are to be paid to the school office on a monthly basis to insure continuous coverage; otherwise students are not allowed to attend clinical rotations. Payments are due the first of each month.

**Background Checks**

Successful completion of a criminal background check is required for enrolling students of the JHH DMS program. The background check will be initiated by the Hospital and will be conducted by PreCheck, Inc., at a cost of $48.50 per student. This fee will become the responsibility of the student. An acceptable background screening will be required for all students beginning the Program.

Once accepted into the program, it is the student’s responsibility to immediately notify the JHH DMS Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.

**Criminal Matters: Pre-application Agreement Concerning Interpretation of ARDMS Rules**

Please refer to the [www.ardms.org](http://www.ardms.org) for more information regarding eligibility for application for certification examinations.
“ARDMS rules indicate that ARDMS may take action against an applicant, candidate, or Registrant in the case of conviction, plea of guilty or plea of nolo contendere to any crime. If you are presently charged with, or been convicted or found guilty of or plead nolo contendere to any crime (felony and/or misdemeanor), other than a speeding or parking violation, you may have questions concerning this rule and may wish to obtain clarification as to how it pertains to your circumstances.

ARDMS conducts a "pre-application review", for a $125 non-refundable fee, for individuals who wish to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. The pre-application review process is recommended for individuals who have not yet applied for examination and are contemplating employment in the field of sonography and/or enrollment in a sonography program. Individuals who have already completed a program and are ready to apply to the ARDMS for examination should simply respond to the questions on the ARDMS examination application relating to criminal matters and provide the requested documentation regarding such matter(s).” For complete information, please visit: www.ardms.org

Physical and Technical Capabilities
All students must meet the general physical requirements for the JHH DMS Program. These requirements include, at a minimum, the following abilities:
1. Elicit information and assess non-verbal information
2. Transmit information to patients, staff, fellow students and other member of a health care team
3. Receive, comprehend, write, and interpret verbal and written communication in both the academic and clinical settings
4. Lift more than 50 pounds routinely
5. Push and pull, bend and stoop routinely
6. Move, adjust and position patients and equipment
7. Have full use of both hands, wrists and shoulders
8. Dexterity to manipulate transducer and control panel simultaneously
9. Able to work while standing, sometimes is awkward positions, for long periods of time
10. Read and comprehend relevant information in textbooks, medical records and professional literature
11. Retain and apply information
12. Measure, calculate, reason, analyze and synthesize
13. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence and within the required time frame
14. Apply knowledge and learning to new situations and problem solving scenarios
15. Manage heavy academic schedules and deadlines
16. Perform in fast-paced clinical situations
17. Able to remain calm and focused during instruction or performance of sonographic exams
18. Display flexibility and adaptability
19. Demonstrate integrity, concern for others/compassion, appropriate interpersonal skills, interest and motivation

20. Comply with the Sonographer Code of Ethics, Clinical Practice Standards and Scope of Practice (www.sdms.org)

In addition, students should possess visual acuity adequate to assess image quality on both film and computer displays, and hearing acuity adequate to detect audible patient monitoring devices and to hear instruction and requests made in a normal voice. Hearing must be sufficient to interpret audible flow signals of various blood vessels. The individual must be able to distinguish shades of gray and hues of color from red to blue.

Students must also possess the emotional stability and maturity to effectively cope in a highly stressful and sometimes emotionally charged medical environment.

If applicant is unable to fulfill the criteria listed above due to a disability, please contact the Program Director to discuss reasonable accommodations.

**Degree Options**

**Notre Dame of Maryland University**, located in Baltimore, MD, offers a program leading to a bachelor’s degree in Radiologic Sciences. Students will complete their prerequisite and general education coursework at NDMU, and then fulfill their degree requirements by completing an additional imaging specialty at The Johns Hopkins Hospital, or by completing a concentration in business administration at NDMU. Options for NDMU include:

1. Completion of the Diagnostic Medical Sonography Program and another imaging specialty area such as Radiography or students may also choose to complete the academic concentration in business administration lieu of an additional imaging modality.

Please contact the advising office of Notre Dame of Maryland University at 410-532-5500, or access the webpage at [http://www.ndm.edu](http://www.ndm.edu) and look for the link to Adult Undergraduate Studies for further information.

**Bloomsburg University** located in Bloomsburg, Pennsylvania, offers a program leading to a bachelor’s degree in Medical Imaging. Students will complete their prerequisite and general education coursework at Bloomsburg, and then fulfill their degree requirements by completing an additional imaging specialty at The Johns Hopkins Hospital, or by completing a concentration in business or education. Options for Bloomsburg include:

1. Completion of the Diagnostic Medical Sonography Program and another imaging specialty area such as Radiography or students may also choose to complete the academic concentration in business or education in lieu of an additional imaging modality.

Please contact the advising office at Bloomsburg University at 570-389-4130, or access the webpage at [http://www.bloomu.edu](http://www.bloomu.edu) for further information.
Transfer Credit Policy

Transfer credit is generally not given for previous academic or clinical training in Diagnostic Medical Sonography. Requests for exceptions to this policy must be addressed to the Program Director.

Tuition and Fees

Application fee: $40.00

Once accepted:
Background Check: $48.50
Health Screening: (see under Health Policies above, pg.9)
CPR Certification: $25.00
Books and supplies: $800.00
Uniforms and accessories: $200.00

Tuition: $12,500.00

Tuition Payment Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>$3,125.00</td>
</tr>
<tr>
<td>October 1</td>
<td>$3,125.00</td>
</tr>
<tr>
<td>February 1</td>
<td>$3,125.00</td>
</tr>
<tr>
<td>May 1</td>
<td>$3,125.00</td>
</tr>
</tbody>
</table>

Financial Aid

The Schools of Medical Imaging is recognized at an eligible institution of higher education for purposes of state financial aid programs. These include Maryland State Scholarships and Veterans Benefits, but do not include Federal financial aid such as Pell Grants and Stafford loans. Students may apply for a low-interest loan through The Johns Hopkins Federal Credit Union. The applicant must meet all JHFCU requirements. The Schools of Medical Imaging does not guarantee loan approval by JHFCU. Specifics about loan policies can be addressed at the time of the applicant’s interview or through the school office. All financial arrangements should be resolved before attending the program.

VA Approved Program

The Diagnostic Medical Sonography Program is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.
The Diagnostic Medical Sonography Program will obtain written records on a VA beneficiary’s previous education and experience and complete an evaluation. The Diagnostic Medical Sonography program generally does not grant credit for previous radiography training, and requests for such must be addressed to the program director.

The Diagnostic Medical Sonography Program will notify the VA of any change in the enrollment status of students certified to receive Veterans educational benefits. This would include when the student is placed on attendance or academic probation, changes in scheduling or termination of training.

The Diagnostic Medical Sonography Program will maintain grade records which are updated on a semester basis.

If the student is on an official leave of absence, and fails to return to training by the end of the leave of absence, a refund due to a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence. Uniforms, books, lab fees, application fees and CPR fees are not refundable.

Students receiving scholarships may defer that part of their tuition that will be covered by the scholarships. The remaining amount must be paid by the due date.

**Refund Policy**

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed a contract. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price (assuming that the entire tuition was paid prior to the start of the program) for the course or program and shall include all fees, except registration and application and enrollment fees, any charges for materials, supplies, or books that have purchased from the hospital by, and are the property of, the student.

Percentages of refunds are based on the academic/billing period completed by date of withdrawal.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90% refund</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80% refund</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60% refund</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40% refund</td>
</tr>
<tr>
<td>40% up to 50%</td>
<td>20% refund</td>
</tr>
<tr>
<td>More than 50%</td>
<td>no refund</td>
</tr>
</tbody>
</table>
A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. In case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, any refund will be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence. If the school closes or discontinues a course or program, the school will refund to each currently enrolled student monies paid by the student for tuition and fees.

The amount charged a recipient of VA educational funds for tuition, fees and other charges for a portion of the course will not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length. The Program may retain $10.00 for administrative costs.

**Student Records and Transcripts**

The Diagnostic Medical Sonography Program maintains all grade records for students. Students who have graduated from the program may request a transcript for a fee of $8.00. The request for a transcript must be made in writing, with the signature of the person requesting the transcript. Please send all transcript requests to the address on the front cover of this catalog. The Diagnostic Medical Sonography Program maintains grade records on all students that are updated every semester.

**Graduation Requirements**

Complete all academic and clinical requirements according to the established criteria. This program is a competency based program which means that all clinical and academic competencies outlined in the program must be met before the student may graduate regardless of the stated length of the program. A student with incomplete records will not be authorized by the Director as meeting the educational requirements for certification by the American Registry of Diagnostic Medical Sonographers.

All didactic courses must be passed with a grade “C” (75%) or above to remain in the program. All clinical courses must be passed with a grade “B” (84%) or above to remain in the program. Failure of any course will result in academic dismissal.

Tuition for each semester must be paid in full prior to the due date listed in the calendar. A student in arrears will not be allowed to participate in the program until the debt is resolved.

All outstanding debts to the Hospital and/or University must be paid before students are considered eligible for graduation.

The Johns Hopkins Hospital Diagnostic Medical Sonography Program graduation exercises will be held on the last Thursday, each August. Students completing the program and participating in the exercises will receive a certificate and pin from the Johns Hopkins Hospital.
Program Hours
Classes begin in June and run continuously through August of the following year. Students are required to be in attendance Monday through Friday. Hours will vary with clinical rotations; students will not work more than 40 hours a week or 8 hours a day. Starting hours will range from 6:30 AM to 8:30 AM. Limited weekends, evenings and/or holidays are required. This includes mandatory scan labs. Occasionally, students are required to attend an evening or weekend conference. The Program allows for 10 days of personal and sick time, and all holidays designated by The Johns Hopkins Hospital.

Classroom Instruction
Classroom instruction will primarily take place at the 8 Market Place, Suite 600 location. However, certain classes will be held on the main campus of the hospital. The program in Diagnostic Medical Sonography may offer classes at approved clinical sites if it is in the best interest of the students’ training.

Typical Weekly Schedule
Monday, Thursday, Friday:
Clinical 8 hours per day. Hours of attendance vary from 7:30-4:00 to 8:30-5

Tuesday, Wednesday:
Didactic 8 hours per day. Hours of attendance vary from 6:30-3:00 to 8:30-5:00

Grading Policy
Passing grade for any didactic course is 75% to continue in and graduate from the program. Passing grade for any clinical rotation is 84% to continue in and graduate from the program. The grading scale for all courses in this program follows:

Grading Scale for All Courses
<table>
<thead>
<tr>
<th>% Score</th>
<th>4.0 scale</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 92</td>
<td>3.35 - 4.00</td>
<td>A</td>
</tr>
<tr>
<td>91 – 84</td>
<td>2.70 - 3.30</td>
<td>B</td>
</tr>
<tr>
<td>83 – 75</td>
<td>2.00 - 2.65</td>
<td>C (minimum passing grade)</td>
</tr>
<tr>
<td>74 – 60</td>
<td>1.00 - 1.95</td>
<td>D (not passing, for transcripts only)</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>&lt; 1.00</td>
<td>F</td>
</tr>
</tbody>
</table>
## Curriculum Outline

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Medical Imaging including:</td>
<td>228</td>
<td>60</td>
</tr>
<tr>
<td>Patient Care in Ultrasound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sectional Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Physiology and Pathophysiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sonographic Principles and Instrumentation</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Sonographic Anatomy, Pathology and Scanning Techniques in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td>98</td>
<td>40</td>
</tr>
<tr>
<td>Superficial Structures</td>
<td>32</td>
<td>16</td>
</tr>
<tr>
<td>Obstetrics and Gynecology</td>
<td>156</td>
<td>52</td>
</tr>
<tr>
<td>Vascular &amp; Doppler Imaging</td>
<td>96</td>
<td>32</td>
</tr>
<tr>
<td>Breast</td>
<td>32</td>
<td>28</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>30</td>
<td>16</td>
</tr>
<tr>
<td>Interventional Ultrasound</td>
<td>24</td>
<td>8</td>
</tr>
<tr>
<td>Professional Presentation and Extended Clinical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours of Instruction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Diagnostic Medical Sonography Course Descriptions

### Introduction to Medical Imaging

**Instructors:** Carol Iversen, Monica Fuller

This course provides an orientation to the clinical aspects of Medical Imaging in a Hospital environment for students without significant previous experience in clinical health care. It includes:
1. An introduction to each radiological specialty with emphasis is on the basic orientation to a Hospital Radiology Department, its function, and basic patient care techniques. Students will assist with routine radiologic procedures in all diagnostic imaging specialties.

2. An introduction to medical ethics including patient and staff rights and responsibilities, confidentiality and privacy issues, and ethical situations.

3. An introduction to customer service skills including professional behavior in the medical environment, hospital as well as private office, staff-patient interpersonal skills, oral communication and body language, and respect for cultural differences.


5. An introduction to cross sectional anatomy of the head, thorax, abdomen and pelvis including vasculature, abdominal musculature, abdominopelvic spaces, and peritoneal reflections.

6. An introduction to pathology including neoplasms, fluid collections, abscesses, lymphatic system pathology, and aortic pathology.

7. An introduction to sonographic physics and equipment manipulation, sonographic procedures and protocols, and patient care techniques for sonographic specific examinations. The student begins laboratory exercises in scanning techniques.

**Sonography Principles and Instrumentation**

**Instructors: Robert DeJong and Monica Fuller**

Fundamental principles of acoustical physics including sound wave generation and propagation in tissue; factors affecting acoustical impedance and reflection; transducer design, characteristics, and construction and principles of Doppler ultrasound. A wide array of ultrasonic instruments and transducers are presented as well as the appropriate operation of principle controls of each. Quality Assurance and safety issues are also discussed.

**Abdominal Didactics**

**Instructors: Carol Iversen and Monica Fuller**

An overview of the sonography department and an introduction to clinical training where the student is introduced to basic principles of patient care followed by a correlated sequence of topics involved in abdominal and male pelvic sonography including: sectional anatomy, physiology, pathophysiology, scanning techniques, normal and abnormal sonographic representations of anatomy and correlation with other imaging modalities. Laboratory
demonstration and student practice in scanning techniques and protocol related to the various abdominal structures are also included.

Abdominal Clinical Practicum
Instructors: Carol Iversen and Monica Fuller, JHHDM Clinical Instructors
A practicum that enables the student to learn and perform, under close supervision, the various routine ultrasound exams and procedures primarily involving structures of the abdomen and male pelvis as presented in abdominal ultrasound. Weekly seminars with instructional staff are also included.

Superficial Structures Didactics
Instructors: Carol Iversen and Monica Fuller
Introduction to sonographic techniques and procedures involved in anatomically small and/or superficial structures including the thyroid, scrotum/testicles, prostate and miscellaneous GI topics. Included is sectional and sonographic anatomy of these structures, scanning equipment and techniques, sonographic representation of pathology, and correlated radiographic imaging. Course includes laboratory demonstration and practice in these procedures.

Superficial Structures Clinical Practicum
Instructors: Carol Iversen and Monica Fuller, JHHDM Clinical Instructors
A practicum that enables the student to learn and perform, under close supervision, the various routine ultrasound exams and procedures primarily involving small and/or superficial structures as presented in class. Weekly seminars with instructional staff are also included.

OB/GYN Didactics
Instructors: Carol Iversen, Christine Bird and Monica Fuller
A correlated sequence of topics involved in obstetrics and gynecological sonography including: sectional anatomy, physiology, normal and abnormal fetal development. Scanning techniques and protocols as appropriate for fetal development including measurements and fetal age estimates are stressed. This course includes both laboratory demonstration and practice in scanning techniques related to imaging these systems.

OB/GYN Clinical Practicum
Instructors: Christine Bird, JHHDM Clinical Instructors
A practicum that enables the student to learn and perform, under close supervision, the various routine ultrasound exams and procedures primarily involving obstetrics as presented in class. Weekly seminars with instructional staff are also included.

Vascular Didactics
Instructor: Monica Fuller
This course is an introduction to sonographic imaging in vascular Doppler. This includes spectral Doppler, color Doppler and power Doppler imaging of various abdominal, cerebral, and peripheral vascular systems. Included is sectional and sonographic anatomy of these structures,
scanning equipment and techniques, sonographic representation of pathology, and correlated radiographic imaging. Course includes laboratory demonstration and practice in these vascular procedures.

**Vascular Clinical Practicum**  
**Instructors: Monica Fuller, JHHDM Clinical Instructors**  
A practicum that enables the student to learn and perform, under close supervision, selected spectral Doppler and color Doppler examinations of the abdominal, cerebral, breast and peripheral vascular systems. Students also continue to perform routine abdominal, OB-GYN and superficial structures sonographic examinations under limited supervision during this time. Weekly seminars with instructional staff are also included.

**Breast Didactics**  
**Instructor: Carol Iversen**  
Introduction to sonographic techniques and procedures involved in scanning the breast. Included are sectional and sonographic anatomy of the breast, scanning equipment and techniques, sonographic representation of pathology, and correlated radiographic imaging. Course includes laboratory demonstration and practice in these procedures.

**Breast Clinical Practicum**  
**Instructors: Carol Iversen, JHHDM Clinical Instructors**  
A practicum that enables the student to learn and perform, under close supervision, the various routine ultrasound exams and procedures primarily involving the breast as presented in class. Weekly seminars with instructional staff are also included.

**Pediatrics, Miscellaneous and Interventional Ultrasound Didactics**  
**Instructors: Monica Fuller, Joseph Vrablic and Donna Seyfert**  
This course is an introduction to sonographic imaging in pediatric and interventional ultrasound. This includes neonatal neurosonology, pediatric hip and spine, pediatric genitourinary tract and pediatric and miscellaneous gastrointestinal tract ultrasound. This course also covers interventional ultrasound such as ultrasound-guided organ biopsy, thoracentesis, paracentesis, cyst aspiration, and advanced in contrast ultrasound imaging. Included are sectional and sonographic anatomy of pediatric brain, hip, and spine, the gastrointestinal tract, prostate and seminal vesicles, and the thorax. Lectures discuss scanning equipment and techniques, sonographic representation of pathology, and correlated radiographic imaging. Course includes continued laboratory demonstration and practice in vascular procedures.

**Pediatrics, Miscellaneous and Interventional Ultrasound Clinical Practicum**  
**Instructors: JHHDM Clinical Instructors**  
A practicum that enables the student to observe, learn and perform, under close supervision, selected pediatric procedures and to primarily observe selected interventional procedures. The student will continue to practice and perform spectral Doppler and color Doppler examinations
of the abdominal, cerebral, and peripheral vascular systems. Students also continue to perform routine abdominal, OB-GYN, superficial structures, and breast sonographic examinations under limited supervision during this time. Weekly seminars with instructional staff are also included.

**Professional Presentation/Extended Clinical Practicum**
**Instructors: JHHDM Clinical Instructors**
Students are introduced to academic research techniques, professional development, and proper formal presentation technique. For their lecture presentation, students will choose an ultrasound related topic from an approved list of topics published by the program director. Students also continue to perform routine abdominal, OB-GYN, superficial structures, breast, vascular and pediatric sonographic examinations under limited supervision during this time. Weekly seminars with instructional staff are also included.

**Resources and Services**
The enrolled student will have multiple resources and services available to them. These include:

- A wide variety of imaging suites and portable rotations to include abdominal, superficial structures (including breast), OB/GYN, OR, pediatrics (including NICU, PICU), emergency department and vascular ultrasound.
- A wide variety of different types of sonographic equipment.

**Welch Medical Library**
- Effective December 31st, 2011, the Welch Medical Library is accessible only as an online service. The hospital will have library kiosks located on the main campus which may be accessed by students. The student will be provided with information as to how to use the library services during orientation.

**Computer labs**
- A computer lab is available 24 hours a day at the Pre-Clinical Education building on the corner of Wolfe and Monuments streets. The computers have Internet access. Printers are also available for a fee. Access is gained to this lab by using the hospital ID badge.
- The Schools of Medical Imaging has 9 computer stations and students have access to a scanner and both color and B/W printers.

**The Denton Cooley Center**
- Students in the program may elect to purchase full membership in this athletic facility. The Center is located directly behind Reed Hall adjacent to the Outpatient center and contains an indoor track, racquetball, basketball, and volleyball courts, saunas, showers and locker rooms.

**Credit Union Loan for Tuition**
- The student may apply for the loan after the date of matriculation. The loan is for the amount of tuition minus the $500.00 deposit, and will be repaid after graduation. Accrued interest must be paid before graduation. Students may also join the Credit Union for personal banking needs.
Physical and Vaccinations
- The Johns Hopkins Hospital requires a pre-matriculation physical to include a drug screening. Hepatitis B and vaccinations for childhood diseases may be purchased through Occupational Health. Yearly influenza vaccinations are free. Rates for services are found on page11.

Email Account
- The student will have a Microsoft Outlook email account for use while in the program.

CPR certification
- The student will be CPR-certified as an American Heart Healthcare Provider at a cost of $25.00.

Health Insurance
- The student may purchase health insurance through the hospital. Please inquire through the program administrative secretary for more information. Health insurance is required for all students enrolled in the Program.

Mass Transit
- The student may purchase a discounted mass-transit pass that allows for unlimited access to bus, light rail and subway. The current cost is $39.00 per month.

Personal Counseling
- The program director maintains a list of personal counseling services in the areas around Baltimore. The program does not recommend a particular service. It is the responsibility of the student to determine insurance acceptance.

Accommodations for Disabilities
- Students requesting accommodations for disabilities must report to Occupational Health. Occupational Health will determine if the student is eligible for services and the extent of accommodations available.

Parking
- Students may access both The Johns Hopkins Hospital and Market Place (classroom location) by public transportation. If the student chooses to drive to and park at either the hospital or classroom location, there will be a fee for parking. These fees will vary according to the location. There is no fee for parking at any of the affiliate clinical locations.

Placement Services
- While the JHHDMS program does not offer specific placement services, job prospects are made known to graduating students.

Academic Integrity
Students in The Johns Hopkins Hospital, Schools of Medical Imaging are expected to exhibit the highest standards of academic integrity at all times. This includes but may not be limited to:
- Cheating: the deliberate use of unauthorized materials or information in the performance of
any academic exercise. This would also include falsification of any records, documents or information.

- Assisting another student in academic dishonesty: deliberately assisting another student in the use of unauthorized materials or information.
- Plagiarism: intentionally adopting the words or ideas of another person without given that person due credit for such words or ideas.

Adherence to the Academic Integrity Policy is expected and required. Violations of this policy are viewed as a serious offense because it diminishes the quality of scholarship and misrepresents professional knowledge and integrity. Penalties for violations of the above policy WILL result in dismissal from the Program.

**Vacation/Holidays**

During the coming year, students receive holidays as described in the Academic Calendar. If you are assigned to an affiliate site that observes holidays other than those designated by the Program, the student must call the Program Director for reassignment. It is also the responsibility of the student to obtain reassignment should a clinical site close early due to a pending holiday or inclement weather. Not informing the Program Director/office of schedule changes and leaving a clinical site, is considered an unexcused absence. Should a clinical site close earlier than expected, the student will be assigned to another site for the remainder of the clinical time. The student will be off on all Hospital holidays. These include:

- New Year’s Holiday
- Martin Luther King Jr. Holiday
- Memorial Day Holiday
- Independence Day Holiday (for both junior and senior summer semesters)
- Labor Day Holiday
- Thanksgiving Holiday
- Christmas Holiday

**Absentee and Leave Policies:**

The student will be awarded a bank of 10 days (80 hours) to use for personal and sick time. The student may use this time at their discretion with the following stipulations:

- A student may not use extended leave time (more than 16 hours) until after Labor Day, September 3rd, 2012, unless in the case of serious personal or family illness.
- Absences for any reason other than personal/family sick time of any length must be scheduled. Students must request time off in writing, at least 24 hours in advance using the appropriate Time Off form.
- Absences of 2 or more days must be approved by the Program Director at least one week in advance using the appropriate Time Off form.
• In the event of unanticipated tardiness or absence, students must email the Program Faculty at least 30 minutes before the scheduled class or clinical assignment. You may also leave a message on the office voice mail (410-528-8263) stating your name, the date and time, and a phone number where you can be reached to verify your call. **Voicemail messages are acceptable in addition to email messages.**

• Students must also call the clinical area and speak personally with the clinical faculty concerning their absence or tardiness, 30 minutes prior to the clinical assignment. A list of areas, instructors and numbers will be given out at orientation. If the student is unable to speak with the clinical faculty personally, the student may leave a message. However the student should ask for the name of the person who takes the message, so that this may be verified if necessary.

• Absences on class days are handled at the prerogative of the instructor(s). A physician’s note, in case of illness, may be required. Calling the Program Faculty and the Instructor is required and does not guarantee that the student will be allowed to make up missed work or an exam in a class. It is the student’s responsibility to contact the instructor directly and arrange for the possibility of makeup work. Exams missed will be made up at the discretion of the instructor.

• Time missed from class or clinicals will be removed in increments of 30 minutes.

• In the event that a student depletes their bank of leave time, any subsequent time missed (emergency only) up to and including 40 hours must be made up prior to graduation. Follow policy for volunteer time. Time missed after the 40 hours must be made up **after graduation.**

• The student will be awarded a bank of 10 days (80 hours) to use for personal and sick time. The student may use this time at their discretion with the following stipulations:
  o Once a student has exhausted his/her bank of leave hours, absences will be limited to illness, emergency or scheduled appointments, and all time must be made up. All emergency leave must include documentation of absence such as a physician letter.
  o Once the bank of leave time has been exhausted, the student will be permitted 40 hours of emergency leave that must be made up prior to August 29th, 2013 in order for the student to graduate at the scheduled time.
  o If the student uses beyond 40 hours of emergency leave (from 41 hours up to and including 80 hours of emergency leave) this time will be made up after graduation. The student will not participate in graduation ceremonies, and will not receive a certificate, pin, or an ARDMS eligibility letter until the hours are completed.
  o If the student uses more than 80 hours (81 hours and above) of emergency leave, the student will be dismissed from the program.

**Unscheduled Absences**

• If a student must be absent for an unplanned or emergency reason, he/she is required to contact the Program Faculty by calling 410-528-8263, and the clinical area prior to the assigned start time. Email must be also be used if you leave a voicemail. The Program considers the failure to follow this policy as an unscheduled absence.
In the event of unanticipated tardiness or absence, students must email the Program Faculty at least 30 minutes before the scheduled class or clinical assignment. You may also leave a message on the office voice mail (410-528-8263) stating your name, the date and time, and a phone number where you can be reached to verify your call. Voicemail messages are acceptable in addition to email messages.

Leaving a clinical assignment early without prior approval of the Program office is an unscheduled absence. To obtain approval you must speak to the Program Director 410-528-8263 or equivalent directly. Call 410-528-8208 if no answer to leave a message at either number. It is your responsibility to contact the Program Director and/or School. A list of additional phone numbers will be provided.

Students who arrive 30 minutes or more past the start time and have not notified the faculty and/or clinical staff, will have incurred an unscheduled absence.

 Unscheduled absences, after the depletion of the student’s bank of hours, will be made up after graduation.

Three unscheduled absences during the entire program are grounds for dismissal from the Program.

Penalty for Unscheduled Absences

For each unscheduled absence, the appropriate amount of time will be removed from the students’ bank of hours. Additionally, points will be deducted from the final clinical grade as follows:

- 1st unscheduled absence—The Program will deduct 5% of the student’s final clinical grade for that clinical practicum/semester and a WRITTEN WARNING will be issued
- 2nd unscheduled absence—The Program will deduct an additional 10% of the final clinical grade for that clinical practicum/semester and CLINICAL PROBATION will be implemented immediately
- 3rd unscheduled absence—PROGRAM DISMISSAL

The Program will not consider communication from a friend, family member, clinical staff, or any other party as appropriate notification except in the case where a student is incapacitated due to illness or injury and physically cannot notify the school.

Lateness

- Students are expected to be in class or their clinical assignments on time. Being on time means that you are there, ready to start, at the appointed time. More than two (2) incidences of lateness, either at the beginning of the day or when returning from lunch, during a clinical rotation will result in lowering of the student’s Clinical rotation grade by 5%.
- If you are unavoidably detained, you must notify the school office and the clinical area of the anticipated delay. Failure to do so is considered an unscheduled absence.
- The Program will deduct this time from the student’s bank of hours in 30 minute increments.

NOTE: For all absences, the faculty reserves the right to ask for proof of absence i.e. a physician’s note, court document, towing receipt, etc.
Leave of Absence

A Leave of Absence (LOA) may be granted due to illness or serious established need. The maximum LOA for the length of the Program may not exceed 60 days.

The student must submit a written request for consideration of approval of a leave of absence to the Director. Final approval of the request rests with the Director. A student returning from LOA due to illness must have physician clearance before re-entering the program and will be expected to resume normal duties and clinical rotations. Student’s clinical skills will also be reassessed upon return from LOA, and additional time may be needed to re-establish clinical competency levels. Time lost due to LOA must be made up before the student will be eligible to graduate from the Program in Diagnostic Medical Sonography.

Inclement Weather Policy

In the event of inclement weather, the Schools of Medical Imaging will remain open. If the student is unable to attend due to inclement weather, the student must use time from their bank of hours. In the event that classes are cancelled, the student is expected to report to their clinical assignment, or use time from their bank of hours. More specific information regarding emergencies and school closings will be given at orientation.

Implementation of Disciplinary Action

The JHH Schools of Medical Imaging has developed this disciplinary action policy to inform students of undesirable behavior and allow students to correct such behavior and bring performance to an acceptable level.

Depending on the nature of the infraction, breach of a major disciplinary policy will result in probation and ultimately dismissal from the Program if the problem is not resolved. However, breach of a Major Disciplinary Policy may result in immediate dismissal without the benefit of a written probation. This is most likely in any instance where patient safety or ethical issues are involved or radiation safety is compromised.

Documentation will be retained in the student’s file at every level of the disciplinary process. It is the prerogative of the Program faculty to identify and determine the appropriate level of the disciplinary process depending on the nature of the infraction.

Dismissal

A student may be dismissed at any time during the Program. A student who is being dismissed has generally been issued a written probation. If the stipulations of the written probation have not been accomplished, the student will be dismissed from the Program. Dismissal for clinical reasons is permanent, and does not allow for reapplication to the Program. Instances involving patient safety or ethical issues are involved or radiation safety may result in immediate dismissal with no written probation. Dismissal for academic reasons may allow for reapplication to the Program. A student who is being dismissed will receive a written notice, and conference with the Program Director.
Reasons for dismissal may include but are not limited to:

- The student’s clinical or academic records are unsatisfactory.
- The student is absent for three days without prior notification of the school office.
- The student has incurred three unexcused absences.
- The student displays an antagonistic disposition or any other undesirable trait, making them unsuited for the Diagnostic Medical Sonography field.
- The student has committed a breach of a critical or major rule or regulation of the Hospital, Department of Radiology, or Schools of Medical Imaging.

**Grievance of Disciplinary Policy/Appeal Process**

All students have the right to appeal administrative decisions made by faculty and staff of the Schools of Medical Imaging. Every attempt should be made to rectify the perceived grievance by a meeting among interested parties. The student must follow the levels as listed below, in the order that they are listed. Any attempt to bypass a level of this process, will result in termination of the appeal process. If the perceived grievance is not rectified through a meeting, the formal appeal process is detailed in the student handbook and includes the following three levels:

**Level I**

A written statement is delivered to the Program Director of the School of Diagnostic Medical Sonography within three working days of the decision. Said statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance. A decision regarding this appeal will be made within three working days of receiving the appeal, exclusive of weekends or holidays.

**Level II**

If the student desires to appeal the decision made at Level One, the student must submit a written statement three days of the decision to the Director of the Schools of Medical Imaging. Said statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous level. A decision regarding this appeal will be made within three working days of receiving the appeal, exclusive of weekends or holidays.

**Level III**

If the student desires to appeal the decision made at Level 2, the student must present the perceived grievance within 3 working days of the decision to such persons recommended by The Schools of Medical Imaging. These persons are outside of the Schools of Medical Imaging and the Department of Radiology. and currently include: Yariela Kerr Donovan, Director of Human Resources, Michael Huppenthal, Pathology Program Administrator and Kelly Reif, SOM Faculty. These persons have been appointed by The Schools of Medical Imaging to arbitrate such matters and are other members of The Johns Hopkins Medical Institutions.
The student must present a written statement first to Bonnie Windsor who will initiate contact with the other members of the Appeals Board. This statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous levels.

These persons responsible for hearing the grievance will discuss the grievance with all interested parties and make a decision as to whether the previous decisions stand or will be revised. All parties have the right to a face-to-face meeting or teleconference. Every effort will be made to resolve this issue within 2 weeks.

**Appeals Process**

The student has the right to appeal any grievance to the JRC-DMS:

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
443-973-3251
[http://www.jrcdms.org/](http://www.jrcdms.org/)

and/or the Secretary of Higher Education at the Maryland Higher Education Commission and the Maryland State Consumer Protection Office:

Maryland Office of the Attorney General
Consumer Protection Division
200 Saint Paul Pl.
Baltimore, MD 21202
410-528-8662 (Consumer Complaints)
consumer@oag.state.md.us

The student has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning possible school violations of Maryland regulations.

Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201
410-767-3301