ASCENSION ST. VINCENT COLLEGE OF HEALTH PROFESSIONS

SPONSORED BY

Ascension St. Vincent

CATALOG 2026 - 2027

Content Statement

This Catalog represents the health programs offered by Ascension St. Vincent hospital under the national accreditation of the Ascension St. Vincent College of Health Professions and the associated policies and procedures at the time of publication. This Catalog and the provisions contained herein do not represent in any way a contract between the Ascension St. Vincent, any Ascension St. Vincent hospital of the St. Vincent College of Health Professions and applicant, student or graduate. The Ascension St. Vincent or the Ascension St. Vincent College of Health Professions does not guarantee gainful employment in a profession related to a completed program. Furthermore, Ascension St. Vincent or the Ascension St. Vincent College is not responsible for any misrepresentation of its requirements or provisions that might arise because of errors in the preparation of this publication.

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Rules and Regulations

This Catalog provides an overview of the policies, procedures, rules and regulations that impact current and prospective students. Detailed policies, procedures, rules and regulations are included in each program's Student Handbook given to each student on the first day of student enrollment. A copy of the Student Handbook can be obtained by contacting the respective Program Director listed herein.

College Administration

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College President Approval: ___

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WELCOME

Dear Prospective Students, Families, and Community Partners,

Welcome to the Ascension St. Vincent College of Health Professions — a hospital-based institution committed to exceptional allied health education and service. We are proud of our legacy as the only hospital-sponsored academic institution in Indiana accredited to award academic degrees, and we invite you to explore the many opportunities our programs offer for personal, professional, and spiritual growth.

At the College, we believe in preparing compassionate, highly skilled healthcare professionals who are equipped to meet the evolving needs of patients and communities. Our curriculum blends rigorous classroom learning with hands-on clinical experiences in real care environments, guided by expert faculty and clinicians who are deeply invested in student success.

Whether you are pursuing radiography, diagnostic or cardiac sonography, surgical technology, or neurodiagnostic technology, you will find a supportive learning community, access to state-of-the-art technology, and clinical experiences that reflect the realities of modern healthcare delivery. Our programs are designed not only to prepare graduates for professional certification and employment, but to inspire a lifelong commitment to learning, service, and excellence in patient care.

As a practicing physician and educator, it is a privilege to support the College's mission. Our work is grounded in the values of holistic, person-centered care, and it is our hope that our graduates carry these values forward into every patient interaction and every community they serve.

Thank you for considering Ascension St. Vincent College of Health Professions as the next step in your educational journey. We look forward to partnering with you as you pursue a meaningful and impactful career in healthcare.

Sincerely,

Graham Carlos, MD, FACP, ATSF
President, Ascension St. Vincent College of Health Professions
Chief Medical Officer, Ascension St. Vincent Central Region

Section I

Ascension St. Vincent

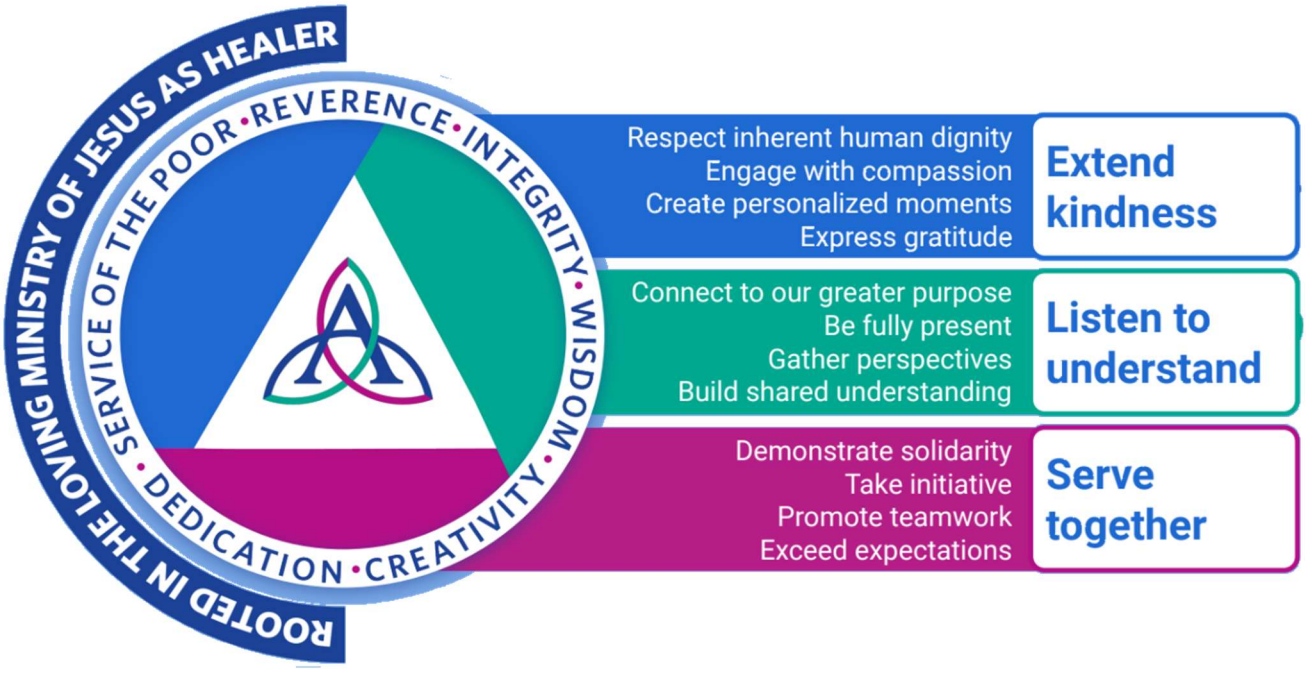
Ascension St. Vincent

The Ascension St. Vincent College of Health Professions operates as a d/b/a of Ascension St. Vincent Hospital, which itself is a subsidiary of Ascension, the largest Catholic health system in the world and the largest non-profit health system in the United States. Our Catholic health ministry is dedicated to spiritually centered, holistic care that sustains and improves the health of individuals and communities. Through our national health ministries, we promise to provide **Healthcare That Works**, **Healthcare That is Safe**, and **Healthcare That Leaves No One Behind**. In support of our healing Mission and driven by compassion and dedication to care for those most in need, Ascension has become a leading voice for Catholic healthcare in the United States. Ascension St. Vincent is dedicated to spiritually centered, holistic care that sustains and improves the health of individuals and communities. As an organization rooted in humanity, Ascension St. Vincent is committed to serving all persons, especially the poor and vulnerable, and advocate compassion in actions and words. To learn more about Ascension and Ascension St. Vincent, visit http://www.stvincent.org/ and https://ascension.org/.

Ascension St. Vincent Mission, Core Values, and Service Commitments

Rooted in the loving ministry of Jesus as healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable. Our Catholic health ministry is dedicated to spiritually centered, holistic care, which sustains and improves the health of individuals and communities. We are advocates for a compassionate and just society through our actions and our words.

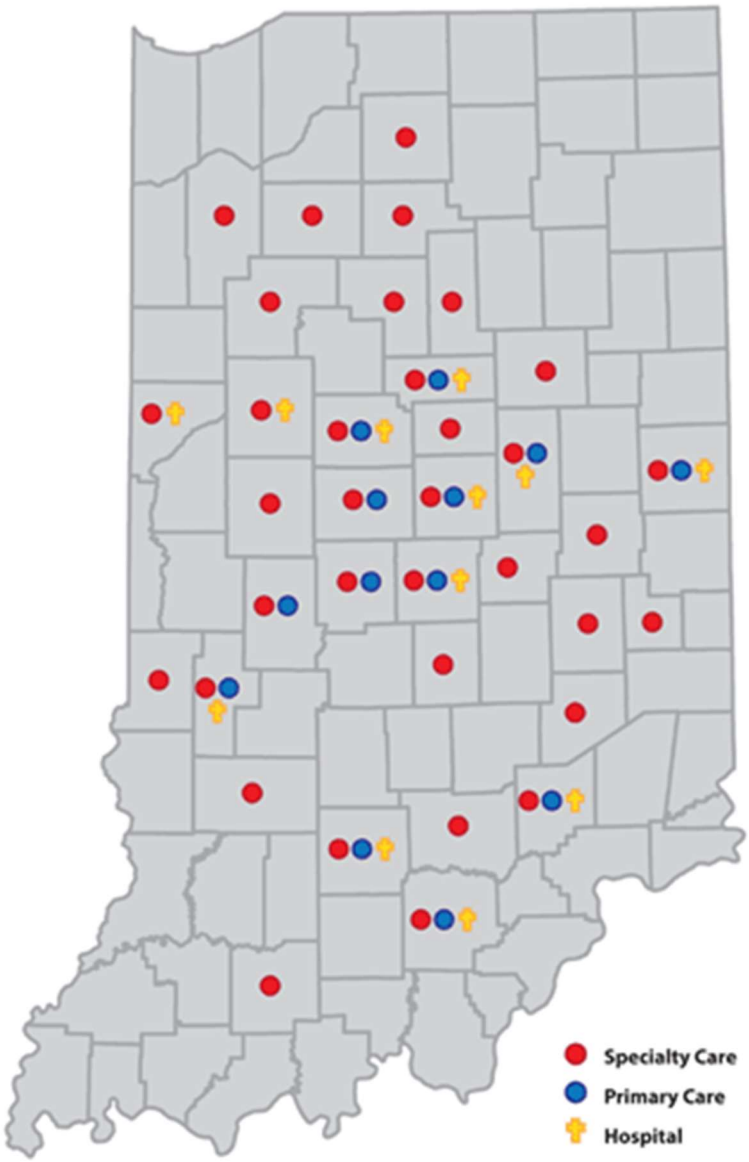
The Ascension St. Vincent Mission drives our Core Values of *Service to the Poor, Reverence, Integrity, Wisdom, Creativity*, and *Dedication* drive our Service Commits of kindness, understanding, and shared service. Ascension St. Vincent College students are expected to honor our Mission, Core Values, and Service Commitments.



Ascension St. Vincent Facilities

Ascension St. Vincent consists of 22 healthcare facilities, immediate care clinics and physician practices serving 57 counties in central and southern Indiana. With more than 16,000 associates and 3,000 physicians, Ascension St. Vincent Health has long been one of the largest employers in Indiana. Our health practices include:

- A 4-building medical complex on the north side of Indianapolis
- 3 large state-of-the-art hospitals in Indianapolis, Kokomo, and Anderson
- 8 critical access rural hospitals
- 7 specialty hospitals



Accreditation and Licensure of Ascension St. Vincent Hospitals

All Ascension St. Vincent hospitals are accredited by The Joint Commission (TJC), an independent, not-for-profit organization that certifies more than 20,500 health care organizations and programs in the United States. Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards. TJC accreditation of Ascension St. Vincent hospitals and information about TJC can be seen by visiting http://www.jointcommission.org/.

All Ascension St. Vincent hospitals are also licensed by the Indiana State Department of Health (ISDH). For more information about the ISDH licensure of acute-care hospitals and to search for licensed facilities in Indiana, visit https://secure.in.gov/isdh/reports/QAMIS/hosdir/index.htm.

Section II

College of Health Professions
General Information

College Ownership

The Ascension St. Vincent College of Health Professions is an institution of higher learning sponsored by and operates as a d/b/a of Ascension St. Vincent hospital. Under its national accreditation by ABHES (see below), the College exists to award an academic associate degree to who complete the training programs offered in Ascension St. Vincent hospitals. The College itself was established in 2016 when it became nationally accredited and authorized by Indiana as an institution of higher learning.

Mission

Our Mission is to make a positive difference in the lives the people we serve, our Ascension St. Vincent ministries and their respective communities by delivering high-quality education and training in allied health professions. We exist to safeguard our patients and the communities we serve by graduating individuals who exhibit caring, compassionate and highly competent patient care. This is accomplished through a commitment of excellence from our faculty and staff, Advisory Board, and our affiliated Ascension St. Vincent institutions. Our paradigms are open to all aspects of education that do not violate the Mission or Core Values of Ascension St. Vincent and our affiliated institutions.

Facilities / Locations

All Ascension St. Vincent programs are residential in nature and are not offered online. The College main campus is in Indianapolis at Ascension St. Vincent Hospital. All College programs are administratively operated at this location. The Radiography Program also has separate education centers in Anderson, IN and Kokomo, IN. Each SEC has classrooms for didactic instruction and instructors/coordinators onsite to provide instruction and oversee clinical education of radiography students. Student services are provided locations at these or are readily accessible to these students from the main campus.

Main Campus	**Separate Education Centers**		
Ascension St. Vincent Indianapolis 2001 W. 86th St. Indianapolis, IN 46260 (317) 338-3879 or (317) 338-2484 www.stvincent.org/CHP	Ascension St. Vincent Kokomo 1907 W Sycamore Street Kokomo, IN 46901 (765) 456-5569	Ascension St. Vincent Anderson 2015 Jackson St. Anderson, IN 46016 (765) 646-8203	Ascension St. Vincent Carmel 13500 N. Meridian St. Carmel, IN 36032 (317) 582-7000

Residential Location and Contact Information

Since the College is entirely located in central Indiana and does not offer distance (remote) learning, enrolled students must reside in the state during active enrollment. If the student's mailing address is out of state, the student must have a residence in Indiana. Students are expected to keep the ASVCHP informed of their residential location and contact information while enrolled. Contact information includes the student's mailing address, personal phone number, and personal email address. The student's residential location upon acceptance for admission is obtained from the student's signed Enrollment Agreement. Should the student's Indiana residence or contact information change during active enrollment, the student must inform in writing their program manager within 15 calendar days of the change. Failure to do so may result in corrective action.

College Accreditation

The Ascension St. Vincent College of Health Professions is institutionally accredited by:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550 www.ABHES.org

College Licensure

This institution is authorized by:

Indiana Commission for Higher Education /
Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
(317) 232-1033 https://www.in.gov/bpe/

Programs Offered

Under the sponsorship of Ascension St. Vincent, the Ascension St. Vincent College of Health Professions currently offers the following health training programs:

- Radiography – Associate of Applied Science
  - https://medicaleducation.ascension.org/indiana/st-vincent-radiography-program
- Diagnostic Medical Sonography (DMS) – Associate of Applied Science
  - https://medicaleducation.ascension.org/indiana/st-vincent-sonography-program
- Cardiac Sonography (Echocardiography) – Associate of Applied Science
  - https://medicaleducation.ascension.org/indiana/st-vincent-cardiac-sonography-program
- Surgical Technology – Associate of Applied Science
  - https://medicaleducation.ascension.org/indiana/surgical-technology-program
- Neurodiagnostic Technology – Certificate
  - https://medicaleducation.ascension.org/indiana/st-vincent-neurodiagnostic-program

Program Accreditations and Authorizations

Individual programs within the College are accredited by agencies recognized to accredit programs within the respective disciplines. Below are College program accreditations.

The Radiography Program is programmatically accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300 http://www.jrcert.org/

The Diagnostic Medical Sonography and Cardiac Sonography Programs are programmatically accredited by:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St N, #7709
Seminole, FL 33775
(727) 210-2350 www.caahep.org

The Radiography, DMS/Cardiac Sonography, Surgical Technology and Neurodiagnostic Technology Programs are authorized by the following state agencies:

Indiana Commission for Higher Education /
Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

The Radiography Program is authorized by the following state agencies:

Indiana State Department of Health
Medical Radiology Services Program
4th Floor Selig
2 N. Meridian Street
Indianapolis, IN 46204
http://www.in.gov/isdh/23279.htm

The Surgical Technology Program is programmatically accredited by:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550 www.ABHES.org

Program Managers

Radiography Program
Mark Adkins, MSEd, RT (R)(QM)
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Diagnostic Medical Sonography Program
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Cardiac Sonography Program
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Neurodiagnostic Technology Program
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(317) 338-8438

* Munchel & Morse serve as surgical technology program co-managers

Section III

Admissions

Ascension St. Vincent and the Ascension St. Vincent College of Health Professions provides equal opportunity to all qualified applicants. All programs are selective in their admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. Ascension St. Vincent reserves the right to deny acceptance to any individual based on application procedure requirements, minimum academic requirements, or preferences described herein. Selection into the College is based on selection into a program.

Minimum Non-Academic Requirements

1. Be 18 years of age or older by the first day of active enrollment.
2. Be eligible to work in the United States as required by the U.S. Citizenship and Immigration Services (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).
3. Be a high school or a home school graduate from an institution approved by a governing body or state agency or complete a General Education Diploma (GED) by the first day of active enrollment.

Minimum Academic Requirements

Each program within the College will establish minimum admission requirements. Candidates should refer to the individual program of interest for minimum requirements. Associate-degree programs require general education coursework to be completed prior to or during active enrollment. Required general education courses must be from institutions accredited by either Accrediting Bureau for Health Education Schools (ABHES) or by regional accrediting agencies. The 7 regional accrediting agencies are as follows.

- Accrediting Commission for Community and Junior Colleges (ACCJC)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools (SACS)
- WASC Senior College and University Commission (WASC)

Foreign Education

No foreign academic work will be considered toward the general education requirements. Foreign transcripts or the equivalent domestic evaluation of foreign transcripts (ECE, for example) are not required to be submitted.

Application Procedure

To be considered for acceptance into any college program, applicants must submit/complete the following:

1. A fully completed and signed application for admission by the established program deadline.
2. A non-refundable application fee by the established program deadline. Each program will set their respective application fee.
3. Official academic transcripts from all high school, post-secondary colleges, technical schools, vocational or other post-secondary institutions attended by the established program deadline.
4. Attend a mandatory in-person pre-admission conference.
5. Submit or complete any additional application requirements as required by individual programs.

Application Deadlines

Radiography Program: Application, application fee, and official college transcripts must be submitted between **November 1** and **January 31.** All admission documents must be in the possession of the respective program director by the stipulated deadline. All submitted documents become the permanent possession of the College.

Diagnostic Medical Sonography and Cardiac Sonography Programs: Applications, application fees, typed essays, and other program required documents must be submitted between **November 1** and **January 31.** Final deadline for submission of official college transcripts is **January 31**. All admission documents must be in the possession of the respective program director by the stipulated deadline. All submitted documents become the permanent possession of the College.

Surgical Technology Program: Application, application fees, official high school and/or college transcripts, and any other program required documents must be submitted between **August 1** and **October 31** for **January enrollment**. All admission documents must be in the possession of the respective program director by the stipulated deadline. All submitted documents become the permanent possession of the College.

Neurodiagnostic Technology Program: Application, application fees, official high school and any college transcripts, and any other program required documents must be submitted between **August 15** and **October 31** for **January enrollment**. All admission documents must be in the possession of the respective program director by the stipulated deadline. All submitted documents become the permanent possession of the College.

Selection Procedure

Each program within the College will establish its own selection procedure and timelines. Candidates should refer to the individual program of interest for the selection process.

Conditional Acceptance

Individuals granted conditional acceptance by a college program must meet additional requirements before active enrollment is granted. Active enrollment of applicants will be contingent on the following (details will be provided in the applicant's acceptance packet):

1. Complete and return the Enrollment Agreement by the deadline established by the program.
2. Submit proof of eligibility to work in the United States as required by the U.S. Citizenship and Immigration Services (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents).
3. Complete all academic and non-academic admission requirements by the deadline established by the individual program.
4. Submit the required tuition deposit by the deadline established by the program.
5. Submit updated post-secondary academic transcripts if academic work is in progress at the time of application.
6. Submit a high school transcript recognized by an appropriate state agency or governing body, or GED certificate.

a. For conditionally accepted individuals who were home-schooled, the home school transcript must show evidence that the home school diploma has been recognized by an appropriate state agency or governing body. If the home school was not recognized by appropriate state agency or governing body as high school equivalent, the conditionally accepted individual will be required to complete and pass the GED exam prior to active enrollment.
b. If the high school transcript is no longer available, the conditionally accepted individual must sign a College-approved attestation form to indicate why high school transcripts are no longer available. College program managers will verify that the high school is or was authorized by an appropriate state agency or governing body. IF the College cannot verify the high school was ever approved by an appropriate state agency or governing body, the conditionally accepted individual will be required to complete and pass the GED exam prior to active enrollment.
c. For conditionally accepted individuals who completed high school outside the United States, a transcript showing the equivalency of high school graduation must be submitted. If the foreign transcript is not in English, a transcript from an international evaluation agency must be submitted. The agency must be a current member of either the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE). If a foreign transcript equivalent to high school graduation cannot be submitted, the conditionally accepted individual is required to complete and pass the GED exam prior to active enrollment.
d. Conditionally accepted individuals who cannot provide the necessary proof of high school graduation, or whose high school in the United States cannot be verified by College program managers, will be required to complete a GED certification prior to active enrollment.

7. Meet all Ascension St. Vincent requirements regarding immunity.
8. Pass a drug screen.
9. Pass a criminal background check.
10. Submit proof of health insurance coverage.
11. Complete CPR certification for healthcare provider.
12. Meet additional program-specific requirements as stipulated in each program section.

Criminal History and/or Professional License or Certification Suspension or Revocation

If accepted for enrollment into a College program, the program reserves the right to deny full unconditional acceptance to any individual with a criminal history or who had a professional license or certification revoked or suspended based on individual circumstances. Specific programs may have additional processes with respect to certifying exam or regulatory requirements that must be followed to determine full, unconditional acceptance for enrollment.

Enrollment Status

The following terms will be used to describe the enrollment status of students.

Applicant: An applicant is an individual who has applied for admission into an Ascension St. Vincent program but has yet to be accepted or rejected.

Conditionally Accepted: An individual who has applied for admission and has been accepted to enroll in an Ascension St. Vincent program but has not met all enrollment contingencies will be considered conditionally accepted. Failure to meet all enrollment contingencies will result in a *withdrawal of acceptance*. In such instance, the conditionally accepted candidate will not have been considered enrolled.

Inactively Enrolled: A student is considered inactively enrolled once a conditionally accepted candidate has met all contingencies for active enrollment, when an actively enrolled student begins an approved Leave of Absence (LOA) or when a previously enrolled student has been granted approval for reinstatement.

Actively Enrolled: A student is considered actively enrolled when he/she is attending and actively engaged in academic activities including classroom attendance, clinical and lab participation. Under such conditions the student will remain actively enrolled unless he/she voluntarily withdraws, is dismissed, is on an approved Leave of Absence, or stops attending College-related academic activities for a period of three (3) business days without notice to program directors of intent to remain actively enrolled. The last date of attendance will be the last day a student had any academic activity including but not limited to classroom attendance, clinical or lab participation.

Withdrawn: Ascension St. Vincent will honor the notice of students wishing to withdraw from any program. The withdrawal notice must be in writing (hand-written, typed or e-mail), dated, and signed (signature or electronically) by the student. Students who withdraw prior to the final exam week of the semester in which they are currently enrolled will receive a "W" grade for each course with no impact on the student's GPA. Withdrawing during or after final exams week will result in earned grades for the courses. The official withdrawal date will be the next business day following the last day a student had any academic activity.

Dismissed: A student is considered dismissed when he/she is involuntarily terminated from an Ascension St. Vincent program. The two forms of dismissal are 1) academic dismissal (see Academic progress Standards policy) and 2) corrective action dismissal (see Corrective Action policy). In either instance, the student will be given a letter of termination from the respective program director stating the reason for dismissal. A student who is dismissed prior to the final day of the semester will receive an "F" letter grade for each course taken during the semester of dismissal. The official dismissal date will be the date on the termination letter.

Graduated: The student successfully completed all program requirements and achieved the terminal award offered by the program.

Disability

Ascension St. Vincent does not discriminate based on disability as determined by the American with Disabilities Act (ADA). Ascension St. Vincent programs will not request disability information from program applicants. Likewise, applicants for admission are advised to not discuss or disclose a disability to program faculty, students, or other Ascension St. Vincent representatives.

Section IV

Academic Information

Academic Overview

The Ascension St. Vincent College degree programs operate on a semester calendar. (The Neurodiagnostic Technology Certificate Program operates on a 12-month, trimester calendar. The academic calendar for this program can be found in Chapter XIII.) For Associate degree programs, each semester is 20 weeks in length, except for an 8-week summer semester. During each semester, students will complete academic and clinical courses taught during that semester. The length of each program will be described in the appropriate program section. Students must enroll in all courses taught during the semester; part-time enrollment is not permissible. Students are given course syllabi at the beginning of each semester for each course taught during that semester. Course syllabi detail content taught in the course, course expectations, grading criteria, and a course calendar.

Academic Calendar 2026 – 2027	
Summer 2026	
June 1	Summer Semester Begins
July 3	Independence Day (observed)
July 24	End of Summer Semester
July 27 – July 31	Late Summer Break
Fall 2026	
August 3	Fall Semester Begins
September 7	Labor Day Holiday
November 26 & 27	Thanksgiving Holiday Break
December 18	End of Fall Semester
December 21 - January 3	Winter Break
Spring 2027	
January 4	Spring Semester Begins
January 18	Martin Luther King Day Holiday
March 8 - 12	Spring Break
March 26	Good Friday Holiday
May 21	End of Spring Semester
May 24 - 28	Early Summer Break
Summer 2027	
May 31	Summer Semester Begins
July 5	Independence Day (observed)
July 23	End of Summer Semester
July 26 – July 30	Late Summer Break

Second year calendar is presented in each program handbook given to enrolled students on enrollment

Academic Credit

Academic credit is awarded following completion of each program course. The number of credits awarded varies according to the number of scheduled hours for lecture, lab and clinicals. Academic credit is used in the calculation of Grade Point Average (GPA – see below). For this purpose, "clinical" refers to any activity in which the student applies their training in the delivery of care to actual patients and the related activities of a practicing professional in the respective field. "Clinicals" may be referred to as "externships" or "internships" by individual programs.

Academic credit is awarded according to the following:

- Lecture Credit: 15 hours per semester = 1 credit
- Lab Credit: 30 hours per semester = 1 credit
- Clinical Credit: 45 semester hours = 1 credit

The Neurodiagnostic Technology program awards academic credits when certain criteria are met. Details can be found in Section XIII of this catalog.

Transfer of Credit

1. General Education Credit: The Ascension St. Vincent College does not teach general education coursework therefore all general education credit must be transferred in from outside institutions. Only general education courses relevant to individual program requirements are transferred. Programs will only transfer in general education academic credit from regionally accredited or ABHES accredited institutions. The list of approved regional accrediting agencies is found at http://www.chea.org/Directories/regional.asp. The Ascension St. Vincent College will only transfer academic credit, not actual course grades.

2. Core Course Credit: Core courses are the field-specific courses required by each program. The Ascension St. Vincent College does not transfer core education credit except for individuals currently enrolled in and seeking transfer from an outside program. The program must be programmatically accredited or the sponsoring institution by be institutionally accredited by an agency sufficient to allow program graduates eligibility to sit for the respective certifying examination. In such cases, the program faculty will review and determine what, if any, core course credit will transfer. Programs will only transfer academic credit, not actual course grades. The Ascension St. Vincent is under no obligation to accept program transfer students.

3. Institutional Credit Requirement: Students must complete 25% or more of the program curriculum through the Ascension St. Vincent College. For example, a transfer student must complete at least 20 credit hours through the Ascension St. Vincent College to graduate from a program that requires 80 semester credit hours.

Prior Learning Credit

Prior Learning Credit refers to credit awarded for relevant academic or work experiences. Credit can be in the form of full course credit or specific course requirements based on prior experiences. Candidates should refer to each individual program for their policy on Prior Learning Credit.

Academic Progress Standards

Ascension St. Vincent is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Ascension St. Vincent programs have high expectations of enrolled students consistent with competent, entry-level practice. To that end, Ascension St. Vincent has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Course Grades

At the conclusion of each course, students will be assigned a course grade as determined by the individual course syllabus. The academic transcript for each student depicts the student's progress through the program curriculum and the final course grades and for degree programs, grade point average (GPA). For all programs, students must earn a grade of "C" or higher in each core program course to remain enrolled in the program and graduate.

Course grades are as follows:

Letter Grade	Score Range	GPA Points
A+	100% – 98.0%	4
A	97.99% – 96.0%	4
A-	95.99% – 93.0%	3.7
B+	92.99% – 90.0%	3.3
B	89.99% – 87.0%	3
B-	86.99% – 84.0%	2.7
C+	83.99% – 80.0%	2.3
C	79.99% – 75.0%	2
F	74.99% and lower	0
Pass	NA	NA
Fail	NA	NA
T	Transfer Course	NA
I	Incomplete	NA
W	Withdrawal	NA

Incomplete: Ascension St. Vincent programs issue incomplete course grades only for certain courses as defined in the respective course syllabus. At the completion of said course, any student who has not met all course objectives and requirements identified in the course syllabus will be issue an incomplete "I" grade. The student will be allowed to enroll in the upcoming semester under a written plan to complete all course requirements by a specified date as determined by the individual program. Completing the course requirements by the specified date will result in the final course grade being determined based on the requirements set forth in the course syllabus.

Failure to complete the course requirements by the specified date will result in the student receiving a failing grade for the course, thus resulting in dismissal from the program.

Transferred: Transferred (T) course grades are assigned to courses transferred in from other accredited institutions (see Academic Credit policy). The final course grade must be a letter grade of "C" or higher to be accepted as a transferred course. Transferred course grades do not factor into grade point average calculation (see below).

Withdrawal: Any student who voluntarily withdraws from a Ascension St. Vincent program in writing will be assigned a withdrawal (W) course grade for all courses not completed during the semester of withdrawal. A "W" course grade is not factored into the student's grade point average calculation (see below). The withdrawal notice must be in writing, dated, and signed by the student. Withdrawing during or after final exams week will result in earned grades for the courses.

Pass/Fail: Some courses within specific programs are assigned *Pass or Fail* rather than a letter grade. All required course competencies must be met to be assigned a passing grade designation. Failure to complete the course requirements may result in an incomplete being issued with a specified date of completion. Failure to complete the course requirements by the date specified will result in the student receiving a failing grade for the course, thus resulting in dismissal from the program. Pass/Fail courses are not calculated in the student's grade point average.

Grade Point Average (GPA)

For associate degree programs, grade point average (GPA) is the numerical average of all course grades completed during the semester (term GPA) or entire program tenure (Cumulative GPA) and is calculated as follows:

$$\frac{\text{Sum of all course points earned}}{\text{Sum of all course credit hours}}$$

Academic Time Increments

College programs follow the defined time increments below for which the SAP standards below are set.

1. Associate Degree Programs: Semesters (fall and spring) are 20 instructional weeks each. Summer semesters are 8 instructional weeks in length.
2. Certificate Programs: Trimesters are 16 weeks in length each.

Satisfactory Academic Progress Standards

Students are required to maintain satisfactory academic progress "SAP" to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards include:

- The student must take all courses for the semester in the proper course sequence as outlined in each program's curriculum.
- The student must pass individual assessments as determined by the individual College program and stipulated in each course syllabus.
- The student must pass all program courses in accordance with the criteria published in the respective course syllabi.
- The student must successfully complete all courses in each semester or trimester with a minimum course grade as follows.

- Quantitative Standard: A course grade of 75.0% (letter grade of “C”)
- Qualitative Standard: A course grade of “Pass” for courses that are “Pass/Fail” only.

The quantitative and qualitative SAP standards must be met before the student can enroll in the following semester or trimester unless the student has been given a written notification of an incomplete course with a defined course completion date. In this case the student will be permitted to enroll in the following semester, but the incomplete course(s) must be complete by the specified completion date for the student to remain enrolled in the College.

Individual College programs have discretion for establishing pass/fail thresholds for student assessments and required actions, if any, for failed assessments. College programs will publish specific criteria in each course syllabus in accordance with accreditation standards. Course syllabi are provided to enrolled students at the start of each course.

SAP standards apply only to College programs. Transferred general education credits are exempt from these standards.

Progress Monitoring

Students have access to their individual assessment grades and overall course grades in real time though Canvas LMS. Additional assessment grades may be available in real time via program specific online platforms (Trajecsys, Surgical Counts, etc.).

Following each semester or trimester, a progress report “PR” will be conducted with students individually to review SAP. The PR will include a summary of academic, lab, and clinical performance over the previous term. The student will be provided an academic transcript.

The student must complete all program requirements for graduation within 150% of the normal program length as measured from the initial date of active enrollment. The 150% completion date will be communicated to students who are approved for a leave of absence that will result in delaying the student’s anticipated program completion date as stipulated on the Enrollment Agreement.

Academic Probation

College programs may choose to have a probation policy for students at risk of not meeting SAP standards. If so, the policy must clearly state conditions on which a student is placed on probation, requirements the student must meet to have probation lifted, the probationary time frame, and results for failing to meet requirements to have probation lifted. Students have the right to appeal probation status in accordance with the Grievance and Appeal policy.

Academic Dismissal

Program dismissal will occur as a result of the following circumstances.

1. Failing to achieve a passing grade of “C” or higher or “Pass” in any core program course as outlined in the respective course syllabus.
2. Failing to meet requirements to have probation lifted as defined in the program’s respective Probation Policy.
3. Failing to meet all graduation requirements pursuant to the program’s Graduation Requirements Policy.

4. Failing to complete all program requirements within 150% of the normal program length as measured from the initial date of active enrollment.

Students dismissed for academic failure will receive a letter grade of "F" for all courses not completed and passed by the date of dismissal.

Dismissal Appeal
A student dismissed for failing to meet academic progress standards has the right to appeal the academic dismissal in accordance with the Grievance and Appeal policy. Should the academic dismissal be overturned by the Grievance Panel, the student's status will become *inactively enrolled* will be permitted to return to *active enrollment* at the beginning of the next semester the same courses are offered. In such instance, the student must enroll in and take all core program courses during the semester of reinstatement even if some courses were or would have been previously passed. The student will not be charged tuition and fees for the semester of re-enrollment but must pay tuition and fees for all subsequent semesters as described in the Tuition and Fees policy. The re-enrolled student is reminded that the program must be completed within 150% of the program length as measured from the initial date of active enrollment.

Reinstatement
A student dismissed for failing to meet academic progress standards may request reinstatement. The request must be made in writing to the respective program director and must include a rationale why the student is to be reinstated. The student is encouraged to make a compelling argument for reinstatement addressing the specific deficiencies leading to the academic dismissal. The reinstatement request must occur within 30 days following the date of academic dismissal.

If approved, reinstatement will occur at the beginning of the same semester the next academic year. The student must enroll in and take all core program courses during the semester of reinstatement even if some courses were previously passed. Reinstated students are required to pay semester tuition and fees as described in the Tuition and Fees policy. If approved, the student's status will be changed from "Dismissed" to "Inactively Enrolled."

The reinstated student is reminded that the program must be completed within 150% of the program length as measured from the initial date of active enrollment and is thus limited to only one (1) reinstatement.

Repeated Courses
Once a reinstated student returns to active enrollment, repeated course grades will be calculated into the student's cumulative grade point average. Previously earned course grades will remain on the student's academic transcript but will not be calculated into the student's cumulative grade point average.

Reapplication
Former students may re-apply for admission into the program under admission requirements and procedures applicable to the year in which the student applies. Each student will be evaluated for enrollment based on his/her individual merits against the merits of other applicants. Special consideration will not be given to such applicants. Program faculty reserve the right to deny admission to said candidates regardless of merit if the faculty feel that circumstances leading to academic dismissal have not been sufficiently addressed.

Section V

Tuition and Expenses

Tuition and Fees

Below are the tuition and fees paid to Ascension St. Vincent for each program.

	Cardiac Sonography	Diagnostic Medical Sonography	Neurodiagnostic Technology	Radiography	Surgical Technology
Tuition (paid per semester)	Summer, Year I: $500 Fall, Year I: $1500 Spring, Year I: $1500 Summer, Year II: $500 Fall, Year II: $1500 **Total $5500**	Summer, Year I: $500 Fall, Year I: $1500 Spring, Year I: $1500 Summer, Year II: $500 Fall, Year II: $1500 Spring, Year II: $1500 **Total $7000**	Trimester 1: $1200 Trimester 2: $1200 Trimester 3: $1200 **Total: $3600**	Fall, Year I: $1500 Spring, Year I: $1500 Summer, Year I: $500 Fall, Year II: $1500 Spring, Year II: $1500 **Total $6500**	Spring, Year 1: $1500 Summer, Year 1: $500 Fall, Year I: $1500 Spring, Year II: $1500 **Total $5000**
Books & Materials	Summer, Year I: $601 Spring, Year I: $100 **Total: $701***	Summer, Year I: $1024 Spring, Year 1: $50 Spring, Year 2: $100 **Total: $1174***	Trimester 1: $60 Trimester 2: $50 Trimester 3: $50 **Total: $160***	Fall, Year I: $408	Spring, Year I: $15 Spring, Year II: $437 **Total $442***
Technology Fee	Pre-Semester 1: $100	Pre-Semester 1: $100	Trimester 1: $100	Spring, Year 1: $100	Spring, Year 1: $100
Facility Fee	Pre-Semester 1: $65	Pre-Semester 1: $65	Trimester 1: $50	Fall, Year I: $50	$0*
Total	**$6366***	**$8339***	**$3910***	**$7058***	**$5702***

*Approximate cost; actual cost will be included on the enrollment agreement if accepted.

Additional fees paid to external entities are listed below**

	Cardiac Sonography	Diagnostic Medical Sonography	Neurodiagnostic Technology	Radiography	Surgical Technology
Textbooks and Subscriptions (Required)	$45 (SDMS student membership fee)	$45 (SDMS student membership fee)	Textbooks: $400 ASET student membership: $60 Practice Exam: $99	Textbooks: $303 Subscriptions: $115	Textbooks: $300 Review Book: $60 Surgical Counts: $40
Trajecsys Technology Fee	$150	$150	$0	$150	$100
Cadaver Lab	X	X	X	$100	X
CPR	Up to $100	Up to $100	Up to $100	Up to $100	Up to $100
Uniforms	$250	$250	$100 - $150	$100 - $150	$100 - $150
Certifying Exam(s)	ARDMS SPI (Year 1): $250 ARDMS Specialty (Graduation): $275	ARDMS SPI (Year 1): $250 ARDMS Specialty (Graduation): $275	ABRET: $700	ARRT: $225	Included in Semester IV Fees
State License	$0	$0	$0	$60	$0
Total	**$1,070**	**$1,070**	**$1459 - $1509**	**$1053 - $1203**	**$700 - $750**

Estimated or current cost; subject to changes without notice.

Payment Due Dates

Tuition and fees are paid to Ascension St. Vincent per semester by the last business day of the first week of the semester unless a financial hardship payment plan has been requested by the student and approved by the program director. Personal checks or cash will not be accepted. Failure to pay tuition and fees by the established due dates will result in the student being suspended for up to two weeks or until all required fees are paid. Failure to pay all tuition and feed within the two-week suspension period will result in the student being dismissed from the respective program.

Accepted students will be required to pay an enrollment deposit as determined by the specific program by the date established in the Enrollment Agreement to reserve their place in the program. This deposit will be deducted from the remaining tuition balance for the first semester. The deposit is fully refundable if the student chooses to decline their acceptance, and a written request is made to the respective program director within three (3) business days from the date the Enrollment Agreement is signed by the student. After three (3) business days, the deposit is not refunded.

Refunds

Tuition (excluding textbook, materials, and other fees) refunds are made for voluntary student withdrawal from the program. Upon the student's written request, a refund will be according to the refund schedule below (allowing 4-6 weeks for processing). The semester refund schedule is as follows:

1. With the exception of the enrollment deposit, 100% of the semester tuition is refunded if the withdrawal is before the first day of class of the semester.
2. 50% of the semester tuition is refunded if the withdrawal is by the last business day of the second week of the semester.
3. No refund is made if the withdrawal is after the second week of the semester.

To be eligible for a refund, the student must meet the following conditions and follow the procedure below.

1. The withdrawal notice must be in writing to the student's respective Program Director. The withdrawal notice must be dated and signed by the student.
2. The refund is determined based on the date of withdrawal, not the date of last attendance. The withdrawal date cannot precede the date of last attendance.
    a. The withdrawal date is the date indicated on the student's withdrawal notice.
    b. The last day of attendance will be the last day the student had any on-site, academically related activity. This includes attending class, attending clinicals / externships, completing written or practical examinations, or participating in any program-sanctioned activity.
3. Only tuition is refunded. Ascension St. Vincent will retain other fees paid.

Financial Aid

Ascension St. Vincent does not participate in Title IV federal student aid (FASFA) programs and, as a result, students may not be able to have their existing student loans deferred. Students should contact the financial aid of the college/ institution through which the loan was processed to discuss their options.

The Radiography Program is approved by the Indiana Department of Workforce Development "WorkOne" for tuition and fee assistance. Eligible enrolled students may obtain financial assistance to cover College fees through this provision. Programs can be searched by visiting https://webapps.dwd.in.gov/INTraining/. Search for the provider and program numbers below. Interested candidates should contact the Program Director for more information.

- Provider #: 3006
- Program #: 10747

While Ascension St. Vincent will work with any third-party payer, it is the student's responsibility to secure adequate funding sources.

Section VI

Student Services

Ascension St. Vincent's students are not entitled to the same benefits provided to associates of Ascension St. Vincent since students are not employed. However, enrolled students do receive services and have access to resources as a result of their enrollment in the program. Below is a summary of student services.

Counseling Services

Ascension St. Vincent program faculty offers academic counseling to all enrolled students. Students will be counseled regularly regarding their academic and clinical progress. While faculty members are available for individual academic assistance, Ascension St. Vincent does not offer formal tutoring services.

Enrolled students are also entitled to pastoral counseling for matters of personal or religious nature free of charge. Enrolled students should see the Pastoral Department for more information.

Health Services

College students are eligible to receive the following health services from Ascension St. Vincent.

1. Pre-enrollment health assessment is through the Ascension St. Vincent Office of Associate Health (OAH). Pre-enrollment services include drug screening and immunization screening to assure compliance with hospital and regulatory requirements.
2. Annual surveillance includes but may not limited to TB surveillance, flu vaccination campaigns, and other annual health services offered to hospital associates through associate health departments.
3. Any training-related injury that requires medical care may be assessed through the Ascension St. Vincent OAH or, if necessary, the onsite Ascension St. Vincent Emergency Department (ED). ED assessment and care will require the student to register as a patient.
4. Any training-related exposure to a communicable disease that requires initial assessment will be provided through the OAH where the exposure occurred. Prophylactic treatment, if necessary, may be provided by OAH. Follow-up care must be provided by the student's healthcare provider.

Students are required to carry their own personal health insurance. Ascension St. Vincent will not be liable for any general illness that occurs to a student because of clinical training.

Malpractice and General Liability Coverage

Ascension St. Vincent program students are covered under the general liability and medical malpractice coverage of Ascension St. Vincent only while acting in the authorized capacity and scope of students assigned to clinical sites within Ascension St. Vincent and only while acting in accordance with all established program and clinical site policies and procedures.

Career / Employment Placement

While Ascension St. Vincent does not guarantee employment upon graduation, the program faculty assists students in finding employment opportunities relative to their training field. In addition to writing recommendation letters, faculty also post position openings and offer resume' and interview strategies.

Library Services

Ascension St. Vincent Hospital, which sponsors the Ascension St. Vincent College, does not have a physical library. Online knowledge-based resources exist to meet the clinical, research, and educational needs of physicians, associates, and students. Online resources are available 24/7 on all networked computers anywhere in Ascension St. Vincent. Online database resources include but are not limited to Dynamed, Lexicomp, Nursing Reference Center Plus, CINAHL, ClinicalKey, Ovid, Cochrane Reviews, Medline, and PubMed. The library's online A-Z listing contains links to over 5,000 full text journals and millions of scholarly and non-scholarly publications. The Medical Library website is freely available 24x7 to students.

Financial Services

The College does not participate in Title IV federal student aid (FASFA) programs and, as a result, students may not be able to have their existing student loans deferred. Students should contact the financial aid of the college/ institution through which the loan was processed to discuss their options.

The College has a no-interest tuition payment plan for financial hardship. A financial hardship payment plan covers only tuition and fees for a given semester. Students must request the plan in writing to the program director prior to the tuition and fee due date for the semester and attest they have a financial hardship. All tuition and fees must be paid prior to the end of each semester in accordance with the plan.

Disability Services

The American Disabilities Act (ADA) defines "disability" as a person who has a physical or mental impairment that substantially limits one or more major life activity or who have a record of such impairment, even if they do not currently have a disability (http://adata.org/).

Ascension St. Vincent programs do not request disability information from program candidates. Likewise, candidates are advised to not discuss or disclose a disability to program faculty, students or other representatives. Ascension St. Vincent does not discriminate based on disability in any of its programs, services or activities and will not deny any otherwise qualified student with a disability the opportunity to participate in, or benefit from, any aid, benefit or service that Ascension St. Vincent provides. Ascension St. Vincent strives to ensure that all disabled students have full access to the benefits of Ascension St. Vincent and will engage in a good-faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures which fundamentally alter the academic programs, which place an undue financial burden on Ascension St. Vincent, or which may endanger the student or others at Ascension St. Vincent. Additional information regarding requesting accommodations will be provided to enrolled students. All Ascension St. Vincent facilities comply with the ADA regarding facility accessibility.

Language

All College programs are offered only in English. Language assistance is not available.

Section VII

Student Rights and Responsibilities

Student Rights

The responsibility to respect and protect the learning environment at the College is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the College depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. Diversity and uniqueness are the essence of academic freedom. As such, students have rights.

1. Students have the right to know the requirements for successfully completing the Program in which they are enrolled.
2. Students have the right to know certification, licensing, and other requirements required for employment in the profession of the Program in which they are enrolled.
3. Students have the right to clarity of information. This includes clarity about:
    a. The impartial, objective evaluation of your academic performance.
    b. Explanation of incorrect content or skills evaluated critically.
    c. The method of evaluating progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
    d. Fees and other financial obligations to the College.
4. Students have the right to be kept informed of their academic progress throughout their matriculation through their program.
5. Students have the right to be informed of conduct expectations and College or Program policies and procedures that apply to them.
6. Students have the right to be informed of policy and/or procedure changes that affect them prior to such changes becoming effective.
7. Students have the right to know what consequences will occur as a result of not meeting conduction expectations or violating College or Program policies and procedures.
8. Students have the right to due process. Formal procedures have been instituted to ensure adequate notice and response for all students subjected to disciplinary proceedings.
9. Students have the right to freedom from unlawful discrimination on the basis of race, sex, religion, color, age, national origin or ancestry, disability, marital status, parental status, sexual orientation, gender identity, gender expression, or status as a military veteran.
10. Students have the right to freedom of inquiry, freedom of thought, and freedom of expression that does not violate the Mission of Ascension St. Vincent, creates a tense or hostile environment, or impede the care of patients. To dissent or to disagree with generally accepted truth and knowledge is acceptable. However, in exercising this freedom, students may not interfere with the academic process of courses by speaking to or behaving toward others in a manner constituting hostile, demeaning, offensive, discriminatory, or any other unwelcome conduct that undermines and detracts from the educational experience of those to whom the speech or behavior is targeted.
11. Students have the right to participate in course and instructor evaluations to give constructive criticism regarding the instruction, learning environment, and curriculum, and regarding the services provided by the College.

12. Students have the right to participate in clinical education site evaluations to give constructive criticism regarding the learning resources, instruction, supervision, and general treatment by associates, providers, and non-associates as it relates to services provided by the clinical education site.
13. Students have the right to be treated with respect by faculty, Ascension St. Vincent associates, providers, contingent workers, and fellow students. Students have the right to voice concerns or allege mistreatment or harassment according to established means.
14. Students have the right to have their confidential information kept confidential as defined in policy.
15. Students have a right to know the accreditation and state authorization status of the College and individual Programs.
16. Students have the right to work and train in safe environments while on College premises consistent with established policies and procedure of Ascension St. Vincent and with applicable state and/or federal laws.
17. Students have a right to know reasonable risks associated with training and eventually working in healthcare in general and individual professions based on their Program enrollment.

Grievance and Appeals

It is the policy and practice of the College to assure that enrolled students are aware of their grievance and appeal rights and uphold the rights of enrolled students to appeal to overturn any program action against a student or contend a violation, misinterpretation, or misapplication of any College or program policy, procedure or regulation has occurred.

Definitions

An ***appeal*** is a claim made by a student requesting that a higher authority overturn actions taken by the College or program against the student. Students may appeal any of the following;

- Corrective actions that affect student's enrollment status such as probations, written warnings and suspensions;
- Academic actions on any graded or non-graded performance evaluations/assessments;
- Terminal actions resulting in dismissal form the program.

A ***grievance*** is a claim made by the student that there has been a violation, misinterpretation, or misapplication of any College or program policy, procedure or regulation, or is a claim that College or program policy, procedure or regulation is unfair, unreasonable or harsh in some way. Grievances do not require that a specific action was taken against a student or that a situation affects the student's academic standing.

Grievance and Appeal Panel

A Grievance and Appeal Panel ("Panel") is a committee of three (3) individuals whose purpose is to judge the merits of a filed grievance or appeal and render independent findings according to the procedures established herein. The Panel will consist of three members appointed by the College President. The membership of the Panel may change as necessary. Individuals on the Panel must be outside the influence of the College or any College program.

Non-retaliation

Retaliation because of issuing a grievance or appeal is strictly forbidden. No student will suffer retaliation from College leadership, program faculty, hospital administration, physicians, hospital staff or any other members of Ascension St. Vincent because of filing a grievance or appeal. Any suspected retaliation will be addressed forthright. However, filing a grievance or appeal does not indemnify a student from further actions because of student actions/infractions learned during the grievance or appeal process.

Confidentiality

All grievances and appeals will be kept strictly confidential. Written records of the appeal or grievance will remain electronically secured on the Ascension St. Vincent Google shared drives. A hardcopy of the appeal or grievance may also be maintained in the student's hard-copy file as deemed necessary.

Panel members must limit all communication regarding filed appeals or grievances to only the student, College Dean, Program Director, or any other person interviewed as a part of this adjudication process and must make every reasonable effort to keep all information related to the student appeal strictly confidential.

Standards of Ethical Conduct

Ascension St. Vincent has established Ethical Standards of Conduct for all "workers" (associates, providers, and non-associates, including students,) to promote and assure ethical and moral behaviors and act as responsible corporate citizens. Ascension St. Vincent workers must respect and uphold the religious mission of the institution and adhere to these Standards and religious directives. They should maintain professional standards and promote the institution's commitment to human dignity and the common good.

Part I of the Ethical Standards of Conduct are General Conduct expectations. These are as follows.

- Conduct all activities in compliance with applicable laws and regulations. These laws pertain to such areas as abuse, antitrust, employment discrimination, environmental fraud, false claims, lobbying and political activity, self-referral prohibitions and tax.
- Promote the highest standards of business ethics and integrity. Associates must represent ASV accurately and honestly and must not engage in any activity intended to defraud anyone of money, property, or services. Associates must act in good faith and in the best interest of ASV.
- Maintain the confidentiality of patient information and protect confidential and proprietary information about associates and the organization.
- Conduct activities and relationships with others so as to avoid actual conflicts of interest, in appearance or fact. If they do have conflicts, associates must make full disclosure and take appropriate action under the Ascension Health and ASV System Conflicts of Interest Policy.
- Conduct business transactions with suppliers, contractors, vendors and other third parties at arm's length and free from offers or solicitation of gifts and favors, or other improper inducements.
- Exercise responsible stewardship to preserve and protect ASV assets by making prudent and effective use of ASV resources.

General Conduct Standards

As enrolled students are agents of and represent Ascension St. Vincent and affiliated organizations, and the respective profession, it is the expectation that students conduct themselves professionally, responsibly, and courteously at all times while acting in the capacity of a student or on premises for any reason. Below are specific expectations of conduct. Individual programs may have additional conduct expectations as published in their respective handbooks.

1. Conversations are to be kept respectful and voices are to be down. Be aware of patients and visitors nearby who may hear your conversations.
2. No food or drink is permitted in patient care areas, around electrical equipment/computers or in any area explicitly forbidden by hospital or affiliate organizational policy.
3. Personal calls are to be kept to a minimum and are to not exceed a few minutes in length unless emergent.
4. Student use of personal electronic devices during clinical assignments must not interfere with patient care and clinical experiences.
5. Students are not permitted to seek personal medical advice or services while serving in the role of a student. For training-related medical care, students must refer to the Student Health and Injury policy. For non-training related medical services, student must end their program-related activities according to the program policy and practices and seek medical care as any patient at their own expense.
6. Students must treat all faculty, associates, providers, patients, visitors, and fellow students with respect, courtesy, and professionalism. Disagreements, differences in opinions, and criticisms must be articulated respectfully.
7. Students must never discriminate against others on the basis of race, sex, religion, color, age, national origin or ancestry, disability, marital status, parental status, sexual orientation, gender identity, gender expression, or status as a military veteran.
8. Students must be honest in all verbal and non-verbal communications and in all actions. Intentionally withholding pertinent information is dishonest.

Disclosure of Criminal Convictions

Enrolled students are required to disclose in a timely manner to the Program Director any criminal actions or proceedings, excluding speeding and minor traffic violations, that occur at any time during enrollment in the program. Students who disclose their criminal actions must provide details of the proceedings. If the criminal proceedings are in progress, the student is expected to provide a timeline of the court proceedings and to submit to the program the final verdict and actions. Failure to disclose a criminal action or proceedings will result in corrective action. The College reserves the right to consult with Human Resource personnel regarding criminal actions or proceedings and may elect to terminate the student if circumstances merit expulsion.

Substance Use

Ascension St. Vincent College of Health Professions enforces a Substance Use Policy for all actively enrolled. This policy prohibits the use, possession, transportation, sale or distribution of alcohol or non-medically controlled substances during College-related activities. It further prohibits students from attending classes or clinical assignments while under the influence of alcohol or non-medical controlled substances. College-related activities broadly include any situation or location in which the student is representing the College in the capacity of a student.

If the student believes a substance prescribed by a physician or other qualified health practitioner has the possibility or probability of causing adverse side effects to the extent that student performance may be adversely affected or patients, other students, Ascension St. Vincent Health associates, or any other individual may be in danger as a result of these side effects, the student must not to attend College-related activities until the student is no longer under the influence of the prescribed medication. If the student is taking a medically prescribed substance during College-related activities, the student must be able to provide proof that the substance is medically prescribed if asked.

The College may require students to submit to a fitness-for-duty test at any point during the training upon reasonable suspicion or cause. The College may also impose random drug testing for students undergoing rehabilitation for substance abuse. Any student who voluntarily declines a fitness-for-duty test will be dismissed from the College.

Students who are enrolled in the College of Health Professions and have been arrested for suspicion of being under the influence of alcohol while operating a vehicle (DWI) or under the influence of other substances deemed illegal in the State of Indiana must declare such actions to the Program Director of their respective program within 48 hours of the occurrence. Students may be removed from attending clinical rotations until legal action has been finalized. Failure to report the actions may result in the student being dismissed from the College. In some cases, conviction of specific crimes may result in the student forfeiting the ability to gain professional credentialing. Individuals should consult with specific Program Directors for more information.

Academic Integrity

To define academic integrity and related terms, establish the expectations of students enrolled in the Ascension St. Vincent College of Health Professions, and communicate consequences of violating academic integrity expectations.

Academic integrity is the commitment to and demonstration of honest and moral behavior in academic and clinical settings and is a commitment to the three fundamental values.

1. *Honesty:* Representing one's academic and or clinical work as true and fairly earned.
2. *Trust*: A firm belief in the truth and moral behavior of someone's actions.
3. *Fairness:* Actions that are in accordance with rules, regulations and expectations without taking any advantage to misrepresent one's work or performance.

We believe these three values, plus the courage to uphold them even in the face of adversity, are truly foundational to ethical and moral behavior. The ASVCHP strives to communicate and support clear

standards of integrity, so students can carry them forward in their personal and professional lives and be proud of meeting the rigorous academic standards.

Protected Academic Information

Any ASVCHP information related to an academic exercise the ASVCHP has deemed protected and therefore restricts student access, if at all, to faculty-supervised conditions. PAI includes but is not limited to the following.

- Academic tests, graded or ungraded
- Graded papers, projects and evaluations
- Instructor Notes

Misconduct Terms

Academic misconduct is any action or behavior in an academic or clinical situation that calls into question a student's honesty, trust, or fairness. Examples of academic misconduct include but are not limited to the following.

1. *Plagiarism:* The adoption or reproduction of ideas, words or statements of another person without due acknowledgment.
2. *Cheating:* Any attempt to give or obtain assistance in a formal academic exercise not permitted by the instructor, program or College.
3. *Fabrication:* The falsification of data, information, or citations in any formal academic exercise.
4. *Academic Theft:* Unpermitted taking of Protected Academic Information by any means including but not limited to physically removing the material, taking pictures, transcribing verbally or in writing, digitally copying, or printing the material.
5. *Interference/Sabotage:* Acting to prevent others from completing their work or misrepresenting their work.
6. *Unauthorized Access:* Accessing another's private academic information or institutional PAI by any means and in any setting including but not limited to via computer systems, hard copies, faculty offices and classrooms.

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) refers to computer systems or software capable of performing tasks that typically require human intelligence, such as generating text, solving problems, analyzing data, or creating images. This includes, but is not limited to:

- Generative AI tools (e.g., ChatGPT, Claude, Gemini)
- AI writing assistants (e.g., Grammarly, Quillbot)
- AI image or video generators (e.g., DALL·E, Midjourney)
- AI coding assistants (e.g., GitHub, Copilot)

The ASVCHP recognizes the potential benefits of AI tools in enhancing the educational experience. However, their use must strictly adhere to the principles of academic integrity. As such, the ASVCHP has defined levels of AI use for each course or assignment.

Level 1: AI Strictly Prohibited

Under this level, the use of AI tools in any form is strictly prohibited. AI use is not permitted under any circumstances, including for graded and ungraded preparatory work, assignments or assessments designed to evaluate individual knowledge and skills without external assistance. This includes, but is not limited to:

- Generating content
- Answering questions
- Providing explanations
- Text editing with the exception of improving grammar, spelling, and punctuation
- Assisting in problem-solving
- Fabricating data or sources
- Any other action that contributes directly to the completion of the assignment.

Level 2: Limited Use (Disclosure Required)

Under this level, students may use AI tools to support or refine their original academic work. Examples of permissible use include:

- Brainstorming ideas
- Receiving feedback on writing style, clarity, or structure
- Summarizing or paraphrasing content
- Generative AI to improve grammar, spelling, and punctuation
- Clarifying complex concepts

It is imperative that the core content, analytical reasoning, and critical thinking demonstrated in the work remain the student's own intellectual contribution. Students are required to disclose the specific AI tools used and describe how they were utilized in the completion of Level 2 assignments. This disclosure is required to be made on the College-approved disclosure form and submitted with the assignment.

Level 3: Permitted Use (No Disclosure Required)

Under this level, students may use AI tools in any context. Level 3 use does not require disclosure. Examples of permitted use include, but not limited to:

- Formatting assistance (e.g., citation generators)
- Accessibility tools (e.g., text-to-speech, screen readers)
- Study or preparatory tools used for at-home exercises not submitted to evaluate individual knowledge and skills

Student Responsibilities with AI

The primary responsibility for understanding and complying with the AI use levels as defined above rests with the student. In support of the policy, the student must maintain transparency and honesty in all academic work. It is also the student's responsibility to seek clarification from instructors when unsure about acceptable AI use.

Improper Use of AI

Failure to comply with these levels of AI use will result in the following consequences.

- Level 1 violation: Expulsion from the ASVCHP (see below).
- Level 2 violation: Reduced or failing grade for the given assignment.

Academic Misconduct Consequences

Violations of academic integrity demean the violator, degrade the learning process, discredit the accomplishments of past and present students, and tarnish the ASVCHP reputation. ASVCHP students are expected to always demonstrate and uphold these values of academic integrity. To that end, the ASVCHP has zero tolerance for academic misconduct. Any violations of academic integrity will result in immediate dismissal from the ASVCHP program.

Section VIII

Safety

Campus Safety

Ascension St. Vincent is committed to ensuring the safety and well-being of patients, visitors, associates, physicians, and students while on hospital premises. Security Services of Ascension St. Vincent hospitals oversee personnel safety. To provide this protection, systematic procedures have been developed for the detection, reporting, and controlling of all security-related problems which might occur during any hours of hospital operation. Below is a summary of security measures performed.

- Security officers conduct security rounds on a scheduled basis to check all areas of the Hospital and campus grounds for any suspicious activities or individuals.
- Hospitals are locked down overnight. During lock-down hours visitors/patients are directed to specific doors to enter buildings.
- Security escorts associates, patients, visitors, and students to/from their vehicles during evening hours upon request.
- Closed-circuit camera surveillance is used to monitor areas of hospital premises.
- Panic buttons are in certain areas in on hospital premises to rapidly contact security officers.

Environment Risks

Clinical education involves training in a potentially hazardous environment. While all reasonable efforts are taken to assure student safety including adherence to state and local laws and following institutional policies and procedures, students should be aware of these environmental risks.

1. Exposure to infectious diseases:
   - All students may be exposed to patients with known and unknown infectious diseases.
   - All students may handle and dispose of body secretions, blood, stool, etc.
   - All students may be exposed to infectious waste and blood borne pathogens.
2. Exposure to workplace violence:
   - All students may be exposed to combative or aggressive patients, family or the general public.
3. Exposure sharp instruments:
   - All students may be exposed to needles, scalpels, surgical instruments, and other sharp objects which may or may not be contaminated with infectious waste and blood borne pathogens.
4. Exposure to potentially harmful radiation:
   - Radiography and Surgical Technology students will have frequent contact with radiation producing devices.
5. Exposure to powerful magnetic fields:
   - Radiography students will train in the MRI clinical area.
6. Ergonomic stressors:
   - All students may encounter physical demands of pushing heavy carts, stretchers and other objects.
   - Surgical Technology students may encounter physical demands of lifting heavy surgical instrument sets.
   - DMS and Cardiac Sonography students will repetitively move their hand and wrist and abducted arm holding a transducer during the scanning process.

Environment of Care Safety

1. Student will complete annual environment of care safety education and training as required by their clinical education site or externship entity.
2. Students are expected to report to the hospital or externship management or other appropriate personnel any unsafe conditions.
3. All work-related student, patient or visitor injuries must be reported immediately, regardless of severity, in accordance with hospital or externship policy.

Equipment Safety

1. Students will receive a general orientation on equipment operation and safety during their first clinical term.
2. Students are only authorized to operate medical equipment on which they have been properly trained, in the capacity for which it is intended, and only while acting in the capacity of a student.
3. Students will operate medical equipment in a safe manner consistent with appropriate clinical practice and only for reasons consistent with his/her clinical assignment.
4. Students must report to the appropriate hospital or externship personnel any malfunctioning equipment or equipment that is unsafe in any way.

Hazardous Materials

ASV College students will encounter materials and substances that may pose a threat to the environment, staff, patients, and visitors. To minimize the risks of these materials and substances, ASV College follows the Ascension St. Vincent Hazardous Materials Waste Management Plan located on Canvas. Students will be oriented to hazardous materials and waste management in accordance with Ascension St. Vincent policy. Students will be informed how to access Safety Data Sheet (SDS) information from any Ascension St. Vincent network computer/laptop.

Fire Safety

1. All St. Vincent Health campuses are smoke-free. Smoking is not permitted on the hospital premises.
2. Students will complete fire safety training in accordance with Ascension St. Vincent policy.
3. Students will be orientated to the location of the fire extinguishers, alarms, and exits in the clinical education site where the student is assigned.
4. Students will be orientated to the proper procedure for calling a fire code at the clinical education site where the student is assigned.

Infection Control

Students should recognize that an occupation in health care, not unlike any other profession, is not a risk-free occupation. One risk to student health is associated with exposure to potentially infectious and communicable diseases. However, risk can be minimized with following established practices and guideline to protect self, patients, and others against the spread of infectious diseases. ASV College follows the Ascension St. Vincent Infection Control policies. Students will be provided access to the policy.

1. Students will receive proper orientation to Standard Precautions during the first clinical term including Transmission Based Isolations and Precautions.

2. Student will be made aware of and how to locate Ascension St. Vincent policies/procedure on infection control.
3. Students will follow all Ascension St. Vincent infection control practices including, but not limited to:
    - Frequent hand washing
    - Using gowns or gloves consistent with the procedure and anticipated body fluid exposure
    - Disposing of soiled linen in appropriate bio-hazard bags according to hospital policy
    - Disposing of sharps and needles in bio-hazard puncture-resistant containers
    - Never re-capping needles
    - Following isolation precautions as posted
    - Equipment cleaning following contamination

Drills and Codes

Overhead announcements, or "Codes", are made to alert staff of serious situations. Students will be oriented according to hospital codes and alerts and must respond as directed by program faculty, clinical management, or other staff as relevant. Codes include but are not limited to the following.

1. Environment conditions such as fire, severe weather, and natural disasters.
2. Medical situations such as cardiac/respirator arrest, stroke, emergent obstetrics, and trauma.
3. Threat alerts such as abducted infant/child, bomb threat, and active shooter.
4. Disasters such as natural, mass casualty, biologic, chemical, power outage, and IT loss.

Emergency preparedness drills are conducted regularly on Ascension St. Vincent premises. Students are expected to respond to drills as directed by program faculty, clinical management, or other staff as relevant.

Emergency Operations Plan

The ASV College has developed an Emergency Operations Plan (EOP) that is based in part on the Ascension St. Vincent Emergency Preparedness Plan (EPP). Students will be oriented on relevant components of the College EOP and how to access the Ascension St. Vincent EPP. Students must follow the Ascension St. Vincent EPP and, when appropriate, the ASV College EOP.

Ascension St. Vincent Integrated Emergency Preparedness Plan ("IEPP"), approved July 1, 2023. The IEPP addresses all aspects of disaster preparedness and response and are briefly summarized below.

- Risk Assessment
- Disaster Procedures
- Communication
- Responsibility
- Training and Testing

ASVCHP learning include onsite, in-person classes, labs, clinical assignments, or any other relevant onsite ASVCHP learning. In the event of a significant emergent event, onsite participation in college-related activities may be suspended. During suspended onsite learning, the ASVCHP's paramount is the safety and well-being of student and faculty. Secondary to that is to assure that student's educational needs are supported and didactic, lab and clinical education is delivered to facilitate the achievement of all program

graduation requirements. While the ASVCHP makes every reasonable effort to assure that student cohorts complete their programs when originally scheduled, this may not be the case under circumstances that result in a suspension of onsite learning.

Weapons/Firearms

To establish guidelines for the control of firearms and weapons in the possession of students, faculty, and staff members on all Ascension St. Vincent properties/College of Health Professions, owned or leased, and in the interest of safety for patients, associates and customers, and in accordance with the Core Value of Quality Service, individuals are Prohibited from carrying weapons on Hospital premises. This policy applies to all students, faculty, patients, associates, physicians, customers or any other persons on Hospital premises, excepting duly authorized law enforcement officers.

Definitions

A *weapon*, for the purpose of this policy, is defined as any material object designed for the purpose of inflicting bodily injury on humans.

A *concealed weapon* is defined as any weapon that is hidden from common observance while being on or about a person. A weapon is deemed hidden from common observation when it appears so deceptively as to disguise the weapon's true nature.

A *prop weapon* is defined as any item which designed to look like an actual weapon.

Policy

All persons are strictly prohibited from bringing any firearm, knife or any other type of device that may be considered a weapon onto College or hospital property without the written consent of the Manager of Security Services.

Students: No student shall carry, have in his/her immediate possession or store in any area of the Hospital or College grounds, (except for locked areas of his/her vehicle with proper license), any weapon or prop weapon.

Faculty: Faculty members are subject to Ascension St. Vincent Health weapons policy. No associate other than an authorized member of Security Services shall carry, have in his/her immediate possession or store in any area of the Hospital or College grounds, except for locked areas of his/her vehicle with proper license, any weapon or prop weapon.

Prohibitions

The State of Indiana provides that the holder of an Indiana Handgun Permit may carry a handgun on his/her person or in a vehicle. However, in accordance with Ascension St. Vincent policy, all persons are strictly prohibited from bringing any firearm, knife or any other type of device that may be considered a weapon onto any Ascension St. Vincent property without the written consent of the St. Vincent Chief of Police or designee.

No student shall carry, have in his/her immediate possession or store in any area of the Hospital or College grounds, (except for locked areas of his/her vehicle with proper license), any weapon or prop weapon. All students, except members of the authorized members of the Security Services Department, whether in possession of a valid handgun permit or not, are governed by the policy. Any student found to

be carrying or having in his/her immediate possession a weapon or prop weapon without written permission from hospital Security Services may immediately be subject to termination.

Any student or faculty member who observes or receives a report of a non-authorized personnel carrying a weapon, prop weapon or any object reasonably deemed to be a weapon immediately must notify the Security Services department.

Tobacco Free Workplace

All Ascension St. Vincent facilities including the College of Health Professions are tobacco-free. The use of tobacco products on any Ascension St. Vincent or clinical affiliate premises is strictly prohibited.

Section IX

Radiography Program

Program Overview

The Ascension St. Vincent Radiography Program is a 22-month (88 instructional weeks), full-time residential program. Individuals interested in the program must submit an application to be considered for acceptance into the program. If selected, classes begin in August, with graduation occurring 22 months later in May. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies to the program will be selected. To learn more about the selection process, see "Admissions" in this section.

The program's curriculum consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on-site five days per week. All classroom education and clinical training is conducted within the Ascension St. Vincent system.


Ascension St. Vincent Anderson

Upon graduation from the program, graduates are eligible to take the American Registry of Radiologic Technologists (www.arrt.org) certifying examination. Once an applicant successfully passes the ARRT examination, he/she can apply to the Indiana State Department of Health for a Radiologic Technologist general license, which is required to work as a radiographer in Indiana (https://secure.in.gov/isdh/23279.htm).

The Radiography Program exists as a consortium jointly owned and operated by Ascension St. Vincent Indianapolis, Ascension St. Vincent Kokomo and Ascension St. Vincent Anderson hospitals. The Radiography Program, under the national accreditation of the Ascension St. Vincent College of Health Professions, itself a d/b/a of Ascension St. Vincent hospitals, awards the academic associate of applied science degree to program graduates. The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiological Sciences. The program's accreditation can be verified by visiting http://www.jrcert.org/find-a-program/.

The Radiography Program offers a residential curriculum that consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on-site five days per week. All classroom education and clinical training is conducted within the Ascension St. Vincent system.

Job Overview

Radiography is one of several fields of medicine involving diagnostic imaging examinations that are interpreted by a radiologist or other physician. These fields collectively are referred to as medical imaging. Radiographers (or Radiologic Technologists) are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Radiographers work in a variety of areas of Medical Imaging including general radiography, fluoroscopy, surgical radiography, trauma radiography, and pediatric radiography. With additional training and education, radiographers also perform computed tomography (CT), magnetic resonance imaging (MRI), ultrasound, nuclear medicine, positron emission tomography (PET), mammography,

radiation oncology, and angiography / interventional radiology. Radiographers with advanced degrees may also work in hospital management, education, or sales / marketing. Radiographers work in a variety of settings, including hospitals, clinics, physician offices, and mobile units. To learn more about radiography and related fields in medical imaging, visit http://www.asrt.org/main/careers/careers-in-radiologic-technology.

Ascension St. Vincent Anderson

During the performance of radiographic procedures, radiographers must communicate with and provide care to patients of all ages and in all physical conditions. Radiographers manipulate radiographic and patient care equipment to accurately demonstrate anatomical structures on medical images and to provide quality care. Radiographers work frequently with computer systems to enter patient information and produce digital radiographic images. Radiographers also prepare and administer contrast media and other medications within the scope of practice and applicable state and federal regulations. Radiographers exercise safety practices to minimize radiation exposure to patients, self and others.

Ascension St. Vincent Kokomo

Radiographers must be able to take direction from physicians and management and yet operate independently within the scope of practice and state and federal regulations. Radiographers use critical thinking in adapting radiographic examinations to unique circumstances and in assessing medical images for appropriate image quality and corrective actions, if needed. Radiographers must be emotionally stable to perform radiographic examinations on patients under difficult circumstances.

Essential Skills and Abilities

To competently practice radiography, radiographers must possess the following skills and abilities:

1. Physical/Motor Skills
    - Stand and walk for extended periods of the time
    - Perform physically strenuous tasks including raising patients in bed, maneuvering patients to and from tables/stretchers and carrying or maneuvering equipment
    - Rise from a seated position without assistance
    - Twist and bend at the waist
    - Extend the hands and arms in any direction
    - Hold, grasp and turn objects with the hands
    - Reach up to six feet off the floor

2. Sensory Abilities
    - Correctable near vision to 20 / 40 in at least one eye
    - Correctable far vision to 20 / 40 in at least one eye
    - Depth perception
    - Distinguish colors
    - Hear audible speech (e.g. person-to-person communication) at 10 feet
    - Hear speech when lips are not visible (e.g. wearing a surgical mask)
    - Hear auditory alarms (e.g. patient monitors, fire alarms)
    - Hear speech over a telephone
    - Detect odors such as smoke, alcohol, noxious gasses

3. Communication Abilities
    - Read documents in English
    - Write legibly in English
    - Speak fluently in English
    - Understand speech in English
    - Adapt verbal communication to patient/visitor limitations (e.g. hearing loss, pediatrics, diminished mental capacity)

Ascension St. Vincent Kokomo

4. Emotional and Behavior Skills
    - Willingness to take directions
    - Be self-directed and assertive
    - Provide emotional support to others in distress
    - Adapt to a changing environment
    - Monitor own emotional state
    - Manage frustration appropriately
    - Accept responsibility for own errors or shortcomings
    - Express emotions in a socially-acceptable manner
    - Respect interpersonal boundaries
    - Manage interpersonal and organizational conflicts in a respectful and professional manner

5. Intellectual Abilities
    - Recall information with reasonable accuracy
    - Recognize cause and effect relationships
    - Anticipate/plan ahead for activities or situations
    - Perform tasks in a logical and efficient sequence
    - Prioritize competing tasks
    - Problem solve when the solution is not self-evident
    - Use visual/spatial processing in evaluating radiographic images
    - Demonstrate attention to detail
    - Evaluate own performance to determine corrective actions when appropriate

Ascension St. Vincent Kokomo

Ascension St. Vincent Radiography Program does not discriminate on the basis of disability as determined by the American with Disabilities Act (ADA).

Physical/motor skills, sensory abilities, and communication skills are not assessed during the selection phase of the admissions process. Emotional/behavioral skills and intellectual abilities are assessed during the selection phase of the admissions process as they relate to a candidate's academic record, ability to compose an essay, and ability to communicate effectively in English during a personal interview.

Facilities

All radiography education occurs within the Ascension St. Vincent network. The Radiography Program has dedicated classrooms at Ascension St. Vincent Indianapolis, Ascension St. Vincent Carmel, Ascension St. Vincent Anderson, and Ascension St. Vincent Kokomo hospitals. All students have classes at their clinical education site with their respective clinical coordinator.

Clinical education also occurs at hospitals throughout Ascension St. Vincent. All Ascension St. Vincent hospitals have a variety of medical imaging equipment that students will use under supervision for performing radiographic procedures on actual patients, practicing radiographic positioning concepts (without exposure) and performing "laboratory" assignments to better understand theoretical concepts and imaging principles. The program does not have an energized lab. More information is found in this section under "Clinical Externships."

Program History

Ascension St. Vincent Kokomo Hospital in Kokomo, IN began a two-year training program in radiography in 1966. While the Ascension St. Vincent Kokomo Hospital School of Radiologic Technology quickly became an important fixture at Ascension St. Vincent Kokomo Hospital and the Kokomo community, it was not well-known outside of Kokomo and thus primarily served the Kokomo and surrounding communities. The program continued in this fashion until 2002, when the School of Radiologic Technology was on the verge of being shut down due to leadership turnover. During this same time, hospitals around the country were dealing with tremendous demand for qualified radiographers. The decision was made to conduct a national search for a tenured program director and expand the Ascension St. Vincent Kokomo Hospital School of Radiologic Technology to the other health ministries in Ascension St. Vincent.

That expansion began in 2003 when Mark Adkins was recruited to lead the development and expansion of the program. By 2005, the program had expanded to smaller, rural hospitals in Ascension St. Vincent. Since 2003, the Radiography Program has enrolled over 100 students, many of whom have gone on to specialize in sonography, vascular imaging, mammography, and many other areas of medical imaging. The Ascension St. Vincent Radiography Program is now known throughout the region as a top-class program that produces highly competent, versatile and safe radiographers.

Mission Statement

Our Mission is to make a positive difference in the lives and health delivery status of our students, the people we serve, and the community. This is accomplished through a commitment of excellence by our faculty and staff, Advisory Board, and the sponsoring institutions in the delivery of quality training and education opportunities in radiological sciences. We will display compassion and dignity to all. Our paradigms will be open to all aspects of education that do not violate the Mission or Core Values of our sponsoring and affiliated institutions.

Admissions

Ascension St. Vincent Radiography Program provides equal opportunity to all applicants. The Program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on requirements and preference categories listed herein.

Application Procedure

To be considered for admission into the Radiography Program, an application must be submitted. In addition to the College admission requirements described in Section III, Radiography Program applicants must also attend a mandatory pre-admission conference during the year of application. The application and admission conference dates, locations and times can be found on the program website at www.stvincent.org/radiography. All application documents must be sent directly to the Program Director as indicated on the application.

Minimum Academic Admission Requirements

To be considered for enrollment in the program, the applicant must meet the following requirements:

1. Have a minimum college GPA of 3.00 (4.00 scale) on **all** post-secondary college-level academic work.
2. Completion of at least 6 credit hours by August 1* of the enrollment year in the following general education areas:
   a. Mathematics (minimum 3 credits). Courses automatically accepted include:
      - Applied Mathematics
      - Algebra
      - Calculus
      - Geometry
      - Statistics
      - Trigonometry

   b. Communication (minimum 3 credits). Courses must be English based. Courses automatically accepted include:
      - Communication (Speech, Oral or Interpersonal)
      - Debate
      - Rhetoric
      - Writing/Composition

3. Completion of at least 9 credit hours by August 1* of the enrollment year any of the following general education areas:

   a. Information Systems. Courses automatically accepted include:
      - Computer Data Management
      - Computer Hardware
      - Computer Language/Programming
      - Computer Networking
      - Computer Software/Applications

   b. Social / Behavioral Sciences. Courses automatically accepted include:
      - Anthropology
      - Civics
      - Criminology
      - Developmental studies
      - Economics
      - Education
      - Gender studies
      - International relations
      - Psychology
      - Public Administration/Public Policy
      - Social Work
      - Sociology
      - Political Science

   c. Natural / Physical Sciences. Courses automatically accepted include:
      - Astronomy
      - Biology
      - Chemistry
      - Earth Sciences
      - General Science
      - Geology
      - Human Anatomy and/or Physiology
      - Physics

4. The above coursework must be 100-level or higher courses.
5. All of the above courses must be completed with a letter grade of “C” or better.
6. All the above courses must be completed with a letter grade of “C” or higher. In cases where a letter grade is not assigned, the program will only accept any course graded as "P", "S", or

other such institutional designation as evidence the course was successfully completed as passing.

7. The above coursework must be from regionally or ABHES accredited institutions. The 7 regional accrediting agencies are as follows.
    - Accrediting Commission for Community and Junior Colleges (ACCJC)
    - Higher Learning Commission (HLC)
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools (SACS)
    - WASC Senior College and University Commission (WASC)

Pre-Admission Conference

Applicants are required to attend an in-person pre-admission conference to be considered for admission. Conference dates, times and locations are listed at https://medicaleducation.ascension.org/indiana/st-vincent-radiography-program/admissions-process/pre-admission-conference. Following completion of this requirement, the applicant will be required to submit documentation of participation. More information about this documentation will be provided at the live conference or in the video. This documentation must be submitted by January 31st. Remember, this activity is **MANDATORY** to be considered for admission to the program.

Preferences

All candidates who meet minimal requirements are encouraged to apply to the program. Because the selection process is competitive, not all applicants who meet minimal admission requirements will be selected into the program. All qualified candidates will be evaluated for consideration based on merit utilizing the program's established screening process.

Clinical Observation

Although not required for consideration of admission, the program faculty **strongly recommends** that candidates complete an onsite observation in **general radiography** of a medical imaging department. Applicants are advised to allow sufficient observation time in general radiography to familiarize themselves with the role of radiographers in a health care setting. Observations may or may not be completed at a hospital affiliated with the Radiography Program.

Bankruptcy Appeal

For a variety of reasons, there are some individuals whose overall college GPA is adversely affected by a period of poor academic performance, such that their overall GPA is not an accurate indication of their true academic abilities. Many of these same students have subsequently demonstrated the ability to achieve academic success. The bankruptcy policy allows individuals to exclude an earlier portion of their academic record while still receiving credit for having passed prerequisite courses so that the GPA considered by the Program Admissions Committee more accurately reflects the student's true academic abilities. The policy does not allow individuals to pick and choose poor classes or semesters, but instead allows an individual to convey, "that was me then, but this is what I am capable of now." If you feel that this policy would benefit you, we encourage you to submit your appeal.

Academic bankruptcy permits the faculty to not consider some of an applicant's post-secondary grades if certain conditions are met. Criteria for consideration include the following.

- The applicant's academic record following the academic bankruptcy must be at least 3.0 GPA.
- The applicant must have completed 2 semesters of full-time enrollment (12 credits each semester) following the date of bankruptcy.

To be considered for an academic bankruptcy, applicants must make the request using the program's Academic Bankruptcy request form available at https://medicaleducation.ascension.org/indiana/st-vincent-radiography-program/admissions-process/bankruptcy-appeal. The request must be received by the program director by the January 31 application deadline.

The program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Official transcripts of all post-secondary academic work must still be submitted as indicated earlier. Faculty reserve the right to deny an academic bankruptcy request as the faculty deem appropriate.

If approved, **all** academic grades prior to the bankruptcy date will not be considered toward the calculated GPA for admission purposes. However, bankrupted grades from courses passed with a letter grade of "C" or higher will still be credited toward meeting the program's general education requirements if the course would otherwise meet the requirement.

Foreign Educated Applicants

Applicants educated in foreign countries are welcomed to apply to the program. However, candidates must have completed all the program's general education requirements through regionally or ABHES accredited colleges and universities in the United States. No foreign academic work will be considered toward the general education requirements.

Selection Process

Applications are initially reviewed for completeness of required documents. Only members of the core program faculty will review application files for minimal requirements and scoring. Only applications meeting minimal requirements will be considered for admission. Applications are scored using an established and approved score sheet. The program reserves the right to automatically reject candidates who have applied for admission to the program on three previous attempts.

Applicants who submitted a completed application and application fee by the deadline, attended the mandatory pre-admission conference, submitted official transcripts from all post-secondary institutions of record, and meet minimum requirements for consideration will be reviewed based on their academic record. The program faculty will use a process to objectively score and rank applicants. Based on this rank order, some applicants will be invited to attend a personal interview. Interviews will be conducted by program faculty, a representative from each primary clinical education site, and a student representative. Interview candidates will be notified of their respective interview appointment. Interviews will be conducted using an established format including defined questions.

All interviews will be conducted by program faculty only. Interviews will be conducted using an established format including defined questions and a scored rubric. Following each candidate's interview, each faculty member will independently score the applicant prior to any discussion of the applicant. The

applicant's final comprehensive score will be the average of all faculty members' score. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. The comprehensive score rubric will be made publicly available on the program's website. Only blank rubrics are made available. The program does not share completed rubrics with applicants following their interview.

Following all interviews, applicants will be rank ordered according to their comprehensive score. Final selection of applicants for admission into the program will be based on the comprehensive score. Selection for admission into the program is conditional. Active enrollment is granted only after the conditionally accepted applicant meets all conditions as stipulated herein.

Primary Clinical Site Selection

To maintain recruitment and employment bases for the individual Ascension St. Vincent institutions, applicants must indicate their first choice of clinical site -- Indianapolis, Carmel, Anderson or Kokomo -- for placement. This does not mean, however, that candidates are considered for only their first-choice site. If accepted for placement at a clinical site other than their first choice, the candidate is permitted to decline the admissions offer and request to be placed on the alternate list for another clinical site. However, once a candidate accepts an admission offer at a specific clinical site, that acceptance is binding. In other words, the accepted candidate will not be offered a position at another clinical site should a student position become open. Finally, while a majority of our students are accepted for placement at the first-choice site, the program does not guarantee selection into a first-choice primary clinical site

Criminal History and/or Professional License or Certification Suspension or Revocation

If accepted for enrollment into the program, the candidate with a criminal history or who had a professional license or certification revoked or suspended will be required to submit to the ARRT a pre-eligibility application at their own expense. The applicant will be required to forward the decision of the ARRT to the Program Director upon receipt. The decision of the ARRT will be considered when determining full, unconditional admission. Unconditional acceptance will be contingent upon receiving the ARRT decision by an established deadline. Denial of pre-eligibility by the ARRT will result in immediate revocation of conditional acceptance. While approval of pre-eligibility by the ARRT is required to gain full, unconditional acceptance into the program, the program reserves the right to deny full unconditional acceptance to any individual with a criminal history or who had a professional license or certification revoked or suspended based on individual circumstances regardless of the ARRT ruling.

Satisfactory Academic Progress

The Ascension St. Vincent College of Health Professions is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Likewise, the College has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the College has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Students are required to maintain satisfactory academic progress "SAP" to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards were discussed fully in Section IV. Candidates are encouraged to review the SAP standards thoroughly. The SAP standards include:

- Course Grading Scale used by all College programs
- Calculation of Grade Point Average (GPA)
- Academic time increments for progress standards
- Specific satisfactory academic progress standards
- Progress monitoring
- Academic probation, dismissal, appeals, reinstatement, and reapplication

Course Grading

Unless otherwise indicated in the course syllabus, final course grades for RAD courses are calculated based on the college course grading criteria. Students must achieve a letter grade of "C" or higher or "Pass" in each course to remain enrolled in and successfully complete the program.

Academic Tests Mastery

The Radiography Program is mastery-based, meaning students must achieve mastery level on core written and clinical assessments to progress in the program. For written formative = tests, students must achieve a minimum score of 80%. Students who do not achieve an 80% on the first attempt will be required to repeat the exam for a maximum score of 80%. Failure to achieve an 80% on the second formative test will result in remediation of the material.

Simulated Lab Tests Mastery

Clinical lab tests are an integral part of Radiographic Positioning I and II courses. Each exam category is tested following a lecture exam over the same content and correlates to clinical competency exam categories. Failure to pass a lab test on the first attempt will result in a reduction in the final Positioning course grade as stipulated in the course syllabus. The student must pass each category lab test before progressing toward clinical competency on exams from the same category on actual patients and must also pass all category lab exams as delineated in each Radiographic Positioning I and II syllabus to remain in the program. Failure to pass a category lab test by the third attempt will result in dismissal from the program.

Clinical Competency Mastery

The American Registry of Radiologic Technologists (ARRT) has established minimal clinical requirements for exam eligibility. Enrolled students must pass every attempted clinical competency evaluation on actual patients to graduate from the program. For clinical competency assessments, students must achieve an 85% score on all clinical competency evaluations to be deemed competent with the given procedure. Students who do not achieve an 85% on the first attempt will be required to repeat the competency evaluation for a maximum score of 85%. Failure to achieve an 85% on the second competency evaluation will result in remediation for the student. Students who fail to pass a clinical competency evaluation by the third attempt will be placed on clinical probation. Failure to pass the competency evaluation by the fourth attempt will result in the student being dismissed from the program.

Prior Learning Credit

The Radiography Program does not offer Prior Learning Credit.

Radiography Program Curriculum - Associate of Applied Science Degree

General Education (Transferred in)							
Course Code	**Course Area**	**Lecture Hours**	**Credits**	**Course Code**	**Course Area**	**Lecture Hours**	**Credits**
NA	Mathematics	45	3	NA	Information Systems and/or Social / Behavior Sciences and/or Biological / Physical Sciences	135	9
NA	Communication	45	3				

Fall Semester, Year I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
RAD 111	Introduction to Radiography	21	0	0	1.0
RAD 112	Medical Terminology I	8	0	0	0.5
RAD 113	Radiographic Anatomy and Physiology I	30	0	0	2.0
RAD 114	Radiographic Positioning I	25	31	0	2.5
RAD 115	Patient Care	13	4	0	1.0
RAD 119	Clinical Education I	0	0	417	9.0
Total		**97**	**35**	**417**	**16.0**
Spring Semester, Year I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
RAD 121	Medical Terminology II	8	0	0	0.5
RAD 122	Radiographic Anatomy and Physiology II	54	0	0	3.5
RAD 123	Radiographic Positioning II	36	23	0	3.0
RAD 129	Clinical Education II	0	0	448	9.5
Total		**98**	**23**	**448**	**16.5**
Summer Semester, Year I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
RAD 131	Medical Ethics and Law	8	0	0	0.5
RAD 132	Fundamentals of Computed Tomography	8	0	0	0.5
RAD 139	Clinical Education III	0	0	240	5.0
Total		**12**	**0**	**240**	**6.0**
Fall Semester, Year II					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
RAD 211	Radiographic Principles I	53	6	0	3.5
RAD 212	Fundamentals of Radiation Production	24	0	0	1.5
RAD 213	Radiographic Pathology	12	0	0	0.5
RAD 219	Clinical Education IV	0	0	280	6.0
Total		**93**	**6**	**280**	**11.5**
Spring Semester, Year II					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
RAD 221	Radiographic Principles II	38	0	0	2.5
RAD 222	Radiation Protection & Radiobiology	34	0	0	2.0
RAD 223	Radiographic Image Analysis	17	0	0	1.0
RAD 224	Registry Review	4	48	0	1.5
RAD 229	Clinical Education V	0	0	432	9.5
Total		**93**	**48**	**432**	**16.5**
General Education Credits Required					**15.0**
Program Credits Required					**66.5**
Total Credits Required					**81.5**

Radiography Program Course Descriptions

SEMESTER I: FALL

Introduction to Radiography – RAD 111 (21 lecture hours, 1.0 credit)
This course is an introduction to the Radiography Program, the field of radiology and the organization. Topics for discussion will include program policies and procedures; general radiology history; professional organizations; accreditation, licensure, and professional pathways. Fundamentals of radiation protection for the patient, general public, and radiographer/student with emphasis on minimizing radiation exposure and methods to accomplish ALARA concepts will be discussed. Fundamentals of radiobiology including somatic and genetic effects and units of radiation measurement will be discussed. Basic presentation of exposure factors and their application to the clinical setting is included. More complete courses on radiation protection and exposure factors will be presented in the senior year. Prerequisites: admission to the radiography program. Parallel: RAD 112, 113, 114, 115, 119. Open only to radiography students.

Medical Terminology I – RAD 112 (8 lecture hours, 0.5 credit)
This course is an introduction to the origin and derivation of medical terms and abbreviations, as well as their meaning. An exploration of prefixes, suffixes and root word combinations to create specific medical terms is included. Medical terminology specific to the musculoskeletal and respiratory system will be included. This course is largely self-guided with instructor direction. Prerequisites: admission to the radiography program. Parallel: RAD 111, 113, 114, 115, 119. Open only to radiography students.

Radiographic Anatomy and Physiology I – RAD 113 (30 lecture hours, 2.0 credits)
This course is designed to study the human structure and its functions. Specific emphasis will be placed on structure and function of cells, tissues, and systems to include respiratory, general abdomen, basic digestive anatomy, and the appendicular skeleton including the upper extremities, shoulder, lower extremities, and bony pelvis. Prerequisites: admission to the radiography program. Parallel: RAD 111, 112, 114, 115, 119. Open only to radiography students.

Radiographic Positioning I – RAD 114 (25 lecture hours, 31 lab hours, 2.5 credits)
The principles of this class are to obtain basic knowledge, skills, and application of alignment of body parts, cassettes, and x-ray tube in each elementary radiographic examination correlated with patient care procedures. Emphasis will be placed on positioning terms, projections of the chest, abdomen, upper extremities, shoulder, lower extremities, and pelvis as well as corresponding radiographic analysis. A laboratory component is included. Prerequisites: admission to the radiography program. Parallel: RAD 111, 112, 113, 115, 119. Open only to radiography students.

Patient Care – RAD 115 (13 lecture, 4 lab hours, 1.0 credits)
This course provides the student with the basic concepts of patient care including consideration for the physical and psychological needs of the patient. Some topics to be covered include: Safety and transport of a patient, infection control, handling acute situations, pharmacology, emergency recognition and response, and vital signs. Prerequisites: admission to the radiography program. Parallel: RAD 111, 112, 113, 114, 119. Open only to radiography students.

Clinical Education I – RAD 119 (417 clinical hours, 9.0 credits)
Clinical Education I is the first in a series of five courses that provide the student with the necessary clinical education needed in the actual practice of radiography. This course takes place in the clinical area. The student is exposed to actual patient contact. The student will begin to rotate through clinical areas of general radiology and will begin to master the basic skills necessary to function in a radiography room. Student rotations through support areas of radiology including transport and clerical/office are included but limited. The student will also begin to learn to master basic radiographic examinations under the direct supervision of a technologist St. Students will be assigned clinically to approximately 24 contact hours / week Students will perform competency exams as identified by the syllabus. Prerequisites: admission to the radiography program. Parallel: RAD 111, 112, 113, 114, 115. Open only to radiography students.

SEMESTER II: SPRING

Medical Terminology II – RAD 121 (8 lecture hours, 0.5 credit)
A continuation of Medical Terminology I. Medical terminology specific to the gastrointestinal, urinary, reproductive, cardiovascular, integumentary, endocrine, nervous and sensory systems is presented. This course is largely self-guided with instructor direction. Prerequisites: RAD 111, 112, 113, 114, 115, 119. Parallel: RAD 122, 123, 129. Open only to radiography students.

Radiographic Anatomy and Physiology II – RAD 122 (54 lecture hours, 3.5 credits)
This course is a continuation of Radiographic Anatomy and Physiology I and is designed to study the human structure and its functions. Structures and functions to be discussed include the axial skeletal system including the vertebral column, bony thorax, cranial and facial bones, digestive, urinary, biliary, reproductive, endocrine, muscular, integumentary, central nervous, cardiovascular, and lymphatic systems. Sectional anatomy of the head, thorax, abdomen and pelvis will be presented with CT and or MRI image correlation to line diagrams. Prerequisites: RAD 111, 112, 113, 114, 115, 119. Parallel: RAD 121, 123, 129. Open only to radiography students.

Radiographic Positioning II – RAD 123 (36 lecture hours, 23 lab hours, 3.0 credits)
This course is a continuation of Radiographic Positioning I and emphasizes the application of skills learned in RAD 104 to new clinical procedures including the vertebral column, bony thorax, cranial exams, and an in-depth presentation of contrast media procedures with focus on the digestive, urinary, and biliary systems. In depth analysis of contrast media pharmacology including uses, contraindications and adverse reactions is included. Venipuncture administration is likewise discussed. Emphasis will be place on radiographic analysis and corrective measures for sub-optimal quality. Additionally, a basic presentation of procedures of the reproductive system, arthrography, and myelography will be presented. An overview of imaging during trauma and surgery is discussed. Age specific considerations including the technical adaptation for and behavioral considerations of patients across a wide spectrum of age will be emphasized. A laboratory component is included. Prerequisites: RAD 111, 112, 113, 114, 115, 119. Parallel: RAD 121, 122, 129. Open only to radiography students.

Clinical Education II – RAD 129 (448 clinical hours, 9.5 credits)
This course is a continuation of Clinical Education I as students continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedure taught in Radiographic Positioning I and II and to master basic patient care. Students will be assigned clinically to approximately 24 contact hours / week. Students will perform competency exams as required by syllabus. Prerequisites: RAD 111, 112, 113, 114, 115, 119. Parallel: RAD 121, 122, 123. Open only to radiography students.

SEMESTER III: SUMMER

Medical Ethics and Law – RAD 131 (8 lecture hours, 0.5 credit)
This course is a basic presentation of standards of ethical conduct and behavior relevant to the medical field in general and radiology in specific. Ethical principles and doctrines are reviewed. Discussion of professional responsibility to patient and the profession in terms of Patient Bill of Rights, Code of Ethics, Scope of Practice, and Standard of Care. The basics of legal aspects of medicine will also be discussed. Various situations pertaining to moral, legal and professional conduct will comprise the core material. Among the legal topics to be discussed will be medico-legal consideration, confidentiality, liability, and informed consent. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139. Parallel: RAD 211, 212, 214, 219. Open only to radiography students.

Fundamentals of Computed Tomography – RAD 132 (8 lecture hours, 0.5 credit)
This course presents the student with information necessary to achieve clinical proficiency in a wide variety of CT exams. Information covered includes basic operating principles of CT, patient care of the CT patient, radiation safety in CT, and procedural aspects of commonly performed CT exams. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139. Parallel: RAD 211, 212, 213, 219. Open only to radiography students.

Clinical Education III – RAD 139 (240 clinical hours, 5.0 credits)
This course is a continuation of Clinical Education II and serves as an intensive focus on the advancement of clinical skills acquired in Clinical Education I and II. Students will continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I and II. Supplemental outside rotations at secondary clinical education sites within the Ascension St. Vincent system and primary

care/ambulatory clinics to promote a wider range of experiences with equipment, protocols, and patient care may be utilized. Students will begin pediatric rotations to advance age specific consideration skills. Students will be assigned clinically to approximately 36 contact hours / week. Students will perform competency exams as required by syllabus. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129. Parallel: RAD 131. Open only to radiography students.

SEMESTER IV: FALL

Radiographic Principles I – RAD 211 (53 lecture hours, 6 lab hours, 3.5 credits)
Basic fundamentals concerned with the production, analysis, and recording of digital radiographic images are included in this course. Understanding IR exposure, contrast, brightness, spatial resolution and distortion as well as their interrelationships will be emphasized. Subject matter will include mAs, kVp, distance relationships, geometric image formation, grids, beam limiting devices, filtration, computers, medical imaging systems, digital image acquisition and processing, post-processing features, digital image artifacts, and technique charts. A laboratory component is included. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139. Parallel: RAD 212, 213, 214, 219. Open only to radiography students.

Fundamentals of Radiation Production – RAD 212 (24 lecture hours, 1.5 credits)
This course is an overview of how x-rays are produced and their interactions in human tissue. To provide a foundation for understanding the production of x-rays, the fundamentals of units of measurements and mathematics, atomic structure and nomenclature, electrodynamics and x-ray circuits, x-ray tubes, and characteristics of x-rays will be discussed. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139. Parallel: RAD 211, 213, 214, 219. Open only to radiography students.

Radiographic Pathology – RAD 213 (12 lecture hours, 0.5 credit)
This course includes the nature and causes of disease, injury and illness, especially as it applies to radiology. This course is intended to provide the student a focus on pathology that can affect the technical factors used to obtain a radiographic image. The course correlates various anatomic systems of the body with pathologies found in those systems. Terminology and technical characteristics will be of major emphasis. Systems will include osseous, respiratory, digestive, cardiovascular, and nervous. Non-systemic neoplasia pathologies and general terms will also be discussed. Basic epidemiology will be presented. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129. Parallel: RAD 139. Open only to radiography students.

Clinical Education IV – RAD 219 (280 clinical hours, 6.0 credits)
This course is a continuation of Clinical Education III as students continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I and II and to continue the advancement basic patient care skills. Supplemental outside rotations at secondary clinical education sites within the Ascension St. Vincent system and primary care/ambulatory clinics to promote a wider range of experiences with equipment, protocols, and patient care may be utilized. Students will continue pediatric rotations and will begin evening assignments as an introduction to radiography services performed after normal working hours. Students will begin dedicated CT rotations to foster clinical proficiency in a wide variety of CT exams. Students will begin rotations through interventional radiology to further their understanding of therapeutic aspects of medical imaging. Students will be assigned clinically to approximately 16 contact hours/week. Students will perform competency exams as required by syllabus. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139. Parallel: RAD 211, 212, 213, 214. Open only to radiography students.

SEMESTER V: SPRING

Radiographic Principles II – RAD 221 (38 lecture hours, 2.5 credits)

This course provides the student with a thorough understanding of specific radiographic imaging equipment used in general radiology and the evaluation of these systems through systematic quality control testing. Topics of discussion will include image intensifiers and fluoroscopic equipment, mobile radiographic equipment, automatic exposure control, digital tomosynthesis and quality control. The course will conclude with the students performing an in-depth self-analysis of their repeat exposures in clinical setting and their opportunities for clinical improvement. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139, 211, 212, 213, 214, 219. Parallel: RAD 222, 223, 224, 229. Open only to radiography students.

Radiation Protection and Radiobiology – RAD 222 (34 lecture hours, 2.0 credits)

This course identifies the human response to ionizing radiation and identifies tissues that are more sensitive than others in radiation. A synopsis of health physics is also introduced to the student identifying specific agencies that govern the radiation exposure to the general public as well as the occupational worker. The application of radiation protection for patients and personnel will be emphasized. The course will include an exploration of deterministic (short term) and stochastic (long term) effects of radiation. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139, 211, 212, 213, 214, 219. Parallel: RAD 221, 223, 224, 229. Open only to radiography students.

Radiographic Image Analysis – RAD 223 (17 lecture hours, 1.0 credit)

This course is designed to assess each student's ability to critique radiographic images for proper patient positioning, exposure factors, anatomy, artifacts and evidence of radiation protection. Critical thinking and problem-solving skills are necessary in determining causes of technical problems and identifying corrective actions. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139, 211, 212, 213, 214, 219. Parallel: RAD 221, 222, 224, 229. Open only to radiography students.

Registry Review – RAD 224 (4 lecture hours, 48 lab hours, 1.5 credits)

This course is a review session to help prepare the students for the national ARRT registry examination. A brief overview of the subjects studied during the course of the program will be addressed. The course also incorporates the use of mock board exams to help aid students in the review process. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139, 211, 212, 213, 214, 219. Parallel: RAD 221, 222, 223, 229. Open only to radiography students.

Clinical Education V – RAD 229 (432 clinical hours, 9.5 credit hours)

This course is a continuation of Clinical Education IV as students continue to rotate through various aspects of the radiology department with the expectation to refine clinical skills through clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I and II and to continue the advancement basic patient care skills. Supplemental outside rotations at secondary clinical education sites within the Ascension St. Vincent system and primary care/ambulatory clinics to promote a wider range of experiences with equipment, protocols, and patient care may be utilized. Students will continue pediatric rotations and continue evening assignments as an introduction to radiography services performed after normal working hours. Students will continue dedicated CT rotations to foster clinical competency in required CT exams. Students will continue rotations through interventional radiology to further their understanding therapeutic aspects of medical imaging. Students will be assigned clinically to approximately 24 contact hours / week. Students must complete all required competencies as defined in syllabus and the Clinical Competency Policy. Prerequisites: RAD 111, 112, 113, 114, 115, 119, 121, 122, 123, 129, 131, 139, 211, 212, 213, 214, 219. Parallel: RAD 221, 222, 223, 224. Open only to radiography students.

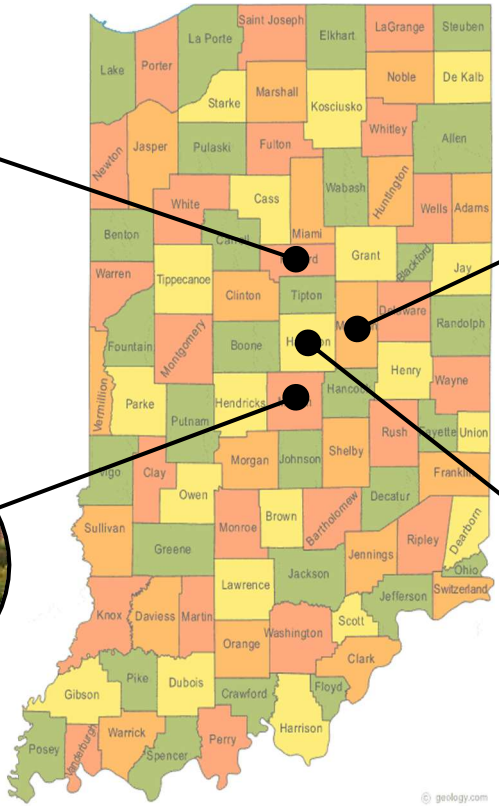
Clinical Externships

In addition to on-site didactic (classroom) education, enrolled students learn to apply radiographic concepts in clinical settings. All clinical education is conducted through the Ascension St. Vincent system. When applying for admission to the program, candidates will choose one of three clinical education sites. These Primary Clinical Education Sites are where the student will spend most of their clinical time in the program. Primary Clinical Education Sites are Ascension St. Vincent Kokomo, Ascension St. Vincent Indianapolis Hospital, and Ascension St. Vincent Anderson Regional Hospital. Students assigned to Ascension St. Vincent Kokomo Hospital and Ascension St. Vincent Anderson Hospital will perform some rotations to Ascension St. Vincent Indianapolis Hospital for clinical services not offered in Kokomo or Anderson.

In addition to primary clinical education sites, students will also rotate to Secondary Clinical Education Sites during their senior year. Secondary sites are smaller hospitals within Ascension St. Vincent and offer unique experiences only found in small-town settings. These assignments are 1 week in duration and will occur generally once or twice each semester. Below is a map of all clinical education sites in the Radiography Program.

Ascension St. Vincent Kokomo
1907 W. Sycamore Street
Kokomo, IN 46901

Ascension St. Vincent Indianapolis
2001 W. 86th Street



Ascension St. Vincent Anderson
2015 Jackson Street
Anderson, IN 46016

Ascension St. Vincent Carmel
13500 N Meridian St.
Carmel, IN 46032

Graduation Requirements

Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the direction of a physician qualified to request radiologic procedures. To that end, for the safety and well-being of patients and the community in general, it is the policy of Radiography Program to assure that all graduates entering to profession of radiography have met the rigorous requirements for graduation, thus enabling their eligibility to sit for the American Registry of Radiologic Technologists (ARRT) board examination.

To be eligible for graduation, the following requirements must be met.

Competent Practice

1. Apply knowledge of anatomy, physiology and positioning to competently and accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic results with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and overall image quality.
4. Apply problem solving and critical thinking skills in the academic and clinical settings.
5. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

Safety

6. Apply principles of radiation protection to patients, self and others.
7. Understand the dangers associated with powerful magnetic fields and apply safety practices while in the MRI area.
8. Apply principles of infection control and standard precautions for the protection of patients, self and others.
9. Recognize when radiographic equipment is not operating properly and report equipment malfunctions to the proper authority.

Patient Care

10. Provide basic patient care and comfort to patients across the age continuum.
11. Recognize emergency patient conditions and initiate lifesaving first-aid and basic life-support procedures.

Communication

12. Demonstrate effective verbal, non-verbal and written medical communication in providing patient care and maintaining professional relationships with other members of the health care team.

Professional Practice

13. Demonstrate understanding of the role quality assurance and continual quality improvement play in medical imaging.
14. Comply with the profession's Code of Ethics and Practice Standards and perform clinically within the industry’s standard of care.
15. Develop professionally beyond the program’s clinical and academic performance expectations (see Professional Development policy).

16. Demonstrate professionalism and reliability.

Qualifications

17. Demonstrate ARRT Board examination readiness.

Early Graduation

The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

Program Goals and Outcomes

The Ascension St. Vincent Radiography Program is committed to offering the highest quality education in medical imaging available. That commitment is carried out though the educational process and high the performance standards students are expected to meet. To measure the effectiveness of the education process, the Radiography Program has established broad Goals and specific Outcomes, which are the foundation of a comprehensive Assessment Plan that details how these Goals and Outcomes are assessed annually. The Radiography Program Assessment Plan can be found online at https://medicaleducation.ascension.org/indiana/st-vincent-radiography-program/-/media/project/microsites/in-st-vincent-radiography-program/assessment-plan-2022-23.pdf.

Goal 1: Student Learning: Students will be clinically competent.

1.1. Students will produce radiographs of diagnostic patient positioning quality.
1.2. Students will produce radiographs demonstrating appropriate radiation safety.
1.3. Students will provide quality patient care.

Goal 2: Student Learning: Students will demonstrate critically thinking.

2.1. Students will be able to analyze radiographs for technical quality.
2.2. Students will be able to adapt clinically.

Goal 3: Student Learning: Students will communicate effectively.

3.1. Students will demonstrate written communication skills.
3.2. Students will demonstrate verbal communication skills.

Goal 4: Program Effectiveness: The program will prepare students to challenge the ARRT credentialing exam.

4.1. An adequate % of program graduates will successfully pass the ARRT examination on the first attempt.

Goal 5: Program Effectiveness: The program will maintain a positive learning environment.

5.1. Graduating students will express overall satisfaction with the program prior to graduation.
5.2. Alumni will express overall satisfaction with the program quality

Goal 6: Program Effectiveness: The program will demonstrate a positive effect on the community.

6.1. Students will graduate from the program.
6.2. Program graduates actively seeking employment will be gainfully employed.
6.3. Employers of program graduates will express overall satisfaction with graduate quality.

Program Outcome Results

Below are the 5-year running results on key program outcomes. For more detailed program assessment results, contact the program director (contact information is found herein under "Program Faculty").

ARRT Results

- 2025: 100% first attempt pass rate (11 of 11 graduates passed)
- 2024: 100% first attempt pass rate (14 of 14 graduates passed)
- 2023: 100% first attempt pass rate (11 of 11 graduates passed)
- 2022: 100% first attempt pass rate (13 of 13 graduates passed)
- 2021: 93.3% first attempt pass rate (14 of 15 graduates passed)
- 5-year average: 98.4% first attempt pass rate (63 of 64 graduates passed)

Program Completion

- 2025: 78.6% (11 of 14 students graduated)
- 2024: 87.5% (14 of 16 students graduated)
- 2023: 79% (11 of 14 students graduated)
- 2022: 81% (13 of 16 students graduated)
- 2021: 94% (15 of 16 students graduated)
- 5-year average: 84.2% (64 of 76 graduated)

Employment / Placement within 6 months following graduation

- 2025: 100% (11 of 11 graduates employed)
- 2024: 100% (14 of 14 graduates employed)
- 2023: 100% (11 of 11 graduates employed)
- 2022: 100% (13 of 13 graduates employed)
- 2021: 100% (15 of 15 graduates employed)
- 5-year average: 100% (67 of 67 graduates employed)

Terminal Credential

Upon completion of the program, graduates will earn the Associate of Applied Science degree in Radiography. After completing the program, graduates must take and pass the national certifying exam given by the American Registry of Radiologic Technologists (ARRT) to earn a Radiologic Technologist license from the Indiana State Department of Health (see "Program Overview" herein).

Program Faculty

Program Director / Dean of Accreditation and Compliance

Mark Adkins, MSEd*, RT (R)(QM)
Ascension St. Vincent Indianapolis Hospital
8402 Harcourt Rd., Suite 210
Indianapolis, IN 46260
Office: (317) 338-3879
Email: MEAdkins@ascension.org
* University of Kentucky, May 1994

Mark Adkins assumed the role of Ascension St. Vincent Radiography Program Director in March 2003. Mr. Adkins was appointed the Ascension St. Vincent College of Health Professions Dean of Operations in January 2015. Mr. Adkins previously served as a Program Director for 6 years at Ascension St. Mary's Hospital in Huntington, WV and as a program faculty member at the University of Kentucky for 5 years. He also served as Director of Radiology for Ascension St. Joseph Healthcare in Lexington, KY. Mark completed his radiography training at a hospital-based program in Ashland, KY in 1986, graduated from the University of Kentucky with a BS in 1990 and a MSEd in 1994. He is board certified by the American Registry of Radiologic Technologist (ARRT) in general radiography (R) and quality management (QM).

Clinical Coordinator

Kirsti Humburg, MHA*, RT (R)(MR), MRSO (MRSC)
Ascension St. Vincent Indianapolis
2001 W. 86th Street
Indianapolis, IN 46260
Office: 317.338.2868
Email: kirsti.mikel@ascension.org
* University of Southern Indiana, December 2022

Kirsti Humburg graduated from Ivy Tech Community College in 2007 with an Associate of Science in Radiologic Technology. As a new radiographer, she worked at St. Vincent Carmel Hospital. During this time, she completed a training program in Magnetic Resonance Imaging in 2012 and earned a Bachelor of Science in Imaging Sciences in 2016. Kirsti's work experience since leaving Carmel Hospital is a combination of radiography and MRI within outpatient and hospital environments. Kirsti enjoyed serving on the MR Safety Committee and performing MRSO duties. She has also been an Adjunct Lecturer for IUPUI's radiography program. Kirsti is passionate about patient care, safety, and life-long learning and recently completes a Master of Health Administration degree in December 2022. She hopes to impart knowledge, skills, and ethical standards into the next generation of imaging technologists.

Clinical Coordinator

Sarah Maloy MS*, RT(R)(S)(CT), RDMS, RVT
Ascension St. Vincent Kokomo Hospital
1907 W. Sycamore Ascension St.
Kokomo, IN 46904-9010
Phone: (765) 456-5569
Email: sarah.maloy@ascension.org
* Indiana Wesleyan University, May 2017

Sarah Maloy MS, RT(R)(S)(CT), RDMS, RVT, joined the Radiography Program in October 2023 as the Clinical Coordinator at Ascension St. Vincent Kokomo hospital. She attended the Ascension St. Vincent Radiography Program from 2005 to 2007 at St. Joseph Hospital in Kokomo where she completed her radiography certification in 2007. In 2014 Sarah completed her bachelor's degree in medical imaging focusing on sonography at Indiana University Kokomo followed by a master's degree in management at Indiana Wesleyan in 2017. Sarah is board certified through the American Registry of Radiologic Technologists in radiography, CT, and ultrasound, and is board certified through the American Registry for Diagnostic Medical Sonography in abdomen, breast, OB/GYN, and vascular specialties. From 2007 to 2013, Sarah worked at Ascension St. Vincent Kokomo hospital as a radiographer and computed tomography technologist. Sarah also worked Logansport Memorial Hospital from 2004 to 2023 as radiographer, computed tomography technologist and OB/GYN and vascular sonographer. From 2019 to 2022, Sarah served as the Vascular Clinical Coordinator for the Ascension St. Vincent College of Health Professions Sonography Program where she fell in love with teaching. Sarah is passionate about sharing her knowledge and experience to future students pursuing their career in medical imaging.

Clinical Coordinator

Rachael Powell, BS, RT (R)(CT)
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215 Jackson Ascension St.
Anderson, IN 46016
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Email: rachael.powell@ascensino.org
* Indiana University-Purdue University Indianapolis (IUPUI), May 2024

Clinical Coordinator

Stacy Stevenson, BS*, RT (R)
Ascension St. Vincent Carmel Hospital
13500 N Meridian St.
Carmel, IN 46032
Phone: TBD
Email: stacy.stevenson@ascension.org
* Ball State University, May 2012

Stacy Stevenson will join the Ascension St. Vincent College of Health Professions Radiography Program in June 2025 as the Clinical Coordinator at Ascension St. Vincent Carmel and Fishers hospitals. Stacy graduated with an Associate of Science degree in Radiology from Ball State University in 2012. In 2018, Stacy completed her Bachelor of Science degree in Social and Behavioral Science with a minor in Communications and Medical Sociology at Indiana University Purdue University Indianapolis. Stacy is board certified through the American Registry of Radiologic Technologists in radiography.

Upon graduation from Ball State in 2012, Stacy was employed at IU Health Methodist Hospital in Indianapolis until 2019. At IU Health Methodist Hospital she gained skills in trauma imaging, orthopedic imaging, mobile imaging, fluoroscopy, C-arm, and O-arm surgical imaging. Stacy was active in teaching and supervising IU Health Methodist radiography students in the clinical setting. In 2019 Stacy joined the Indiana Spine Hospital as a surgical radiographer. This experience has given her extensive knowledge in surgical radiology, especially of the spine, including a deep understanding of C-arm and O-arm use. Stacy also held a seat on the Radiation Safety Committee and coordinated many administrative tasks pertaining to the radiology department at the Indiana Spine Hospital.

Clinical Preceptors

Jennifer Ashland, RT (R) Radiography Ascension St Vincent Indianapolis	**Angela McDonald, RT (R)** Radiography Ascension St Vincent Indianapolis	**Wesley Sefton, RT (R)** Radiography Ascension St Vincent Kokomo
TBD Radiography & CT Ascension St. Vincent Anderson	**Taylor Morris, RT (R)** Radiography Ascension St Vincent Carmel	**Birgitta Handford, RT (R)** Radiography Ascension St. Vincent Fishers
Aaron Adelsperger RT (R)(CT) Computed Tomography Ascension St Vincent Fishers	**Allison Stout, RT (R)** Radiography Ascension S.V. Russiaville Clinic	**Jeff Cseke, RT (R)(CT)** Computed Tomography Ascension St Vincent Indianapolis
Michelle Munoz, RT (R)(CT) Computed Tomography Ascension St Vincent Kokomo	**Chris Davidson-Martin** Computed Tomography Ascension St Vincent Carmel	

Section X

Diagnostic Medical Sonography Program

Program Overview

Ascension St. Vincent Diagnostic Medical Sonography Program is a twenty-four month (96 instructional weeks), full-time residential education program covering the art and science of sonography (or ultrasound technology). Sonography is one of several fields of medicine involving diagnostic imaging examinations that are interpreted by a radiologist or other physician. These fields collectively are referred to as medical imaging. Sonographers (or Ultrasound Technologists) are educated in anatomy, patient positioning, examination techniques, equipment protocols, ultrasound safety, and basic patient care. Sonographers work in a variety of areas of Medical Imaging including general sonography, obstetrics and gynecology sonography, vascular sonography and pediatric sonography. Sonographers with advanced degrees may also work in hospital management, education, or sales / marketing. Sonographers work in a variety of settings, including hospitals, clinics, physician offices, and mobile units. To learn more about sonography and related fields in medical imaging, visit http://www.ardms.org/Discover-ARDMS/Students/Pages/Resources-for-Students.aspx

Individuals interested in the program must submit an application to be considered for acceptance into the program. If selected, classes begin in June, with graduation occurring 24 months later in May. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies to the program will be selected. To learn more about the selection process, see "Admissions" in this section.

The Sonography Program offers a residential curriculum that consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on-site five days per week. All classroom education and clinical training is conducted within the Ascension St. Vincent system.

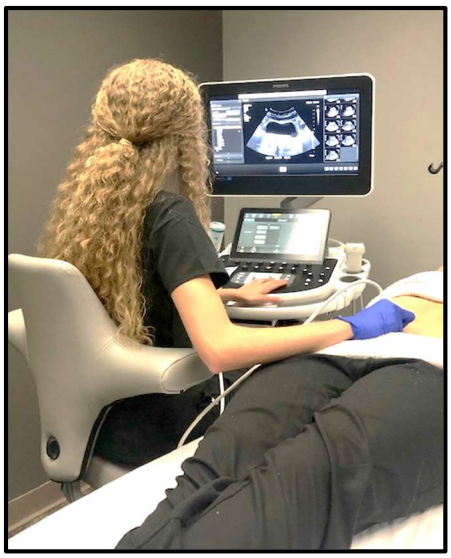
Not an Ascension St. Vincent Hospital Facility

The Sonography Program gained programmatic accreditation through The Commission on Accreditation of Allied Health Education Programs (CAAHEP) based on the recommendation from the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) in November of 2020. This accreditation is the gold standard for ultrasound programs and enables the student to sit for their American Registry of Diagnostic Medical Sonography (ARDMS) specialty board examination under prerequisite 2, a graduate from an accredited program. Sonographers, or Ultrasound Technologists, work under the direction of a radiologist or other qualified physician to perform medical imaging procedures on patients for diagnosis. Sonographers work in a variety of settings including hospitals, walk-in clinics and physician offices. In hospital settings, sonographers perform medical imaging procedures in the medical imaging department, emergency department (ER), surgery, and bedside in patient rooms and critical care units.

Job Overview

Sonography has many different areas of concentration, including but not limited to, abdomen, superficial structures, obstetrics, gynecology and vascular technology. Each of these concentrations will be taught to the sonography students to provide a well-rounded education that prepares them to work as a sonographer within the hospital setting.

During the performance of sonographic procedures, sonographers must communicate with and provide care to patients of all ages and in all physical conditions. Sonographers manipulate sonographic and patient care equipment to accurately demonstrate anatomical structures on medical images and to provide quality care. Sonographers work frequently with computer systems to enter patient information and produce digital sonographic images.



Ascension St. Vincent Indianapolis

Sonographers must be able to take direction from physicians and management and yet operate independently within the scope of practice and state and federal regulations. Sonographers use critical thinking in adapting sonographic examinations to unique circumstances and in assessing medical images for appropriate image quality and corrective actions, if needed. Sonographers must be emotionally stable to perform sonographic examinations on patients under difficult circumstances.

Essential Skills and Abilities

To competently practice sonography, sonographers must possess the following skills and abilities:

1. Physical/Motor Skills
    - Stand and walk for extended periods of the time
    - Perform physically strenuous tasks including raising patients in bed, maneuvering patients to and from tables/stretchers and carrying or maneuvering equipment
    - Rise from a seated position without assistance
    - Twist and bend at the waist
    - Extend the hands and arms in any direction
    - Hold, grasp and turn objects with the hands
    - Reach your hands above your head
2. Sensory Abilities
    - Correctable near vision to 20 / 40 in at least one eye
    - Correctable far vision to 20 / 40 in at least one eye
    - Depth perception
    - Distinguish colors
    - Hear audible speech (e.g. person-to-person communication) at 10 feet
    - Hear speech when lips are not visible (e.g. wearing a surgical mask)
    - Hear auditory alarms (e.g. patient monitors, fire alarms)
    - Hear speech over a telephone

- Detect odors such as smoke, alcohol, noxious gasses

Ascension St. Vincent Indianapolis

3. Communication Abilities
    - Read documents in English
    - Write legibly in English
    - Speak fluently in English
    - Understand speech in English
    - Adapt verbal communication to patient/visitor limitations (e.g. hearing loss, pediatrics, diminished mental capacity)
4. Emotional and Behavior Skills
    - Willingness to take directions
    - Be self-directed and assertive
    - Provide emotional support to others in distress
    - Adapt to a changing environment
    - Monitor own emotional state
    - Manage frustration appropriately
    - Accept responsibility for own errors or shortcomings
    - Express emotions in a socially acceptable manner
    - Respect interpersonal boundaries
    - Manage interpersonal and organizational conflicts in a respectful and professional manner
5. Intellectual Abilities
    - Recall information with reasonable accuracy
    - Recognize cause and effect relationships
    - Anticipate/plan ahead for activities or situations
    - Perform tasks in a logical and efficient sequence
    - Prioritize competing tasks
    - Problem solve when the solution is not self-evident

Not an Ascension St. Vincent Hospital Facility

    - Use visual/spatial processing in evaluating sonographic images
    - Demonstrate attention to detail
    - Evaluate own performance to determine corrective actions when appropriate

Ascension St. Vincent does not discriminate on the basis of disability as determined by the American with Disabilities Act (ADA). Physical/motor skills, sensory abilities, and communication skills are not assessed during the selection phase of the admissions process. Emotional/behavioral skills and intellectual abilities are assessed during the selection phase of the admissions process as they relate to a candidate's academic record and ability to communicate effectively in English during a personal interview. The ASVCHP Disability Accommodations policy will detail the procedure to request disability accommodations.

Facilities

All Diagnostic Medical Sonography education occurs within the Ascension St. Vincent network. The DMS Program has a dedicated classroom at Ascension St. Vincent Indianapolis Hospital where all students will have didactic classes. The Ascension St. Vincent Indianapolis Hospital Sonography Scan Lab has two patient carts and two ultrasound machines for practicing. Students will scan each other in a supervised scan lab to gain practice on the material taught in the classroom and seen during clinical rotations.

Clinical education occurs at hospitals throughout Ascension St. Vincent. All Ascension St. Vincent hospitals have a variety of medical imaging equipment that students will use under supervision for performing sonographic procedures on actual patients, practicing sonographic positioning concepts and performing "laboratory" assignments to better understand theoretical concepts and scanning techniques. More information is found in this section under "Clinical Externships."

Program History

The Diagnostic Medical Sonography Program began in 2018 when Ashlie Munchel was brought on board as the Sonography Program Director to begin building the diagnostic medical sonography program. The program enrolled its first class of students in June of 2019. In May of 2021, the Diagnostic Medical Sonography Program graduated its first cohort. The sonography program is a great addition to the college and Ascension St. Vincent as it will help fill the shortage of ultrasound technologists within the medical imaging field.

Mission Statement

Our Mission is to make a positive difference in the lives and health delivery status of our students, the people we serve, and the community. This is accomplished through a commitment of excellence by our faculty and staff, Advisory Board, and the sponsoring institutions in the delivery of quality training and education opportunities in radiological sciences. We will display compassion and dignity to all. Our paradigms will be open to all aspects of education that do not violate the Mission or Core Values of our sponsoring and affiliated institutions.

Admissions

Ascension St. Vincent Diagnostic Medical Sonography Program provides equal opportunity to all applicants. The program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on requirements and preference categories listed herein.

Application Procedure

To be considered for admission into the Diagnostic Medical Sonography Program, an application must be submitted. In addition to the College admission requirements described in Section III, DMS Program applicants must also attend a mandatory pre-admission conference during the year of application. The application and admission conference dates, locations and times can be found on the sonography program website at https://medicaleducation.ascension.org/indiana/st-vincent-sonography-program. All application documents must be sent directly to the Program Director as indicated on the application.

Academic Requirements

To be accepted in the program, the applicant must meet the following requirements:

1. Have a minimum college GPA of 3.00 (4.00 scale) on **all** college academic work from all post-secondary college-level institutions.
2. Complete at least **3** credit hours in **Algebra, Statistics or higher mathematics course** by June 1 of the enrollment year.
3. Complete at least **3** credit hours in **general college-level physics and/or radiographic physics** by June 1 of the enrollment year.
4. Complete at least **3** credit hours in **Communication Skills** (The communication skills requisite may be met by a variety of courses including, English, speech or composition) by June 1 of the enrollment year.
5. Complete at least **5** credit hours in **Human Anatomy and Physiology** by June 1 of the enrollment year.
6. Complete at least **1** credit hours in **Medical Terminology** by June 1 of the enrollment year.
7. All general education courses must be 100 level or higher courses.
8. All the above courses must be completed with a letter grade of "C" or higher. In cases where a letter grade is not assigned, the program will only accept any course graded as "P", "S", or other such institutional designation as evidence the course was successfully completed as passing.
9. The above coursework must be from regionally-accredited institutions or ABHES accredited institutions.
    - Accrediting Commission for Community and Junior Colleges (ACCJC)
    - Higher Learning Commission (HLC)
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools (SACS)
    - WASC Senior College and University Commission (WASC)

Pre-Admission Conference

Applicants are required to attend a live pre-admission conference to be considered for admission. If live, in-person conferences are offered, the program website www.stvincent.org/sonography will be updated with dates, times and locations. In certain situations, the applicant can view a recording of the pre-admission conference, if available. Following completion of this requirement, the applicant will be required to submit documentation of participation. More information about this documentation will be provided at the live conference or in the recording. This documentation must be submitted by January 31st. Remember, this activity is **MANDATORY** to be considered for admission to the program.

Preferences

All candidates who meet the minimum requirements are encouraged to apply to the program. Because the selection process is competitive, not all applicants who meet minimal admission requirements will be selected for the program. All qualified candidates will be evaluated for consideration based on merit by utilizing the program's established screening process. Preference may be given to candidates who, at the time of application, have completed all general education. Additionally, preference may be given to applicants who reside in the state of Indiana at the time of application or, for applicants who reside outside of Indiana at the time of application, are employed within an Ascension facility.

Clinical Observation

Although not required for consideration of admission, the program faculty **strongly recommends** that candidates complete an onsite observation in **obstetric, general and vascular sonography**. Applicants are advised to allow sufficient observation time in sonography to familiarize themselves with the role of sonographers in a health care setting. Observations may or may not be completed at a hospital affiliated with the Sonography Program. To request an observation, applicants must access the observation request forms on the website, www.stvincent.org/sonography, and submit the required paperwork to the program director.

Bankruptcy Appeal

For a variety of reasons, there are some individuals whose overall college GPA is adversely affected by a period of poor academic performance, such that their overall GPA is not an accurate indication of their true academic abilities. Many of these same students have subsequently demonstrated the ability to achieve academic success. The bankruptcy policy allows individuals to exclude an earlier portion of their academic record while still receiving credit for having passed prerequisite courses so that the GPA considered by the Program Admissions Committee more accurately reflects the student's true academic abilities. The policy does not allow individuals to pick and choose poor classes or semesters, but instead allows an individual to convey, "that was me then, but this is what I am capable of now." If you feel that this policy would benefit you, we encourage you to submit your appeal.

Academic bankruptcy permits the faculty to not consider some of an applicant's post-secondary grades if certain conditions are met. Criteria for consideration include the following.

- The applicant's academic record following the academic bankruptcy must be at least 3.0 GPA.
- The applicant must have completed 2 semesters of full-time enrollment (12 credits each semester) following the date of bankruptcy.

To be considered for an academic bankruptcy, applicants must make the request using the program's Academic Bankruptcy request form located at https://medicaleducation.ascension.org/indiana/st-vincent-sonography-program/admissions-process/bankruptcy-appeal. The request must be received by the program director by the January 31 application deadline.

The program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Official transcripts of all post-secondary academic work must still be submitted as indicated earlier. Faculty reserve the right to deny an academic bankruptcy request as the faculty deem appropriate.

If approved, **all** academic grades prior to the bankruptcy date will not be considered toward the calculated GPA for admission purposes. However, bankrupted grades from courses passed with a letter grade of "C" or higher will still be credited toward meeting the program's general education requirements if the course would otherwise meet the requirement.

The program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Official transcripts of all academic work must still be submitted as indicated earlier.

Foreign Educated Applicants
Applicants educated in foreign countries are welcomed to apply to the program. However, candidates must have completed all the program's general education requirements through regionally accredited American colleges and universities. No foreign academic work will be considered toward the general education requirements.

Selection Process
Applications are initially reviewed for completeness of required documents. Only members of the core program faculty will review application files for minimal requirements and scoring. Only applications meeting minimal requirements will be considered for admission. Applications are scored using an established and approved score sheet. The program reserves the right to automatically reject candidates who have applied for admission to the program on three previous attempts.

Applicants who submitted a completed application and application fee by the deadline, attended the mandatory pre-admission conference, submitted official transcripts from all post-secondary institutions of record, and meet minimum requirements for consideration will be reviewed based on their academic record. The program faculty will use a process to objectively score and rank applicants. Based on this rank order, some applicants will be invited to attend a personal interview. Interview candidates will be notified of their respective interview appointment.

Interviews will be conducted using an established format including defined questions and a scored rubric. Following each candidate's interview, each faculty member will independently score the applicant prior to any discussion of the applicant. The applicant's final comprehensive score will be the average of all faculty members' score. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. The comprehensive score rubric will be made publicly available on the program's website. Only blank rubrics are made available. The program does not share completed rubrics with applicants following their interview.

Following all interviews, applicants will be rank ordered according to their comprehensive score. Final selection of applicants for admission into the program will be based on the comprehensive score. Selection for admission into the program is conditional. Active enrollment is granted only after the conditionally accepted applicant meets all conditions as stipulated in CHP.ENR.01, "College Admission" policy.

Criminal History and/or Professional License or Certification Suspension or Revocation
If accepted for enrollment into the program, the candidate with a criminal history or who had a professional license or certification revoked or suspended will be required to submit to the ARDMS/ARRT a pre-eligibility application at their own expense. The applicant will be required to forward the decision of the ARDMS/ARRT to the Program Director upon receipt. The decision of the ARDMS/ARRT will be considered when determining full, unconditional admission. Unconditional acceptance will be contingent upon receiving the ARDMS/ARRT decision by an established deadline. Denial of pre-eligibility by the ARDMS/ARRT will result in immediate revocation of conditional acceptance. While approval of pre-eligibility by the ARDMS/ARRT is required to gain full, unconditional acceptance into the program, the program reserves the right to deny full unconditional acceptance to any individual with a criminal history or who had a professional license or certification revoked or suspended based on individual circumstances regardless of the ARDMS/ARRT ruling.

Satisfactory Academic Progress

The Ascension St. Vincent College of Health Professions is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Likewise, the College has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the College has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Students are required to maintain satisfactory academic progress "SAP" to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards were discussed fully in Section IV. Candidates are encouraged to review the SAP standards thoroughly. The SAP standards include:

- Course Grading Scale used by all College programs
- Calculation of Grade Point Average (GPA)
- Academic time increments for progress standards
- Specific satisfactory academic progress standards
- Progress monitoring
- Academic probation, dismissal, appeals, reinstatement, and reapplication

Course Grading

Unless otherwise indicated in the course syllabus, final course grades for DMS courses are calculated based on the college course grading criteria. Students must achieve a letter grade of "C" or higher or "Pass" in each course to remain enrolled in and successfully complete the program.

Academic Tests Mastery

The Diagnostic Medical Sonography Program is mastery-based, meaning students must achieve mastery level on core written and clinical assessments to progress in the program. For written formative tests, students must achieve a minimum score of 80%. Students who do not achieve an 80% on the first attempt will be required to repeat the exam for a maximum score of 80%. Failure to achieve an 80% on the second formative test will result in remediation of the material.

Simulated Lab Tests Mastery

Scan Lab competencies are an integral part of Intro to DMS, General Sonography, OB/Gyn Sonography and Vascular Technology courses. Each exam category is tested following a lecture exam over the same content and correlates to clinical competency exam categories. The goal of the scan lab competencies is to prepare the student for the clinical competency that takes place on a real patient and to gain constructive feedback that can benefit the student.

Clinical Competency Mastery

The ARDMS has established minimal clinical requirements for exam eligibility. Enrolled students must pass every attempted clinical competency evaluation to graduate from the program. Students must achieve an 75% score on all clinical competency evaluations to be deemed competent with the given

procedure. All failed competency grades will stand and be averaged into the student's clinical competency average for the semester in which the exam was attempted. The minimum failed competency grade that will be recorded will be 75%.

Students who do not achieve a 75% on the first attempt will be required to repeat the competency evaluation for a maximum score of 75%. A passing score on a failed evaluation does not negate the original failed score. Failure to achieve a 75% on the second competency evaluation will result in remediation for the student. Students who fail to pass a clinical competency evaluation by the third attempt will be placed on clinical probation (see Probation Policy). Additionally, further remediation will result. Given the ARDMS exam eligibility requirements, the student must pass the failed competency exam by the fourth attempt. Failure to pass the competency evaluation by the fourth attempt will result in the student being dismissed from the program.

Any student that scores an unsatisfactory rating in the following categories (general equipment understanding, selection of transducer, patient interaction, time management or overall exam quality) of the clinical competency will automatically fail the competency and need to repeat it regardless of their score.

Prior Learning Credit

The Diagnostic Medical Sonography Program does not offer Prior Learning Credit.

Diagnostic Medical Sonography Program
Associate of Applied Science Curriculum

General Education (Transferred in)					
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
NA	Algebra, Statistics or Higher Math	3	NA	Medical Terminology	1
NA	Gen. Physics or Radiographic Physics	3			
NA	Communication Skills	3			
NA	Human Anatomy and Physiology	5			

Summer Semester I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 111	Intro to DMS	16	24	0	1.5
DMS 112	Patient Care	28	9	0	2.0
DMS 113	Fundamentals of Ultrasound	16	0	0	1.0
DMS 119	Clinical Observation	20	0	52	2.0
Total		**80**	**33**	**52**	**6.5**
Fall Semester II					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 121	General Sonography I	38	60	0	4.5
DMS 122	OBGYN Sonography I	30	18	0	2.5
DMS 123	Vascular Technology I	30	57	0	3.5
DMS 124	Ultrasound Physics I	57	0	0	3.5
DMS 129	Clinical Practicum I	0	0	312	6.5
Total		**155**	**135**	**312**	**20.5**
Spring Semester III					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 131	General Sonography II	36	54	0	4.0
DMS 132	OBGYN Sonography II	28.5	12	0	2.0
DMS 133	Vascular Technology II	28.5	57	0	3.5
DMS 134	Ultrasound Physics II	54	0	0	3.5
DMS 139	Clinical Practicum II	0	0	304	6.5
Total		**147**	**123**	**304**	**19.5**
Summer Semester IV					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 219	Clinical Practicum III	0	0	312	6.5
Total		**0**	**0**	**312**	**6.5**
Fall Semester V					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 221	General Sonography III	19	21	0	1.5
DMS 222	OBGYN Sonography III	28.5	8	0	2
DMS 223	Vascular Technology III	30	57	0	3.5
DMS 229	Clinical Practicum IV	0	0	464	10
Total		**77.5**	**86**	**464**	**17**
Spring Semester VI					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
DMS 231	Research on Case Studies	0	57	0	1.5
DMS 232	Registry Review	21	36	0	2.5
DMS 239	Clinical Practicum V	0	0	440	9.5
Total		**21**	**93**	**440**	**13.5**
General Education Credits Required					**15**
Program Credits Required					**83.5**
Total Credits Required					**98.5**

DMS Program Course Descriptions

SEMESTER I

Intro to DMS - DMS 111 (16 lecture hours, 24 lab hours, 1.5 credits)

This course provides the diagnostic medical sonography student with an orientation of the program, introduces the student to the sonographic equipment, sonographic anatomy and sonographic scanning so the student can transition into the clinical site with basic knowledge of a sonographer and their expectations. This course will give the student's knowledge of the protocols being utilized in their clinical settings. The students will have a very basic and limited understanding of normal anatomy, physiology, protocol, and scanning techniques with the more frequent exams seen in general and vascular sonography so the students can transition into their clinical site with a better understanding of sonography. This course contains educational objectives, learning activities and scan labs directed toward aiding the student in obtaining this goal. Parallel: DMS 112, 113, 119. Open only to sonography students.

Patient Care - DMS 112 (28 lecture hours, 9 lab hours, 2.0 credits)

This course provides the diagnostic medical sonography students with the basic concepts of patient care including consideration for the physical and psychological needs of the patient. Some topics to be covered include: Safety and transport of a patient, infection control, isolation techniques, aseptic technique, handling acute situations, pharmacology, emergency recognition and response, and vital signs. This is a time for the students to develop their own patient care techniques while developing an understanding of body mechanics, patient assessment techniques, ethical, legal, and professional issues. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Parallel: DMS 111, 113, 119. Open only to sonography students.

Fundamentals of Ultrasound - DMS 113 (16 lecture hours, 0 lab hours, 1 credits)

This course is designed to provide the diagnostic medical sonography students an understanding of work-related musculoskeletal injury, incidence of sonographer injuries, and prevention of such injuries by following proper ergonomic guidelines. This course will also provide the student with knowledge of and the importance of professional development and continuing education within the field of Diagnostic Medical Sonography. The student will be able to discuss and define the use of Information Technology within the field of Radiology. This course will also give the student a good understanding of Medical Ethics and Law as it pertains to the Patient's Bill of Rights and the Health Insurance Portability and Accountability Act (HIPAA). Parallel: DMS 111, 112, 119. Open only to sonography students.

Clinical Observation - DMS 119 (20 lecture, 52 clinical hours, 2.0 credits)

This course provides the diagnostic medical sonography student with an introduction to sonographic anatomy, sonographic scanning, and patient care. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Parallel: DMS 111, 112, 113. Open only to sonography students.

SEMESTER II

General Sonography I - DMS 121 (38 lecture hours, 60 lab hours, 4.5 credits)

Upon completion of this course, the diagnostic medical sonography student will gain knowledge and understanding of the normal organ systems and vascular structures of the abdomen and superficial organs. The student will gain knowledge to recognize and identify the sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns of the abdomen and

superficial organs. The students will gain knowledge of the invasive procedures that are performed with ultrasound guidance. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119. Parallel: DMS 122, 123, 124, 129. Open only to sonography students.

OBGYN Sonography I - DMS 122 (30 lecture hours, 18 lab hours, 2.5 credits)

This course is designed to provide the diagnostic medical sonography student with a thorough understanding of normal and abnormal female pelvic anatomy, pathology associated with the female pelvis, conception, infertility, embryonic development, first trimester normal anatomy and sonographic technique and appearance of the aforementioned topics. This course will also teach pelvic Doppler technique. The students will gain knowledge of the invasive procedures that are performed with ultrasound guidance. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119. Parallel: DMS 121, 123, 124, 129. Open only to sonography students.

Vascular Technology I - DMS 123 (30 lecture hours, 57 lab hours, 3.5 credits)

This course is designed to provide the diagnostic medical sonography student with the knowledge of the peripheral venous system and peripheral arterial system to include anatomy, physiology and pathology of the aforementioned system. This course is also designed to provide an understanding of miscellaneous arterial and venous anatomic and pathological conditions related to the profession of sonography. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119. Parallel: DMS 121, 122, 124, 129. Open only to sonography students.

Ultrasound Physics I - DMS 124 (57 lecture hours, 0 lab hours, 3.5 credits)

This course allows the diagnostic medical sonography student to develop a fundamental knowledge of the physical and vascular principles that are used in the field of diagnostic medical sonography. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119. Parallel: DMS 121, 122, 123, 129. Open only to sonography students.

Clinical Practicum I - DMS 129 (312 clinical hours, 6.5 credits)

This course has students rotate through various clinical sites. This course provides the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 16 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: DMS 111, 112, 113, 119. Parallel: DMS 121, 122, 123, 124. Open only to sonography students.

SEMESTER III

General Sonography II - DMS 131 (36 lecture hours, 54 lab hours, 4 credits)

Upon completion of this course, the diagnostic medical sonography student will gain knowledge and understanding of the normal and abnormal organ systems and vascular structures of the abdomen and superficial organs. The student will gain knowledge to recognize, identify, and appropriately document the abnormal sonographic and Doppler patterns of disease processes, pathology, and pathophysiology of

the abdomen and superficial structures. The student will learn how to modify the scanning protocol based on the sonographic findings and the differential diagnosis. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129. Parallel: DMS 132, 133, 134, 139. Open only to sonography students.

OBGYN Sonography II - DMS 132 (28.5 lecture hours, 12 lab hours, 2 credits)

This course is designed to provide the diagnostic medical sonography student with a thorough understanding of, normal and abnormal 1st, 2nd and 3rd trimester fetal development, pathologies that can occur during fetal development and prognosis and treatment of such pathologies during pregnancy and after birth. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129. Parallel: DMS 131, 133, 134, 139. Open only to sonography students.

Vascular Technology II - DMS 133 (28.5 lecture hours, 57 lab hours, 3.5 credits)

This course is designed to provide the diagnostic medical sonography student with the knowledge of the abdominal vascular system to include anatomy, physiology and pathology of the aforementioned system. This course is also designed to provide an understanding of miscellaneous arterial and venous anatomic and pathological conditions related to the profession of sonography. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129. Parallel: DMS 131, 132, 134, 139. Open only to sonography students.

Ultrasound Physics II - DMS 134 (54 lecture hours, 0 lab hours, 3.5 credits)

This course is a continuation of Ultrasound Physics I and allows the diagnostic medical sonography student to develop a fundamental knowledge of the physical and vascular principles that are used in the field of diagnostic medical sonography. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129. Parallel: DMS 131, 132, 133, 139. Open only to sonography students.

Clinical Practicum II - DMS 139 (304 clinical hours, 6.5 credits)

This course is a continuation of Clinical Practicum I as students continue to rotate through various clinical sites. This course provides the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 16 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129. Parallel: DMS 131, 132, 133, 134. Open only to sonography students.

SEMESTER IV

Clinical Practicum III - DMS 219 (312 clinical hours, 6.5 credits)

This course is a continuation of Clinical Practicum II as students continue to rotate through various clinical sites. This course provides the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 40 clinical hours per week. Students will perform competency

exams as required by the syllabus. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139. Open only to sonography students.

SEMESTER V

General Sonography III - DMS 221 (19 lecture hours, 21 lab hours, 1.5 credits)

This course is designed to provide the diagnostic medical sonography students an understanding of normal and abnormal conditions associated with a pediatric patient, including normal and abnormal neurological development of neonatal head and spinal cord. This course will also give the students the knowledge of the ultrasound exams performed less often, such as the peritoneal cavity, the retroperitoneum, MSK, GI Tract, abdominal wall, and Elastography. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219. Parallel: DMS 222, 223, 229. Open only to sonography students.

OBGYN Sonography III - DMS 222 (28.5 lecture hours, 8 lab hours, 2 credits)

This course is a continuation of OBGYN Sonography II. This course is designed to provide the diagnostic medical sonography student with a thorough understanding of pathologies that can occur during fetal development and prognosis and treatment of such pathologies during pregnancy and after birth as well as medical ethics associated with pathological processes. High risk fetal development will also be taught in this course. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219. Parallel: DMS 221, 223, 229. Open only to sonography students.

Vascular Technology III - DMS 223 (30 lecture hours, 57 lab hours, 3.5 credits)

This course is designed to provide the diagnostic medical sonography student with the knowledge of the extracranial cerebrovascular and intracranial cerebrovascular systems to include anatomy, physiology and pathology of the aforementioned system. This course is also designed to provide knowledge of the vasculature with organ transplants. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219. Parallel: DMS 221, 222, 229. Open only to sonography students.

Clinical Practicum IV - DMS 229 (464 clinical hours, 10 credits)

This course is a continuation of Clinical Practicum III as students continue to rotate through various clinical sites. This course provides the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 24 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219. Parallel: DMS 221, 222, 223. Open only to sonography students.

SEMESTER VI

Research on Case Studies - DMS 231 (0 lecture hours, 57 lab hours, 1.5 credits)

This course allows the diagnostic medical sonography student to develop professional awareness of the knowledge that can be gained, by doing follow-up work and research on interesting cases. This course

unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219, 221, 222, 223, 229. Parallel: DMS 232, 239. Open only to sonography students.

Registry Review - DMS 232 (21 lecture hours, 36 lab hours, 2.5 credits)

This course will review all subjects covered throughout the course of the program. The goal is to prepare diagnostic medical sonography students for taking the ARDMS registry examinations upon completion of the program. The course will also teach the students how to write a resume and how to excel in an interview. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219, 221, 222, 223, 229. Parallel: DMS 231, 239. Open only to sonography students.

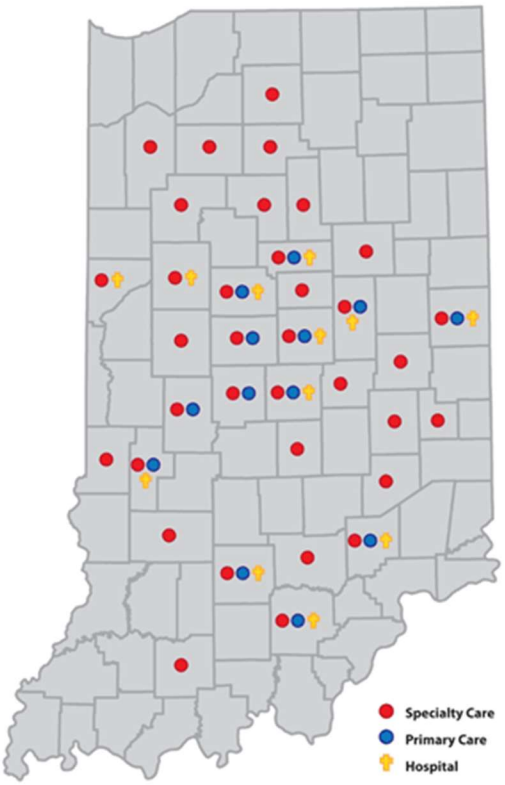
Clinical Practicum V - DMS 239 (440 clinical hours, 9.5 credits)

This course is a continuation of Clinical Practicum IV as students continue to rotate through various clinical sites. This course provides the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 24 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: DMS 111, 112, 113, 119, 121, 122, 123, 124, 129, 131, 132, 133, 134, 139, 219, 221, 222, 223, 229. Parallel: DMS 231, 232. Open only to sonography students.

Clinical Externships

In addition to on-site didactic (classroom) education, enrolled students learn to apply sonographic concepts in clinical settings. All clinical education is conducted through the Ascension St. Vincent system. Below are sonography program clinical education sites.

- Ascension St. Vincent Indianapolis Hospital
- Ascension St. Vincent Carmel Hospital
- Ascension St. Vincent Fishers Hospital
- Ascension St. Vincent Anderson Regional Hospital
- Ascension St. Vincent Kokomo Hospital
- Ascension St. Vincent Maternal Fetal Medicine (Indianapolis and Carmel)
- Ascension St. Vincent Primary Care Center
- Ascension Medical Group Vein Solutions and Ascension Medical Group Vascular Lab



Graduation Requirements

Sonographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the direction of a physician qualified to request radiologic procedures. To that end, for the safety and well-being of patients and the community in general, it is the policy of Sonography Program to assure that all graduates entering to profession of sonography have met the rigorous requirements for graduation, thus enabling their eligibility to sit for the American Registry of Diagnostic Medical Sonography (ARDMS) or American Registry of Radiologic Technologists (ARRT) board examination.

To be eligible for graduation, the following requirements must be met.

Competent Practice

1. Apply knowledge of anatomy, physiology and positioning to competently and accurately demonstrate anatomical structures on a sonographic image.
2. Apply knowledge of physics instrumentation to achieve the best diagnostic quality sonographic images possible.
3. Evaluate sonographic images for appropriate positioning and overall image quality.
4. Apply problem solving and critical thinking skills in the academic and clinical settings.

Safety

5. Apply principles of ultrasound safety to patients, self and others.
6. Apply knowledge of physics instrumentation to adhere to the ALARA principle.
7. Apply principles of infection control and standard precautions for the protection of patients, self and others.

Patient Care

8. Provide basic patient care and comfort to patients across the age continuum.
9. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.

Professional Practice

10. Recognize when sonographic equipment is not operating properly and report equipment malfunctions to the proper authority.
11. Demonstrate understanding of the role quality assurance and continual quality improvement play in medical imaging.
12. Demonstrate effective verbal, non-verbal and written medical communication in providing patient care and maintaining professional relationships with other members of the health care team.
13. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
14. Comply with the profession's Code of Ethics and Practice Standards and perform clinically within the industry’s standard of care.
15. Develop professionally beyond the program’s clinical and academic performance expectations (see Professional Development policy).

Qualifications

16. Pass the Sonography Principles and Instrumentation board examination through the ARDMS.
17. Pass at least one specialty board exam (abdomen, OBGYN, and/or vascular technology) through the ARDMS/ARRT.

Evidence of Eligibility

Prior to graduation, each student will meet with the Program Director or designee to evaluate eligibility for graduation against the graduation requirements.

Early Graduation

The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

Program Goals and Outcomes

The Diagnostic Medical Sonography Program is committed to offering the highest quality education in medical imaging available. That commitment is carried out through the educational process and through the performance standards students are expected to meet. To measure the effectiveness of the education process, the Sonography Program has established broad Goals and specific Outcomes, which are the foundation of a comprehensive Assessment Plan that details how these Goals and Outcomes are assessed annually. The Sonography Program Assessment Plan can be found online at http://www.stvincent.org/education/sonography/.

Goal 1: Students will be clinically competent.

1.1. Students will produce sonographic images of diagnostic quality.
1.2. Students will produce sonographic images demonstrating the ALARA principle.
1.3. Students will produce sonographic images demonstrating appropriate anatomical identification.
1.4. Students will be able to analyze sonographic images for quality.

Goal 2: Students will demonstrate the ability to critically think.

2.1. Students will be able to analyze sonographic images for quality.

Goal 3: Students will communicate effectively.

3.1. Students will demonstrate written communication skills.
3.2. Students will demonstrate verbal communication skills.

Goal 4: Students will model professionalism.

4.1. Students will display a professional attitude in daily practice.
4.2. Students will demonstrate professional behaviors in daily practice.
4.3. Graduates will demonstrate professional behaviors in daily practice.

Goal 5: Student will provide quality patient care.

5.1. Students will provide quality patient care in daily practice.
5.2. Students will recognize and demonstrate understanding of behavioral and communication characteristics of patients across the age continuum

Goal 6: The program will prepare students to challenge the ARDMS/ARRT specialty credentialing exam.

6.1. An adequate % of program graduates will successfully pass at least one of the ARDMS/ARRT specialty examinations on the first attempt upon graduation.

6.2. Program graduates will demonstrate *overall* mastery on the ARDMS/ARRT specialty exams.

Goal 7: The program will maintain a positive learning environment.

7.1. Students will express satisfaction with clinical education sites.

7.2. Students will express satisfaction with academic courses.

7.3. Graduating students will express overall satisfaction with the program prior to graduation.

7.4. Alumni will express overall satisfaction with the program quality

Goal 8: The program will demonstrate a positive effect on the community.

8.1. Students will graduate from the program.

8.2. Program graduates actively seeking employment will be gainfully employed.

8.3. Employers of program graduates will express overall satisfaction with graduate quality.

Goal 9: The program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains in abdominal-extended sonography.

Goal 10: The program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains in obstetrics and gynecology sonography.

Goal 11: The program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains in vascular sonography.

Program Outcome Results

Sonography Principles and Instrumentation Board Exam			
Year	# Attempted	# Passed	Percent
2020	8	8	100%
2021	7	7	100%
2022	11	11	100%
2023	12	12	100%
2024	10	10	100%
2025	10	9	90%
		6 Year SPI Average	98%

Abdomen Board Exam			
Year	# Attempted	# Passed	Percent
2021	5	5	100%
2022	8	8	100%
2023	7	7	100%
2024	8	8	100%
2025	6	6	100%
		5 Year Abdomen Average	100%

OBGYN Board Exam			
Year	# Attempted	# Passed	Percent
2021	4	4	100%
2022	5	5	100%
2023	6	6	100%
2024	6	6	100%
2025	6	6	100%
		5 Year OBGYN Average	100%

Vascular Board Exam			
Year	# Attempted	# Passed	Percent
2021	5	5	100%
2022	7	6	86%
2023	6	6	100%
2024	3	3	100%

2025	6	5	83.3%
		5 Year Vascular Average	94%

Job Placement			
Graduation Year	# Graduates	# Students Employed	Employment Rate
2021	8	7	88%
2022	7	7	100%
2023	7	7	100%
2024	8	8	100%
2025	6	6	100%
		5 Year Job Placement Average	97.6%

Retention Rate			
Graduation Year	# Student Entering Program	# Students Completing Program	Retention Rate
2021	8	8	100%
2022	8	7	88%
2023	7	7	100%
2024	8	8	100%
2025	8	6	75%
		5 Year Graduation Average	93%

Terminal Credential

Upon completion of the program, graduates will earn the Associates of Applied Science degree from the Ascension St. Vincent College of Health Professions. After completing the program, graduates must take and pass the national certifying exam given by the American Registry of Diagnostic Medical Sonography (ARDMS) or the American Registry of Radiologic Technologists (ARRT) to gain the appropriate credentials needed to practice sonography. (see “Program Overview” herein).

Program Faculty

Program Director

Ashlie Munchel, BS* RT(R), RDMS, RVT
Ascension St. Vincent Indianapolis Hospital
2001 W. 86th Street
Indianapolis, IN 46260
(317) 338-2484
Email: Ashlie.Munchel@ascension.org
* Indiana University Purdue University of Indianapolis, December 2012

Ashlie Munchel is the Diagnostic Medical Sonography Program Director for the Ascension St. Vincent College of Health Professions. She attended IUPUI, where she has graduated with an Associate of Science degree in Radiography and a Bachelor of Science degree in Medical Imaging Technology. She is certified by the ARRT in radiography and by the ARDMS in abdominal sonography and vascular technology. Currently, she is pursuing her Master of Science degree in Adult Education through Indiana University. She began her radiology career as a radiographer at Ascension St. Vincent Carmel Hospital in 2006 and became a sonographer in 2012. Over the last six years she has worked within IU Health and Franciscan Health as a sonographer. In 2017, she began teaching at IUPUI in the Medical Imaging Technology Program as an Adjunct Lecturer. She is excited to bring her professional experience to Ascension St. Vincent and build the sonography program within Ascension St. Vincent College of Health Professions. She has a passion for teaching and sonography, and she is excited to share this passion with the sonography students.

Clinical Coordinator/OBGYN Concentration Coordinator

Fawaz Tahir, AS*, RDMS (AB)(OBGYN), RVT
Ascension St. Vincent Indianapolis Hospital
2001 W. 86th Street
Indianapolis, IN 46260
* Ivy Tech, May 2017; Ascension St. Vincent College of Health Professions, May 2022

Fawaz Tahir brings a unique blend of clinical expertise and leadership to his role as the Clinical Coordinator. He is a registered diagnostic medical sonographer (RDMS) and a registered vascular technologist (RVT) through the American Registry of Diagnostic Medical Sonography (ARDMS). He also has had valuable pediatric sonography experience. Fawaz graduated from the Ascension St. Vincent College of Health Professions in May of 2022, where he obtained an Associate of Applied Science Degree in Diagnostic Medical Sonography. This gives him a deep understanding of the institution's mission and core values. Fawaz worked at Ascension St. Vincent Indianapolis Hospital, where he wore two hats - a skilled sonographer and a dedicated clinical preceptor. Fawaz's journey to healthcare wasn't always traditional. He brings with him fifteen years of valuable management experience from his time at Walgreens pharmacy. This background has honed his communication and training skills, allowing him to effectively guide and mentor future generations of sonographers. Fawaz's passion lies in fostering a positive learning environment. He finds immense satisfaction in witnessing his students develop their skills and excel in the field. His commitment to both patient care and education makes him a valuable asset to the Ascension St.

Vincent College of Health Professions. He is excited to serve as the clinical coordinator for the abdominal - extended, obstetric and vascular concentrations.

Instructional Faculty

Brooke Goldstein, BS*, RDCS
Ascension St. Vincent Indianapolis Hospital
2001 W. 86th Street
Indianapolis, IN 46260
(317) 338-8435
Email: Brooke.Goldstein@ascension.org
* Ball State University, May 1999

Brooke Goldstein is the Clinical Coordinator/Concentration Coordinator of the Cardiac Sonography concentration for the Ascension St. Vincent College of Health Professions. She attended Ball State University, where she graduated with a Bachelor of Science degree in Exercise Science. She is currently registered in adult echocardiography through the American Registry of Diagnostic Medical Sonography (ARDMS) and would like to pursue certification in advance cardiac sonography. She began her career in cardiac sonography at St. Vincent Hospital (now Ascension St. Vincent) in 1999 working in telemetry and performing stress tests before training in echocardiogram in 2000. In 2011, she furthered her career at Piedmont Hospital in Atlanta, GA as a cardiac sonographer while assisting in the cardiac lab accreditation. In 2013, she became the Technical Coordinator for IU Health Tipton. While there for 9 years, she repeatedly accredited the echo lab in adult echocardiogram and stress echo through the Intersocietal Accreditation Commission (IAC). She is excited to bring her 25 years of professional experience to the Ascension St. Vincent College of Health Professions and continue to build the cardiac sonography program. She has a passion for mentoring and teaching and is looking forward to giving back to a new generation of sonographers.

Section XI

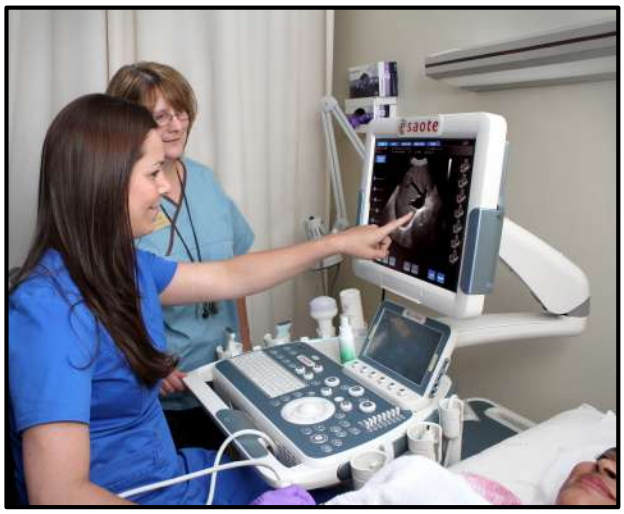
Cardiac Sonography Program

Program Overview

Ascension St. Vincent Cardiac Sonography Program is a nineteen month (76 instructional weeks), full-time residential education program covering the art and science of cardiac sonography (or cardiac ultrasound technology). Cardiac Sonography (echocardiography) is one of several fields of medicine involving diagnostic imaging examinations that are interpreted by a cardiologist. These fields collectively are referred to as medical imaging. Sonographers (or Ultrasound Technologists) are educated in anatomy, patient positioning, examination techniques, equipment protocols, ultrasound safety, and basic patient care. Sonographers with advanced degrees may also work in hospital management, education, or sales / marketing. Sonographers work in a variety of settings, including hospitals, clinics, physician offices, and mobile units. To learn more about sonography and related fields in medical imaging, visit http://www.ardms.org/Discover-ARDMS/Students/Pages/Resources-for-Students.aspx

Individuals interested in the program must submit an application to be considered for acceptance into the program. If selected, classes begin in June, with graduation occurring 19 months later in December. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies to the program will be selected. To learn more about the selection process, see "Admissions" in this section.

The Cardiac Sonography Program offers a residential curriculum that consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on-site five days per week. All classroom education and clinical training is conducted within the Ascension St. Vincent system.



Not an Ascension St. Vincent Hospital Facility

The Cardiac Sonography Program gained programmatic accreditation through The Commission on Accreditation of Allied Health Education Programs (CAAHEP) based on the recommendation from the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) in July of 2022. This accreditation is the gold standard for ultrasound programs and enables the student to sit for their American Registry of Diagnostic Medical Sonography (ARDMS) specialty board examination under prerequisite 2, a graduate from an accredited program.

Job Overview

Cardiac Sonographers, or Cardiac ultrasound technologists, work under the direction of a cardiologist or other qualified physician to perform medical imaging procedures on patients for diagnosis. Sonographers work in a variety of settings including hospitals, outpatient clinics and physician offices. In hospital settings, sonographers perform medical imaging procedures in the medical imaging department, emergency department (ER), surgery, and bedside in patient rooms and critical care units.

During the performance of sonographic procedures, sonographers must communicate with and provide care to patients of all ages and in all physical conditions. Sonographers manipulate sonographic and patient care equipment to accurately demonstrate anatomical structures on medical images and to provide quality care. Sonographers work frequently with computer systems to enter patient information and produce digital sonographic images.

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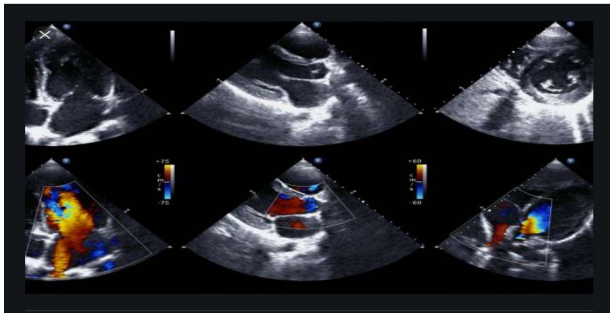
Sonographers must be able to take direction from physicians and management and yet operate independently within the scope of practice and state and federal regulations. Sonographers use critical thinking in adapting sonographic examinations to unique circumstances and in assessing medical images for appropriate image quality and corrective actions, if needed. Sonographers must be emotionally stable to perform sonographic examinations on patients under difficult circumstances.

Essential Skills and Abilities

To competently practice sonography, sonographers must possess the following skills and abilities:

1. Physical/Motor Skills
    - Stand and walk for extended periods of the time
    - Perform physically strenuous tasks including raising patients in bed, maneuvering patients to and from tables/stretchers and carrying or maneuvering equipment
    - Rise from a seated position without assistance
    - Twist and bend at the waist
    - Extend the hands and arms in any direction
    - Hold, grasp and turn objects with the hands
    - Reach your hands above your head
2. Sensory Abilities
    - Correctable near vision to 20 / 40 in at least one eye
    - Correctable far vision to 20 / 40 in at least one eye
    - Depth perception
    - Distinguish colors
    - Hear audible speech (e.g. person-to-person communication) at 10 feet
    - Hear speech when lips are not visible (e.g. wearing a surgical mask)
    - Hear auditory alarms (e.g. patient monitors, fire alarms)
    - Hear speech over a telephone
    - Detect odors such as smoke, alcohol, noxious gasses
3. Communication Abilities
    - Read documents in English
    - Write legibly in English
    - Speak fluently in English
    - Understand speech in English



- Adapt verbal communication to patient/visitor limitations (e.g. hearing loss, pediatrics, diminished mental capacity)

4. Emotional and Behavior Skills

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   - Willingness to take directions
   - Be self-directed and assertive
   - Provide emotional support to others in distress
   - Adapt to a changing environment
   - Monitor own emotional state
   - Manage frustration appropriately
   - Accept responsibility for own errors or shortcomings
   - Express emotions in a socially acceptable manner
   - Respect interpersonal boundaries
   - Manage interpersonal and organizational conflicts in a respectful and professional manner

5. Intellectual Abilities
   - Recall information with reasonable accuracy
   - Recognize cause and effect relationships
   - Anticipate/plan ahead for activities or situations
   - Perform tasks in a logical and efficient sequence
   - Prioritize competing tasks
   - Problem solve when the solution is not self-evident
   - Use visual/spatial processing in evaluating sonographic images
   - Demonstrate attention to detail
   - Evaluate own performance to determine corrective actions when appropriate

Ascension St. Vincent does not discriminate on the basis of disability as determined by the American with Disabilities Act (ADA). Physical/motor skills, sensory abilities, and communication skills are not assessed during the selection phase of the admissions process. Emotional/behavioral skills and intellectual abilities are assessed during the selection phase of the admissions process as they relate to a candidate's academic record and ability to communicate effectively in English during a personal interview.

Facilities

All sonography education occurs within the Ascension St. Vincent network. The Sonography Program has a dedicated classroom at Ascension St. Vincent Indianapolis Hospital where all students will have didactic classes. The Ascension St. Vincent Indianapolis Hospital sonography scan lab has two patient carts and two ultrasound machines for practicing. Students will scan each other in a supervised scan lab to gain practice on the material taught in the classroom and seen during clinical rotations.

Clinical education occurs at hospitals throughout Ascension St. Vincent. All Ascension St. Vincent hospitals have a variety of medical imaging equipment that students will use under supervision for performing sonographic procedures on actual patients, practicing sonographic positioning concepts and performing "laboratory" assignments to better understand theoretical concepts and scanning techniques. More information is found in this section under "Clinical Externships." More information about Ascension St. Vincent hospitals and medical imaging services provided can be found at www.stvincent.org.

Program History

Ashlie Munchel, Cardiac Sonography Program Director, was hired in April of 2018 to build the Diagnostic Medical Sonography Program. At this time, discussion of the Cardiac Sonography Program and the initial planning and building of the program began. The cardiac sonography concentration enrolled the first student cohort in June of 2021 and graduated those students in December of 2022. The program is off to a great start!

Mission Statement

Our Mission is to make a positive difference in the lives and health delivery status of our students, the people we serve, and the community. This is accomplished through a commitment of excellence by our faculty and staff, Advisory Board, and the sponsoring institutions in the delivery of quality training and education opportunities in radiological sciences. We will display compassion and dignity to all. Our paradigms will be open to all aspects of education that do not violate the Mission or Core Values of our sponsoring and affiliated institutions.

Admissions

Ascension St. Vincent Cardiac Sonography Program provides equal opportunity to all applicants. The program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on requirements and preference categories listed herein.

Application Procedure

To be considered for admission into the Cardiac Sonography Program, an application and written narrative must be submitted. In addition to the College admission requirements described in Section III, Cardiac Sonography Program applicants must also attend a mandatory pre-admission conference during the year of application. The application and admission conference dates, locations and times can be found on the sonography program website at https://medicaleducation.ascension.org/indiana/st-vincent-cardiac-sonography-program.

Academic Requirements

To be accepted in the program, the applicant must meet the following requirements:

1. Have a minimum college GPA of 3.00 (4.00 scale) on **all** college academic work from all post-secondary college-level institutions.
2. Complete at least **3** credit hours in **Algebra, Statistics or higher mathematics course** by June 1 of the enrollment year.
3. Complete at least **3** credit hours in **general college-level physics and/or radiographic physics** by June 1 of the enrollment year.
4. Complete at least **3** credit hours in **Communication Skills** (The communication skills requisite may be met by a variety of courses including, English, speech or composition) by June 1 of the enrollment year.
5. Complete at least **5** credit hours in **Human Anatomy and Physiology** by June 1 of the enrollment year.
6. Complete at least **1** credit hours in **Medical Terminology** by June 1 of the enrollment year.
7. All general education courses must be 100 level or higher courses.

8. All the above courses must be completed with a letter grade of “C” or higher. In cases where a letter grade is not assigned, the program will only accept any course graded as "P", "S", or other such institutional designation as evidence the course was successfully completed as passing.
9. The above coursework must be from regionally-accredited institutions or ABHES accredited institutions.
    - Accrediting Commission for Community and Junior Colleges (ACCJC)
    - Higher Learning Commission (HLC)
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools (SACS)
    - WASC Senior College and University Commission (WASC)

Pre-Admission Conference

Applicants are required to attend a live pre-admission conference to be considered for admission. If live, in-person conferences are offered, the program website www.stvincent.org/echocardiography will be updated with dates, times and locations. In certain situations, the applicant can view a recording of the pre-admission conference, if available. Following completion of this requirement, the applicant will be required to submit documentation of participation. More information about this documentation will be provided at the live conference or in the recording. This documentation must be submitted by January 31st. Remember, this activity is **MANDATORY** to be considered for admission to the program.

Preferences

All candidates who meet the minimum requirements are encouraged to apply to the program. Because the selection process is competitive, not all applicants who meet minimal admission requirements will be selected for the program. All qualified candidates will be evaluated for consideration based on merit by utilizing the program’s established screening process. Preference may be given to candidates who, at the time of application, have completed all general education. Additionally, preference may be given to applicants who reside in the state of Indiana at the time of application or, for applicants who reside outside of Indiana at the time of application, are employed within an Ascension facility.

Clinical Observation

Although not required for consideration of admission, the program faculty **strongly recommends** that candidates complete an onsite observation in **cardiac sonography**. Applicants are advised to allow sufficient observation time in sonography to familiarize themselves with the role of sonographers in a health care setting. Observations may or may not be completed at a hospital affiliated with the Sonography Program. To request an observation, applicants must access the observation request forms on the website, www.stvincent.org/echocardiography, and submit the required paperwork to the program director.

Bankruptcy Appeal

For a variety of reasons, there are some individuals whose overall college GPA is adversely affected by a period of poor academic performance, such that their overall GPA is not an accurate indication of their true academic abilities. Many of these same students have subsequently demonstrated the ability to achieve academic success. The bankruptcy policy allows individuals to exclude an earlier portion of their academic record while still receiving credit for having passed prerequisite courses so that the GPA

considered by the Program Admissions Committee more accurately reflects the student's true academic abilities. The policy does not allow individuals to pick and choose poor classes or semesters, but instead allows an individual to convey, "that was me then, but this is what I am capable of now." If you feel that this policy would benefit you, we encourage you to submit your appeal.

Academic bankruptcy permits the faculty to not consider some of an applicant's post-secondary grades if certain conditions are met. Criteria for consideration include the following.

- The applicant's academic record following the academic bankruptcy must be at least 3.0 GPA.
- The applicant must have completed 2 semesters of full-time enrollment (12 credits each semester) following the date of bankruptcy.

To be considered for an academic bankruptcy, applicants must make the request using the program's Academic Bankruptcy request form available online at https://medicaleducation.ascension.org/indiana/st-vincent-cardiac-sonography-program/admissions-process/bankruptcy-appeal. The request must be received by the program director by the January 31 application deadline.

The program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Official transcripts of all post-secondary academic work must still be submitted as indicated earlier. Faculty reserve the right to deny an academic bankruptcy request as the faculty deem appropriate.

If approved, **all** academic grades prior to the bankruptcy date will not be considered toward the calculated GPA for admission purposes. However, bankrupted grades from courses passed with a letter grade of "C" or higher will still be credited toward meeting the program's general education requirements if the course would otherwise meet the requirement.

The program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Transcripts of all academic work must still be submitted as indicated earlier.

Foreign Educated Applicants

Applicants educated in foreign countries are welcomed to apply to the program. However, candidates must have completed all the program's general education requirements through regionally accredited American colleges and universities. No foreign academic work will be considered toward the general education requirements.

Selection Process

Applications are initially reviewed for completeness of required documents. Only members of the core program faculty will review application files for minimal requirements and scoring. Only applications meeting minimal requirements will be considered for admission. Applications are scored using an established and approved score sheet. The program reserves the right to automatically reject candidates who have applied for admission to the program on three previous attempts.

Applicants who submitted a completed application and application fee by the deadline, attended the mandatory pre-admission conference, submitted official transcripts from all post-secondary institutions of record, and meet minimum requirements for consideration will be reviewed based on their academic

record. The program faculty will use a process to objectively score and rank applicants. Based on this rank order, some applicants will be invited to attend a personal interview. Interview candidates will be notified of their respective interview appointment.

Interviews will be conducted using an established format including defined questions and a scored rubric. Following each candidate's interview, each faculty member will independently score the applicant prior to any discussion of the applicant. The applicant's final comprehensive score will be the average of all faculty members' score. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. The comprehensive score rubric will be made publicly available on the program's website. Only blank rubrics are made available. The program does not share completed rubrics with applicants following their interview.

Following all interviews, applicants will be rank ordered according to their comprehensive score. Final selection of applicants for admission into the program will be based on the comprehensive score. Selection for admission into the program is conditional. Active enrollment is granted only after the conditionally accepted applicant meets all conditions as stipulated in CHP.ENR.01, "College Admission" policy.
Preference may be given to applicants who reside in the state of Indiana at the time of application or, for applicants who reside outside of Indiana at the time of application, are employed within an Ascension facility.

Criminal History and/or Professional License or Certification Suspension or Revocation
If accepted for enrollment into the program, the candidate with a criminal history or who had a professional license or certification revoked or suspended will be required to submit to the ARDMS/CCI a pre-eligibility application at their own expense. The applicant will be required to forward the decision of the ARDMS/CCI to the Program Director upon receipt. The decision of the ARDMS/CCI will be considered when determining full, unconditional admission. Unconditional acceptance will be contingent upon receiving the ARDMS/CCI decision by an established deadline. Denial of pre-eligibility by the ARDMS/CCI will result in immediate revocation of conditional acceptance. While approval of pre-eligibility by the ARDMS/CCI is required to gain full, unconditional acceptance into the program, the program reserves the right to deny full unconditional acceptance to any individual with a criminal history or who had a professional license or certification revoked or suspended based on individual circumstances regardless of the ARDMS/CCI ruling.

Satisfactory Academic Progress

The Ascension St. Vincent College of Health Professions is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Likewise, the College has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the College has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Students are required to maintain satisfactory academic progress “SAP” to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards were discussed fully in Section IV. Candidates are encouraged to review the SAP standards thoroughly. The SAP standards include:

- Course Grading Scale used by all College programs
- Calculation of Grade Point Average (GPA)
- Academic time increments for progress standards
- Specific satisfactory academic progress standards
- Progress monitoring
- Academic probation, dismissal, appeals, reinstatement, and reapplication

Course Grading

Unless otherwise indicated in the course syllabus, final course grades for ECH courses are calculated based on the college course grading criteria. Students must achieve a letter grade of "C" or higher or “Pass” in each course to remain enrolled in and successfully complete the program.

Academic Tests Mastery

The Cardiac Sonography Program is mastery-based, meaning students must achieve mastery level on core written and clinical assessments to progress in the program. For written formative tests, students must achieve a minimum score of 80%. Students who do not achieve an 80% on the first attempt will be required to repeat the exam for a maximum score of 80%. Failure to achieve an 80% on the second formative test will result in remediation of the material.

Simulated Lab Tests Mastery

Scan Lab competencies are an integral part of Intro to Cardiac Sonography, Cardiac Sonography I and II courses. Each exam category is tested following a lecture exam over the same content and correlates to clinical competency exam categories. The goal of the scan lab competencies is to prepare the student for the clinical competency that takes place on a real patient and to gain constructive feedback that can benefit the student.

Clinical Competency Mastery

The ARDMS has established minimal clinical requirements for exam eligibility. Enrolled students must pass every attempted clinical competency evaluation to graduate from the program. Students must achieve an 75% score on all clinical competency evaluations to be deemed competent with the given procedure. All failed competency grades will stand and be averaged into the student’s clinical competency average for the semester in which the exam was attempted. The minimum failed competency grade that will be recorded will be 75%.

Students who do not achieve a 75% on the first attempt will be required to repeat the competency evaluation for a maximum score of 75%. A passing score on a failed evaluation does not negate the original failed score. Failure to achieve a 75% on the second competency evaluation will result in remediation for the student. Students who fail to pass a clinical competency evaluation by the third attempt will be placed on clinical probation (see Probation Policy). Additionally, further remediation will result. Given the ARDMS exam eligibility requirements, the student must pass the failed competency exam by the fourth attempt. Failure to pass the competency evaluation by the fourth attempt will result in the student being dismissed from the program.

Any student that scores an unsatisfactory rating in the following categories (general equipment understanding, selection of transducer, patient interaction, time management or overall exam quality) of the clinical competency will automatically fail the competency and need to repeat it regardless of their score.

Prior Learning Credit

The Cardiac Sonography Program does not offer Prior Learning Credit.

Ascension St. Vincent Health College of Health Professions
Cardiac Sonography Program Curriculum

General Education (Transferred in)					
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
NA	Algebra, Statistics or Higher Math	3	NA	Medical Terminology	1
NA	Gen. Physics or Radiographic Physics	3			
NA	Communication Skills	3			
NA	Human Anatomy and Physiology	5		**Total**	**15**

Summer Semester I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
ECH 111	Introduction to Cardiac Sonography	16	16	0	1.5
DMS 112	Patient Care	28	9	0	2.0
DMS 113	Fundamentals of Ultrasound	16	0	0	1
ECH 119	Clinical Observation	20	0	32	2.0
Total		**80**	**25**	**32**	**6.5**
Fall Semester II					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
ECH 121	Cardiac Sonography I	57	57	0	5.5
DMS 124	Ultrasound Physics I	57	0	0	3.5
ECH 129	Clinical Practicum I	0	0	312	6.5
Total		**114**	**57**	**312**	**15.5**
Spring Semester III					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
ECH 131	Cardiac Sonography II	74	74	0	7
DMS 134	Ultrasound Physics II	54	0	0	3.5
ECH 139	Clinical Practicum II	0	0	304	6.5
Total		**128**	**74**	**304**	**17**
Summer Semester IV					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
ECH 219	Clinical Practicum III	0	0	304	6.5
Total		**0**	**0**	**304**	**6.5**
Fall Semester V					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
ECH 221	Research on Case Studies	0	57	0	1.5
ECH 222	Registry Review	6	54	0	2.0
ECH 229	Clinical Practicum IV	0	0	464	10
Total		**6**	**111**	**464**	**13.5**
Program Total		**328**	**267**	**1416**	**59**
General Education Credits Required					**15**
Program Credits Required					**59**
Total Credits Required					**74**

Course Descriptions

SEMESTER I:

Introduction to Cardiac Sonography - ECH 111 (16 lecture hours, 16 lab hours, 1.5 credit hours)

This course provides the cardiac sonography student with an introduction to ultrasound including the roles and qualities of a sonographer. This course defines body planes and cavities that are used in sonography terminology. This course will provide the student with an introduction to the ultrasound machine, transducers and terms used in sonography. This course will provide the student with knowledge of heart and cardiovascular anatomy including the blood vessels and structures associated with the heart. This course provides an overview of normal blood flow in the cardiovascular system. This course will provide instruction on how to obtain all of the basic views in a transthoracic echocardiogram along with the structures visualized in each view. This course also provides an introduction to cardiovascular physiology including the cardiac cycle and associated terms. This course provides activities and scan labs directed toward aiding the student in obtaining this goal. Parallel: **DMS 112, DMS 113, ECH 119**. Open only to Cardiac Sonography students.

Patient Care - DMS 112 (28 lecture hours, 9 lab hours, 2.0 credit hours)

This course provides the cardiac sonography student with the basic concepts of patient care including consideration for the physical and psychological needs of the patient. Some topics to be covered include: safety and transport of a patient, infection control, isolation techniques, aseptic technique, handling acute situations, pharmacology, emergency recognition and response, and vital signs. This is a time for the students to develop their own patient care techniques while developing an understanding of body mechanics, patient assessment techniques, ethical, legal, and professional issues. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Parallel: **ECH 111, DMS 113, ECH 119**. Open only to Sonography students.

Fundamentals of Ultrasound - DMS 113 (16 lecture hours, 0 lab hours, 1 credit hour)

This course is designed to provide the cardiac sonography student with an understanding of work-related musculoskeletal injury, incidence of sonographer injuries, and prevention of such injuries by following proper ergonomic guidelines. This course will also provide the student with knowledge of and the importance of professional development and continuing education within the field of Cardiac Sonography. The student will be able to discuss and define the use of Information Technology within the field of cardiology. This course will also give the student a good understanding of Medical Ethics and Law as it pertains to the Patient's Bill of Rights and the Health Insurance Portability and Accountability Act (HIPAA). Parallel: **ECH 111, DMS 112, ECH 119**. Open only to Sonography students.

Clinical Observation - ECH 119 (20 lecture, 32 clinical hours, 2.0 credit hours)

This course provides the cardiac sonography student with an introduction to sonographic anatomy, sonographic scanning, and patient care through observation in the clinical setting. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Parallel: **ECH 111, DMS 112, DMS 113**. Open only to Cardiac Sonography students.

SEMESTER II

Cardiac Sonography I- ECH 121 (57 lecture hours, 57 lab hours, 5.5 credit hours)

This course provides the cardiac sonography student with a thorough understand of cardiac anatomy and physiology, including an introduction to common abnormalities seen in echocardiography. The cardiac sonography student will obtain an understanding of cardiac embryology and fetal circulation and how this information is used to gain a more thorough understanding of adult cardiac anatomy. This course will provide a review and then a highly detailed description of the complete transthoracic echocardiogram, including all normal views and interrogations and modalities used. This course will also give a detailed approach to valvular heart disease the cardiac student will encounter in transthoracic echocardiography which will include quantifications methods by Doppler echocardiography. The cardiac sonography students will learn a high-level overview of the Transesophageal and Stress Echocardiography to the cardiac student. This course will also provide an understanding of prosthetic heart valves often seen in transthoracic echocardiography. This course contains activities and scan labs directed toward aiding the student in obtaining this goal. Parallel: **DMS 124 ECH 129**. Open only to Cardiac Sonography students.

Ultrasound Physics I - DMS 124 (57 lecture hours, 0 lab hours, 3.5 credit hours)

This course allows the cardiac sonography student to develop a fundamental knowledge of the physical and vascular principles that are used in the field of cardiac sonography. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119**. Parallel: **ECH 121, ECH 129**. Open only to Sonography students.

Clinical Practicum I - ECH 129 (312 clinical hours, 6.5 credit hours)

This course has students rotate through various clinical sites. This course provides the cardiac sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 16 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119**. Parallel: **ECH 121, DMS 124**. Open only to Cardiac Sonography students.

SEMESTER III

Cardiac Sonography II- ECH 131 (74 lecture hours, 74 lab hours, 7 credit hours)

This course provides the cardiac sonography student with knowledge of frequent diseases and pathologies seen in transthoracic echocardiography and how to interrogate them with ultrasound techniques. The cardiac sonography student will learn an overview of contrast echocardiography including how and when to perform. This course also provides the basics of pediatric and congenital heart disease and how to interrogate the most commonly seen abnormalities as an adult cardiac sonographer. The course unit will also give the cardiac student knowledge of more advanced techniques used in all aspects of echocardiography including three-dimensional echocardiography. This course provides instruction in the role of echocardiography in patient management. This course is designed with activities and scan labs directed toward aiding the student in obtaining this goal. Parallel: **DMS 134, ECH 139**. Open only to Cardiac Sonography students.

Ultrasound Physics II - DMS 134 (54 lecture hours, 0 lab hours, 3.5 credit hours)

This course is a continuation of Ultrasound Physics I and allows the cardiac sonography student to develop a fundamental knowledge of the physical and vascular principles that are used in the field of cardiac sonography. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119, ECH 121, DMS 124, ECH 129**. Parallel: **ECH 131, ECH 139**. Open only to Sonography students.

Clinical Practicum II - ECH 139 (304 clinical hours, 6.5 credit hours)

This course has students rotate through various clinical sites. This course provides the cardiac sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 16 clinical hours per week. Students will perform competency exams as required by the syllabus. Parallel: **ECH 131, DMS 134**. Open only to Cardiac Sonography students.

SEMESTER IV

Clinical Practicum III - ECH 219 (304 clinical hours, 6.5 credits hours)

This course is a continuation of Clinical Practicum II as the student will continue to rotate through various clinical sites. This course provides the cardiac sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 40 clinical hours per week. Students will perform competency exams as required by the syllabus. The course will also teach the students how to write a resume and how to excel in an interview. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119, ECH 121, DMS 124, ECH 129, ECH 131, DMS 134, ECH 139**. Open only to Cardiac Sonography students.

SEMESTER V

Research on Case Studies - ECH 221 (0 lecture hours, 57 lab hours, 1.5 credit hours)

This course allows the cardiac sonography student to develop professional awareness of the knowledge that can be gained, by doing follow-up work and research on interesting cases. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119, ECH 121, DMS 124, ECH 129, ECH 131, DMS 134, ECH 139, ECH 219**. Parallel: **ECH 222, ECH 229**. Open only to Cardiac Sonography students.

Registry Review - ECH 222 (6 lecture hours, 54 lab hours, 2 credit hours)

This course will review all subjects covered throughout the course of the program. The goal is to prepare the cardiac sonography student for taking the ARDMS and/or CCI registry examinations upon completion of the program. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119, ECH 121, DMS 124, ECH 129, ECH 131, DMS 134, ECH 139, ECH 219**. Parallel: **ECH 221, ECH 229**. Open only to Cardiac Sonography students.

Clinical Practicum IV – ECH 229 (464 clinical hours, 10 credit hours)

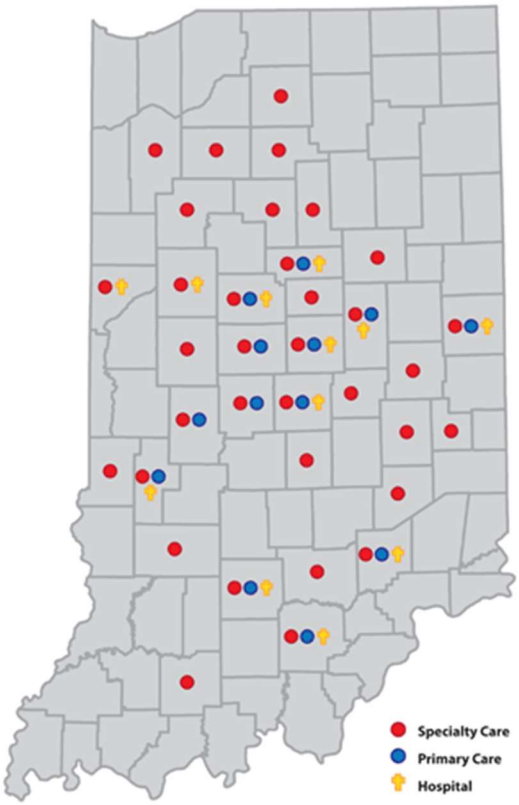
This course is a continuation of Clinical Practicum III as students continue to rotate through various clinical sites. This course provides the cardiac sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer**.** Students will be assigned approximately 24 clinical hours per week. Students will perform competency exams as required by the syllabus. Prerequisites: **ECH 111, DMS 112, DMS 113, ECH 119, ECH 121, DMS 124, ECH 129, ECH 131, DMS 134, ECH 139, ECH 219.** Parallel: **ECH 221, ECH 222**. Open only to Cardiac Sonography students.

Clinical Externships

In addition to on-site didactic (classroom) education, enrolled students learn to apply sonographic concepts in clinical settings. All clinical education is conducted through the Ascension St. Vincent system.

The clinical education sites in the Cardiac Sonography Program are listed below. Each clinical site will provide experience in outpatient and inpatient rotations allowing students to rotate through seven different clinical rotations.

- Ascension St Vincent Heart Center Inpatient, Indianapolis 10580 North Meridian Street
- Ascension St. Vincent Indianapolis Hospital (Inpatient and Outpatient), 2001 W. 86th Street, Indianapolis, IN 46260
- Ascension St. Vincent Fishers Hospital, 13861 Olio Road, Fishers, IN 46037
- Ascension St. Vincent Anderson Hospital, 2015 Jackson Street Anderson, IN 46016
- Ascension St. Vincent Kokomo Hospital, 1907 W. Sycamore Street, Kokomo, IN 46901
- Ascension Medical Group Hamilton Heart Care, 17525 River Road, Noblesville, IN 46062
- Ascension St. Vincent Evansville Hospital, 3700 Washington Ave, Evansville, IN 47714 (Optional Clinical Site)



Graduation Requirements

Sonographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the direction of a physician qualified to request radiologic procedures. To that end, for the safety and well-being of patients and the community in general, it is the policy of Cardiac Sonography Program to assure that all graduates entering the profession of sonography have met the rigorous requirements for graduation, thus enabling their eligibility to sit for the American Registry of Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI) board examination. To be eligible for graduation, the following requirements must be met.

Competent Practice

1. Apply knowledge of anatomy, physiology and positioning to competently and accurately demonstrate anatomical structures on a sonographic image.
2. Apply knowledge of physics instrumentation to achieve the best diagnostic quality sonographic images possible.
3. Evaluate sonographic images for appropriate positioning and overall image quality.
4. Apply problem solving and critical thinking skills in the academic and clinical settings.

Safety

5. Apply principles of ultrasound safety to patients, self and others.
6. Apply knowledge of physics instrumentation to adhere to the ALARA principle.
7. Apply principles of infection control and standard precautions for the protection of patients, self and others.

Patient Care

8. Provide basic patient care and comfort to patients across the age continuum.
9. Recognize emergency patient conditions and initiate lifesaving first-aid and basic life-support procedures.

Professional Practice

10. Recognize when sonographic equipment is not operating properly and report equipment malfunctions to the proper authority.
11. Demonstrate understanding of the role quality assurance and continual quality improvement play in medical imaging.
12. Demonstrate effective verbal, non-verbal and written medical communication in providing patient care and maintaining professional relationships with other members of the health care team.
13. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
14. Comply with the profession's Code of Ethics and Practice Standards and perform clinically within the industry’s standard of care.
15. Develop professionally beyond the program’s clinical and academic performance expectations (see Professional Development policy).

Qualifications

16. Pass the Sonography Principles and Instrumentation board examination through the ARDMS.
17. Demonstrate ARDMS/CCI board examination readiness in the specialty exam (Echocardiography).

Evidence of Eligibility
Prior to graduation, each student will meet with the Program Director or designee to evaluate eligibility for graduation against the graduation requirements.

Early Graduation
The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

Program Goals and Outcomes

The Cardiac Sonography Program is committed to offering the highest quality education in medical imaging available. That commitment is carried out through the educational process and through the performance standards students are expected to meet. To measure the effectiveness of the education process, the Sonography Program has established broad Goals and specific Outcomes, which are the foundation of a comprehensive Assessment Plan that details how these Goals and Outcomes are assessed annually. The Sonography Program Assessment Plan can be found online at http://www.stvincent.org/echocardiography.

Goal 1: Students will be clinically competent.
1.1. Students will produce sonographic images of diagnostic quality.
1.2. Students will produce sonographic images demonstrating the ALARA principle.
1.3. Students will produce sonographic images demonstrating appropriate anatomical identification.
1.4. Students will be able to analyze sonographic images for quality.

Goal 2: Students will demonstrate the ability to critically think.
2.1. Students will be able to analyze sonographic images for quality.

Goal 3: Students will communicate effectively.
3.1. Students will demonstrate written communication skills.
3.2. Students will demonstrate verbal communication skills.

Goal 4: Students will model professionalism.
4.1. Students will display a professional attitude in daily practice.
4.2. Students will demonstrate professional behaviors in daily practice.
4.3. Graduates will demonstrate professional behaviors in daily practice.

Goal 5: Student will provide quality patient care.
5.1. Students will provide quality patient care in daily practice.
5.2. Students will recognize and demonstrate understanding of behavioral and communication characteristics of patients across the age continuum

Goal 6: The program will prepare students to challenge the ARDMS/CCI specialty credentialing exam.
6.1. An adequate % of program graduates will successfully pass the ARDMS/CCI adult echo specialty examination on the first attempt upon graduation.

6.2. Program graduates will demonstrate *overall* mastery on the ARDMS/CCI adult echo specialty exam.

Goal 7: The program will maintain a positive learning environment.

7.1. Students will express satisfaction with clinical education sites.
7.2. Students will express satisfaction with academic courses.
7.3. Graduating students will express overall satisfaction with the program prior to graduation.
7.4. Alumni will express overall satisfaction with the program quality

Goal 8: The program will demonstrate a positive effect on the community.

8.1. Students will graduate from the program.
8.2. Program graduates actively seeking employment will be gainfully employed.
8.3. Employers of program graduates will express overall satisfaction with graduate quality.

Goal 9: The program will prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains in adult cardiac sonography.

Program Outcome Results

Sonography Principles and Instrumentation Board Exam

Year	# Attempted	# Passed	Percent
2022	4	4	100%
2023	4	4	100%
2024	4	4	100%
2025	4	3	75%
2026			
	4 Year SPI Average		94%

Adult Echo Board Exam

Year	# Attempted	# Passed	Percent
2022	4	4	100%
2023	4	4	100%
2024	4	4	100%
2025	3	3	100%
2026			
	4 Year Adult Echo Average		100%

Job Placement

Graduation Year	# Graduates	# Students Employed	Emloyment Rate
2022	4	4	100%
2023	4	4	100%
2024	4	4	100%
2025	3	3	100%
2026			
	3 Year Job Placement Average		100%

Retention

Graduation Year	# Student Entering Program	# Students Completing Program	Retention Rate
2022	4	4	100%
2023	4	4	100%
2024	4	4	100%
2025	4	3	75%
2026			
	4 Year Retention Average		94%

Terminal Credential

The Cardiac Sonography Program will award graduates with an Associates in Applied Science degree in Cardiac Sonography upon completion of the program. After completing the program, graduates must take and pass the national certifying exam given by the American Registry of Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI) to gain the appropriate credentials needed to practice sonography. (see "Program Overview" herein).

Program Faculty

Diagnostic Medical Sonography Program Director

Ashlie Munchel, BS*, RT(R), RDMS, RVT
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Email: Ashlie.Munchel@ascension.org
* Indiana University Purdue University of Indianapolis, December 2012

Ashlie Munchel is the Diagnostic Medical Sonography and Cardiac Sonography Program Director for the Ascension St. Vincent College of Health Professions. She attended IUPUI, where she graduated with an Associate of Science degree in Radiography and a Bachelor of Science degree in Medical Imaging Technology. She is certified by the ARRT in radiography and by the ARDMS in abdominal sonography and vascular technology. She began her radiology career as a radiographer at St. Vincent Carmel Hospital in 2006 and became a sonographer in 2012. Over the last ten years, she has worked within IU Health and Franciscan Heath as a sonographer. In 2017, she began teaching at IUPUI in the Medical Imaging Technology Program as an Adjunct Lecturer. In 2019, Ashlie became an Assistant Professor within the Ascension St. Vincent College of Health Professions. She is excited to bring her professional experience to Ascension St. Vincent and continue building the sonography programs. She has a passion for teaching and sonography, and she is excited to share this passion with all of the sonography students.

Cardiac Sonography Concentration/Clinical Coordinator

Brooke Goldstein, BS*, RDCS
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Indianapolis, IN 46260
(317) 338-8435
Email: Brooke.Goldstein@ascension.org
* Ball State University, May 1999

Brooke Goldstein is the Clinical Coordinator/Concentration Coordinator of the Cardiac Sonography concentration for the Ascension St. Vincent College of Health Professions. She attended Ball State University, where she graduated with a Bachelor of Science degree in Exercise Science. She is currently registered in adult echocardiography through the American Registry of Diagnostic Medical Sonography (ARDMS) and would like to pursue certification in advance cardiac sonography. She began her career in cardiac sonography at St. Vincent Hospital (now Ascension St. Vincent) in 1999 working in telemetry and performing stress tests before training in echocardiogram in 2000. In 2011, she furthered her career at Piedmont Hospital in Atlanta, GA as a cardiac sonographer while assisting in the cardiac lab accreditation. In 2013, she became the Technical Coordinator for IU Health Tipton. While there for 9 years, she repeatedly accredited the echo lab in adult echocardiogram and stress echo through the

Intersocietal Accreditation Commission (IAC). She is excited to bring her 22 years of professional experience to the Ascension St. Vincent College of Health Professions and continue to build the cardiac sonography program. She has a passion for mentoring and teaching and is looking forward to giving back to a new generation of sonographers.

Instructional Faculty, Clinical Coordinator/OBGYN Concentration Coordinator

Fawaz Tahir, AS*, RDMS (AB)(OBGYN), RVT
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8402 Harcourt Road, Suite 210
Indianapolis, IN 46260
* Ivy Tech, May 2017; Ascension St. Vincent College of Health Professions, May 2022

Fawaz Tahir brings a unique blend of clinical expertise and leadership to his role as the Clinical Coordinator. He is a registered diagnostic medical sonographer (RDMS) and a registered vascular technologist (RVT) through the American Registry of Diagnostic Medical Sonography (ARDMS). He also has had valuable pediatric sonography experience. Fawaz graduated from the Ascension St. Vincent College of Health Professions in May of 2022, where he obtained an Associate of Applied Science Degree in Diagnostic Medical Sonography. This gives him a deep understanding of the institution's mission and core values. Fawaz worked at Ascension St. Vincent Indianapolis Hospital, where he wore two hats - a skilled sonographer and a dedicated clinical preceptor. Fawaz's journey to healthcare wasn't always traditional. He brings with him fifteen years of valuable management experience from his time at Walgreens pharmacy. This background has honed his communication and training skills, allowing him to effectively guide and mentor future generations of sonographers. Fawaz's passion lies in fostering a positive learning environment. He finds immense satisfaction in witnessing his students develop their skills and excel in the field. His commitment to both patient care and education makes him a valuable asset to the Ascension St. Vincent College of Health Professions. He is excited to serve as the clinical coordinator for the abdominal -extended, obstetric and vascular concentrations.

Section XII

Surgical Technology Program

Program Overview

The Ascension St. Vincent Surgical Technology Program is a 17-month (68 instructional weeks), full-time residential program. Individuals interested in the program must apply to be considered for acceptance into the program. If selected, classes begin in January with graduation occurring 17 months later. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies to the program will be selected. To learn more about the selection process, see "Admissions" in this section.

Not an Ascension St. Vincent Hospital Facility

The Surgical Technology Program is programmatically accredited by the Accrediting Bureau of Health Education Schools (www.ABHES.org) and authorized by the Indiana Commission for Higher Education/ Board for Propriety Education (https://www.in.gov/bpe/) to award an Associate of Applied Science Degree in Surgical Technology.

Being programmatically accredited by ABHES, the Surgical Technology program meets eligibility requirements for certification by the National Board of Surgical Technology and Surgical Assisting **(**NBSTSA). Students are eligible to take the NBSTSA certifying immediately following graduation from the program (https://www.nbstsa.org/cst-first-timeretake-applicants). The State of Indiana does not require Surgical Technologists to be licensed or certified to be employed.

The program offers a residential curriculum that consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical, lab, or classroom activities on-site four to five days per week depending on the semester. All classroom education and clinical training is conducted within the Ascension St. Vincent system.

Job Overview*

Surgical Technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. This job description comes directly from the Association of Surgical Technologists the professional organization for Surgical Technologists. Surgical Technologists work under the supervision and authority of a surgeon to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient care and safety. Surgical Technologists are experts in the theory and application of the principles of asepsis and sterile technique to combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

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Surgical Technologist in the first scrub role handles the instruments, supplies, and equipment necessary during the

surgical procedure. He/she understands the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

Preoperative Duties are as follows:

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1. Donning OR attire and personal protective equipment (PPE).
2. Gathers, checks, and opens supplies and equipment needed for the surgical procedure.
3. Performs the surgical scrub, and donning gown and gloves.
4. Sets up the sterile back table and Mayo stand with instruments, supplies, equipment, and medications/solutions needed for the procedure.
5. Performs initial instrument, sharps and sponge counts with the circulator.
6. Assists the team members with gowning and gloving.
7. Assists with draping the patient and establishing the sterile field.
8. Participates in the surgical site and patient verification during the time out procedure.
9. Secures tubing, cords, and other sterile accessories.

Intraoperative Duties are as follows:

1. Prepares and anticipates additional instrumentation, equipment, and supplies for usage during the procedure.
2. Anticipates the needs of the surgeon by passing instruments and supplies to surgeon during procedure.
3. Measures and passes medications, hemostatic agents and irrigation solutions utilized during the surgical procedure.

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4. Holds retractors or instruments as directed by the surgeon.
5. Sponges or suctions the operative site.
6. Applies electrocautery to clamps or forceps on bleeders.
7. Cuts suture material as directed by the surgeon.
8. Coordinates the camera or changes out robotic arms/instruments during endoscopic surgery as directed by the surgeon.
9. Maintains highest standard of sterile technique during the procedure.
10. Performs additional counts as necessary.
11. Prepares sterile dressings and/or immobilization devices.
12. Prepares and passes off specimen(s) as appropriate.
13. Cleans and prepares instruments for terminal sterilization.
14. Assists other members of the team with terminal cleaning of room.

15. Assists in prepping the OR for the next patient.

16. Participates in debriefing and quality improvement practices to ensure quality patient care.

Additional Duties:

Surgical Technologist in the second scrub role assists the surgeon and/or surgical assistant during the operative procedure by carrying out tasks including sponging, suctioning, cutting suture, holding retractors, and manipulating the endoscopic camera. This role is distinct from that of the first scrub and surgical first assistant. The surgical technologist assisting in circulating obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team.

1. Review the patient's chart, identifies patient, verifies surgery to be performed with consent forms, and brings the patient to the assigned operating room.

2. Assists with transferring patient to the operating room table.

3. Monitors the comfort of the patient and provides verbal and tactile reassurance to the patient.

4. Assists in maintaining normothermia.

5. Assists the anesthesia provider.

6. Assists with positioning the patient, using appropriate equipment and anatomical principles to avoid patient injury.

7. Applies the electrosurgical grounding pad.

8. Assists with applying tourniquets and monitors before the procedure begins.

9. Completes the patient skin prep prior to draping by the sterile surgical team.

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10. Performs instrument, sharps, and sponge counts with the surgical technologist in the first scrub role prior to the operation and before the incision is closed.

11. Anticipates additional supplies needed during the procedure.

12. Keeps accurate records throughout the procedure.

13. Properly cares for specimens.

14. Secures dressings after incision closure.

15. Helps transport the patient to the post anesthesia care unit.

16. Performs urinary catheterization.

17. Updates and keeps accurate records of the surgeon's preferences.

This job description comes from the Association of Surgical Technologists (AST) the professional organization of Surgical Technologists.
https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Surgical_Technologist_Job_Description.pdf

Essential Skills and Abilities

To competently practice as Surgical Technologist, students must possess the following skills and abilities:

1. Physical/Motor Skills
    - Stand and walk for extended periods of the time
    - Perform physically strenuous tasks including raising patients in bed, maneuvering patients to and from tables/stretchers and carrying or maneuvering equipment
    - Rise from a seated position without assistance
    - Twist and bend at the waist
    - Extend the hands and arms in any direction
    - Hold, grasp and turn objects with the hands
    - Reach up to six feet off the floor
2. Sensory Abilities
    - Correctable near visual acuity
    - Correctable far visual acuity
    - Depth perception
    - Distinguish color and shades of gray
    - Hear audible speech (e.g., person-to-person communication) at 10 feet
    - Hear speech when lips are not visible (e.g., wearing a surgical mask)
    - Hear auditory alarms (e.g., patient monitors, fire alarms)
    - Hear speech over a telephone
    - Detect odors such as smoke, alcohol, noxious gasses

3. Communication Abilities
    - Read documents in English
    - Write legibly in English
    - Speak fluently in English
    - Understand speech in English
    - Adapt verbal communication to patient/visitor limitations (e.g., hearing loss, pediatrics, diminished mental capacity)

4. Emotional and Behavior Skills
    - Willingness to take directions
    - Be self-directed and assertive
    - Provide emotional support to others in distress
    - Adapt to a changing environment
    - Monitor own emotional state
    - Manage frustration appropriately
    - Accept responsibility for own errors or shortcomings
    - Express emotions in a socially acceptable manner
    - Respect interpersonal boundaries
    - Manage interpersonal and organizational conflicts in a respectful and professional manner

5. Intellectual Abilities
    - Recall information with reasonable accuracy
    - Recognize cause-and-effect relationships

- Anticipate/plan for activities or situations
- Perform tasks in a logical and efficient sequence
- Prioritize competing tasks
- Problem solves when the solution is not self-evident
- Demonstrate attention to detail
- Evaluate own performance to determine corrective actions when appropriate

Facilities

All Surgical Technology education occurs within the Ascension St. Vincent network. For didactics the Surgical Technology Program utilizes the Ascension St. Vincent - William K. Nasser, MD, Healthcare Education and Simulation Center located on Ascension St. Vincent 86th Street campus.

The Surgical Technology Program additionally utilizes a dedicated operating room at Ascension St. Vincent's hospital located on the Indianapolis campus for hands-on skill training and practice for students.

Clinical education occurs at surgery centers/ hospitals within Ascension. All clinical sites have a variety of surgical procedures that students need to obtain required cases for certification. More information is found in this section under "Clinical Externships."

Program History

The vision for this program had been in the works for several years before it became a reality. Development officially began in May 2022, laying the foundation for what would soon become a transformative training experience for aspiring surgical technologists. By January 2023, the inaugural cohort of students embarked on their journey, marking a significant milestone for the program. Building on that momentum, the program welcomed its second cohort in January 2024, and just a few months later, in May 2024, proudly celebrated the graduation of its very first class. This achievement solidified the program's impact in preparing skilled professionals for the operating room. The Surgical Technology program enrolls a cohort every January. With its growing reputation and dedication to training future surgical technologists, the program continues to evolve, giving students the skills and experience they need to thrive in the operating room.

Mission Statement

Our Mission is to make a positive difference in the lives and health delivery status of our students, the people we serve, and the community. This is accomplished through a commitment to excellence by our faculty and staff, the Advisory Board, and the sponsoring institutions in the delivery of quality training and education opportunities in surgical sciences. We will display compassion and dignity to all. Our paradigms will be open to all aspects of education that do not violate the Mission or Core Values of our sponsoring and affiliated institutions.

Admissions

Ascension St. Vincent Surgical Technology Program provides equal opportunity to all applicants. The program is selective in its admissions practices and evaluates applicants based on merit without discrimination based on age, race, religion, creed, color, national origin, marital status, gender, disability,

veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on the requirements and preference categories listed herein.

Application Procedure

To be considered for admission into the Surgical Technology Program, an application, application fees, official high school and college transcripts, and any other program required documents must be submitted for the between August 1 and October 31 for January enrollment. The application is available on the program's website at https://medicaleducation.ascension.org/indiana/surgical-technology-program/admissions-process. All admission documents must be in the possession of the respective program director by the stipulated deadline. All submitted documents become the permanent possession of the College.

Additionally, Surgical Technology Program applicants must also attend a mandatory pre-admission conference during the year of application. The application and admission conference dates, locations and times can also be found on the Surgical Technology program website.

Academic Admission Requirements

In addition to the admission requirements states in Section III, the applicant must meet **one** of the following academic requirements:

1. Minimum 2.75 College GPA (4.00 Scale) on all academic work from all post-secondary college-level institutions and a minimum of 9 credit hours completed, OR
2. Minimum 2.75 High School GPA (4.00 Scale), OR
3. Obtain a score of 165 or higher in all four sections of the General Educational Development Test (GED Test).

The program does not enroll students who have not graduated high school or attained a GED. Applicants who have been conditional accepted for enrollment and are currently enrolled in high school must submit an official high school transcript to verify attainment of high school diploma prior to enrollment in January.

Post-Secondary General Education Requirements

Additionally, the following post-secondary college-level general education courses are preferred to be completed before the start of the program. If general education courses are not completed prior to the start of the program, general education courses must be completed in conjunction with Ascension St. Vincent College of Health Professions Surgical Technology Programs curriculum. All general education courses must be completed prior to graduation as completion of general education work is a requirement for graduation.

Any courses that are not completed prior to the start of program would result in the student being concurrently enrolled at another regionally or ABHES accredited institution until general education courses are completed. Students that are concurrently enrolled, must complete *at least* one general education course a semester obtaining a "C" or higher until general education courses are completed.

1. Mathematics (minimum 3 credits). Courses automatically accepted include:
    - Applied Mathematics
    - Algebra
    - Calculus
    - Geometry
    - Statistics
    - Trigonometry

2. Communication (minimum 3 credits). Courses must be English based. Courses automatically accepted include:
    - Communication (Speech, Oral or Interpersonal)
    - Debate
    - Rhetoric
    - Writing/Composition
3. Information Systems (minimum 3 credits). Courses automatically accepted include:
    - Computer Data Management
    - Computer Hardware
    - Computer Language/Programming
    - Computer Networking
    - Computer Software/Applications
4. Humanities/ Sociology/ Psychology (minimum 3 credits). Courses automatically accepted include:
    - Anthropology
    - Civics
    - Criminology
    - Developmental studies
    - Economics
    - Education
    - Gender studies
    - International relations
    - Psychology
    - Public Administration/Public Policy
    - Social Work
    - Sociology
    - Political Science
5. Natural / Physical Sciences (minimum 3 credits). Courses automatically accepted include:
    - Astronomy
    - Biology
    - Chemistry
    - Earth Sciences
    - General Science
    - Geology
    - Human Anatomy and/or Physiology
    - Physics
6. The above coursework must be from regionally-accredited or ABHES accredited institutions.
7. The above coursework must be 100-level or higher courses.
8. All of the above courses must be completed with a letter grade of “C” or better.
9. All the above courses must be completed with a letter grade of “C” or higher. In cases where a letter grade is not assigned, the program will only accept any course graded as "P", "S", or other such institutional designation as evidence the course was successfully completed as passing.

Clinical Observation

The Surgical Technology Program strongly encourages applicants to complete an onsite observation in surgery of any desired surgical procedure. Applicants are advised to allow sufficient observation time in surgery to familiarize themselves with the role of Surgical Technologists. Observations are not required but strongly recommended.

Foreign Educated Applicants

Applicants educated in foreign countries are welcome to apply to the program. However, candidates must have completed all the program's general education requirements through regionally or ABHES accredited American colleges and universities. No foreign academic work will be considered toward the general education requirements.

Bankruptcy Appeal

For a variety of reasons, there are some individuals whose overall college GPA is adversely affected by a period of poor academic performance, such that their overall GPA is not an accurate indication of their true academic abilities. Many of these same students have subsequently demonstrated the ability to achieve academic success. The bankruptcy policy allows individuals to exclude an earlier portion of their academic record while still receiving credit for having passed prerequisite courses so that the GPA considered by the program faculty more accurately reflects the student's true academic abilities. The policy does not allow individuals to pick and choose poor classes or semesters, but instead allows an individual to convey, "that was me then, but this is what I am capable of now." If you feel that this policy would benefit you, we encourage you to submit your appeal.

Applicants may request in writing to the program director that college grades prior to a specified date not be factored into the calculation of an overall college GPA and therefore not be considered as part of the selection criteria provided the following criteria are met.

- The applicant must make the request in writing and include the college(s) attended and dates of attendance requesting to be bankrupted.
- The bankruptcy request must be submitted by October 31st for January enrollment. The request can accompany the application or be emailed to Taylor Morse, Program Director, at Taylor.morse@ascension.org.
- The applicant must include a rationale for why the original GPA should be bankrupted and what the applicant did to improve his/her academic performance since the bankruptcy date.
- The applicant must have completed and maintained at least a 2.75 / 4.00 cumulative GPA on at least 15 credit hours of 100-level courses following the date of requested bankruptcy.

If approved, **all** academic grades prior to the bankruptcy date will not be considered toward the calculated GPA. However, all courses passed with a letter grade of "C" or higher regardless of bankruptcy will still be counted toward meeting the program's general education requirements.

The Surgical Technology Program faculty will review each bankruptcy request and render a decision based on the merits of each request individually. Official transcripts of all academic work must still be submitted as indicated.

Application Review

Once the Program Director receives the paper application, application fee in the form of a check and official transcripts which are sent directly from the previous school, the applicants file will be reviewed. If the applicant meets all requirements, they will be contacted with a time and date for an interview two weeks after the application deadline.

Preferences
All candidates who meet the minimum requirements are encouraged to apply to the program. Because the selection process is competitive, not all applicants who meet minimal admission requirements will be selected for the program. All qualified candidates will be evaluated for consideration based on merit by utilizing the program's established screening process. Preference may be given to candidates who, at the time of application, have completed all general education.

Selection Process
Applications are initially reviewed for completeness of required documents. Only members of the program faculty will review application files for minimal requirements and scoring. Only applications meeting minimal requirements will be considered for admission. Applications are scored using an established and approved score sheet.

Interviews will be conducted program faculty. Interview candidates will be notified via email of their respective interview appointment. Interviews will be conducted using an established format including defined questions and interview score rubric.

Following each candidate's interview, each faculty member will independently score the applicant prior to any discussion of the applicant. The applicant's final comprehensive score will be the average of all faculty member's score. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. The comprehensive score rubric will be made publicly available on the program's website.

Only blank rubrics are made available. The program does not share completed rubrics with applicants following their interview.

Following all interviews, applicants will be rank ordered according to their comprehensive score. Final selection of applicants for admission into the program will be based on the comprehensive score. Selection for admission into the program is conditional. Active enrollment is granted only after the conditionally accepted applicant meets all conditions as stipulated herein.

Criminal Background Check
Upon selection for admission, candidates will be required to complete a background check as part of the program's onboarding process.

Satisfactory Academic Progress

The Ascension St. Vincent College of Health Professions is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Likewise, the College has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the College has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Students are required to maintain satisfactory academic progress "SAP" to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards were discussed fully in Section IV. Candidates are encouraged to review the SAP standards thoroughly. The SAP standards include:

- Course Grading Scale used by all College programs
- Calculation of Grade Point Average (GPA)
- Academic time increments for progress standards
- Specific satisfactory academic progress standards
- Progress monitoring
- Academic probation, dismissal, appeals, reinstatement, and reapplication

Course Grading

Unless otherwise indicated in the course syllabus, final course grades for SURG courses are calculated based on the college course grading criteria. Students must achieve a letter grade of "C" or higher or "Pass" in each course to remain enrolled in and successfully complete the program.

Academic Tests Mastery

The Surgical Technology Program is mastery-based, meaning students must achieve mastery level on core written and clinical assessments to progress in the program. For written formative tests, students must achieve a minimum score of 80%. Students who do not achieve an 80% on the first attempt will be required complete a remediation assignment and repeat the formative test for a maximum score of 80%. Failure to achieve an 80% on the second formative test will result in remediation of the material.

Lab Competencies

Lab skills assessments are an integral part of Fundamentals, Surgical Procedures I and II courses. The student must pass each category lab skill assessment in chronological order before progressing toward the following skill. The student must also pass all lab skills competencies to successfully pass Fundamentals, Surgical Procedures I and II courses and remain enrolled in the program.

Prior Learning Credit

The Surgical Technology Program does not offer Prior Learning Credit.

Surgical Technology Program January Curriculum - Associate of Applied Science Degree

General Education (Transferred in)					
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
N/A	Communications	3.0	N/A	Computer Sciences/ Information Systems	3.0
N/A	Mathematics	3.0	N/A	Natural/ Physical Sciences	3.0
N/A	Humanities/ Sociology/ Psychology	3.0			

Spring Semester I					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
SURG 111	Medical Terminology	36	0	0	2.0
SURG 112	Patient Care	40	9	0	2.5
SURG 113	Anatomy & Physiology I	105	34	0	8.0
SURG 114	Fundamentals of Surgical Technology	105	60	0	9.0
Total		**286**	**103**	**0**	**21.5**
Summer Semester II					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
SURG 121	Anatomy & Physiology II	64	16	0	4.5
SURG 122	Surgical Procedures I	96	48	0	8.0
Total		**160**	**64**	**0**	**12.5**
Fall Semester III					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
SURG 131	Surgical Microbiology	80	34	0	6.0
SURG 132	Surgical Procedures II	156	84	0	13.0
SURG 133	Surgical Pharmacology	80	0	0	5.0
SURG 139	Surgical Practicum I	0	0	80	1.5
Total		**316**	**118**	**80**	**25.5**
Spring Semester IV					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Credits**
SURG 211	Capstone	80	0	0	5.0
SURG 219	Surgical Practicum II	0	0	480	10.5
Total		**80**	**0**	**480**	**15.5**
General Education Credits Required					**15.0**
Program Credits Required					**75**
Total Credits Required					**90.0**

Surgical Technology Course Descriptions

SEMESTER I:

Medical Terminology – SURG 111 (36 lecture hours, 2.0 credit)

Introduction to the origin and deviation of medical terms and abbreviations, as well as their meaning. An exploration of prefixes, suffixes and root word combinations to create specific medical terms. Medical terminology specific to the musculoskeletal and respiratory system will be included. This course is largely self-guided with instructor direction.

Prerequisites: Admission to the Surgical Technology Program.
Parallel: SURG 112, 113, 114.
Open only to Surgical Technology Students.

Patient Care – SURG 112 (40 lecture, 9 lab hours, 2.5 credits)

This course provides the student with the basic concepts of patient care including consideration for the physical and psychological needs of the patient. Some topics to be covered include safety and transport of a patient, infection control, handling acute situations, pharmacology, emergency recognition and response, and vital signs. *Prerequisites: Admission to the Surgical Technology Program.*
Parallel: SURG 111, 113, 114.
Open only to Surgical Technology Students.

Anatomy and Physiology I – SURG 113 (105 lecture hours, 34 lab hours, 8.0 credits)

This course is designed to study the human structure and its functions. Specific emphasis will be placed on structure and function of cells, tissues, and systems to include respiratory, general abdomen, basic digestive anatomy, and the appendicular skeleton including the upper extremities, shoulder, lower extremities, and bony pelvis.

Prerequisites: Admission to the Surgical Technology Program.
Parallel: SURG 111, 112, 114.
Open only to Surgical Technology Students.

Fundamentals of Surgical Technology – SURG 114 (105 lecture hours, 60 lab hours, 9.0 credits)

Fundamentals of Surgical Technology is the initial course of the Surgical Technology program. This is the introduction to surgery. This covers formation of surgical technologists, basic sterile technique, instrumentation. This course will also focus on patients' rights and provide a foundation of surgical conscience while working in the operating room. Fundamental's lab is a component focused on learning the basic instrumentation commonly used, proper terminology of surgical equipment and the basics of scrubbing into surgery.

Prerequisites: Admission to the Surgical Technology Program.
Parallel: SURG 111, 112, 113.
Open only to Surgical Technology Students.

SEMESTER II:

Anatomy and Physiology II – SURG 121 (64 lecture hours, 16 lab hours, 4.5 credits)

This course is a continuation of Anatomy and Physiology I and is designed to study the human structure and its functions. Structures and functions to be discussed include the axial skeletal system including the vertebral column, bony thorax, cranial and facial bones, digestive, urinary, biliary, reproductive, endocrine, muscular, integumentary, central nervous, cardiovascular, and lymphatic systems.
Prerequisites: SURG 111, 112, 113, 114
Parallel: SURG 122
Open only to Surgical Technology Students.

Surgical Procedures I – SURG 122 (96 lecture hours, 48 lab hours, 8.0 credits)

Surgical Procedures I course focuses on basic surgical procedures and instrumentation needed. This course focuses on the pathophysiology of the disease causing the need for surgery and the anatomy involved. Surgical Procedures lab component focuses on the instrumentation needed for the procedure along with the basic setup for each procedure. *Prerequisites: SURG 111, 112, 113, 114*
Parallel: SURG 121
Open only to Surgical Technology Students.

SEMESTER III:

Surgical Microbiology – SURG 131 (80 lecture hours, 34 lab hours, 6.0 credit)

Surgical Microbiology focuses on the understanding of microbiology and the processes of infection, body defenses, reactions, and preventions. This course focuses on surgical disinfection, decontamination, sterilization, and microbes can affect surgical procedures and affect patients.
Prerequisites: SURG 111, 112, 113, 114, 121, 122
Parallel: SURG 132, 133, 139
Open only to Surgical Technology Students.

Surgical Procedures II – SURG 132 (156 lecture hours, 84 lab hours, 13.0 credit)

Surgical Procedures II course builds off the focus of Surgical Procedures I and more complex surgical procedures and instrumentation. This course focuses on more in-depth pathophysiology of the disease causing the need for surgery and the anatomy involved. Surgical Procedures II lab component focuses on instrumentation needed for the procedure along with timed setups.
Prerequisites: SURG 111, 112, 113, 114, 121, 122
Parallel: SURG 131, 133, 139
Open only to Surgical Technology Students.

Surgical Pharmacology – SURG 133 (80 lecture hours, 5.0 credits)

Surgical Pharmacology focuses on the drugs commonly used during surgery and passed to surgical fields. This course focuses on drugs, adverse reactions, rights of medication, prevention of medication errors and how to obtain drugs to the sterile field. Also included in this course is common anesthesia drugs used, airway maintenance and surgical technologist role during an adverse reaction or airway crisis.
Prerequisites: SURG 111, 112, 113, 114, 121, 122
Parallel: SURG 131, 132, 139
Open only to Surgical Technology Students.

Surgical Practicum I – SURG 139 (80 clinical hours, 1.5 credits)
Surgical Practicum I is a steppingstone for Surgical Practicum II, within Surgical Practicum I students will be introduced to the operating role in the role of a Surgical Technologist. They will start the process of achieving the 120 cases required for graduation and certification exam. Practicum is combining all learned knowledge and applying it in the operating room setting. It also builds confidence and reinforces for students all that they have learned throughout this program.
Prerequisites: SURG 111, 112, 113, 114, 121, 122
Parallel: SURG 131, 132, 133
Open only to Surgical Technology Students.

SEMESTER IV:
Capstone – SURG 211 (80 lecture hours, 5.0 credits)
This course is a cumulative course which reviews all topics that have been taught throughout the program. This course focuses on good test taking skills and mock certifying exams to prepare students for the certification exam. This course also brings together all information learned to fully prepare students for their careers ahead of them. With this course we also focus on resume building, interview processes and professionalism.
Prerequisites: SURG 111, 112, 113, 114, 121, 122, 131, 132, 133, 139
Parallel: SURG 219
Open only to Surgical Technology Students.

Surgical Practicum II – SURG 219 (480 clinical hours, 10.5 credits)
Surgical Practicum II is a rigorous course which is spent fully in the operating room. Practicum is combining all learned knowledge and applying it in the operating room setting. This course focuses on helping the students obtain all the required cases for the certification exam and builds confidence and reinforce for students all that they have learned throughout this program.
Prerequisites: SURG 111, 112, 113, 114, 121, 122, 131, 132, 133, 139
Parallel: SURG 211
Open only to Surgical Technology Students.

Clinical Externships

In addition to on-site didactic (classroom) education, enrolled students learn to apply surgical technology concepts in clinical settings. Students might be assigned to Ascension St. Vincent Indianapolis Hospital, Carmel Hospital, Anderson Hospital, Fishers Hospital, St. Vincent Heart Center and Naab Road Surgery Center for clinical experiences to obtain required surgical cases.

Ascension St. Vincent Fishers
13861 Olio Road,
Fishers, IN 46037

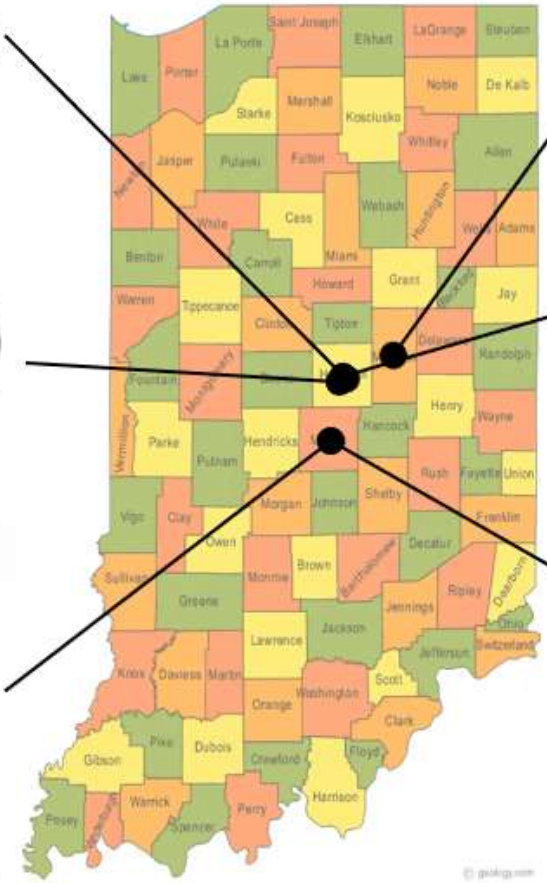
Ascension St. Vincent Carmel
13500 N Meridian St,
Carmel, IN 46032

Ascension St. Vincent Indianapolis
2001 W. 86th Street
Indianapolis, IN 46260

Ascension St. Vincent Anderson
2015 Jackson St
Anderson, IN 46016

Ascension St. Vincent Heart Center
10580 N Meridian St.
Carmel, IN 46029

Naab Road Surgery Center
8260 Naab Road,
Indianapolis, IN 46260



Graduation Requirements

Surgical Technologists are highly skilled professionals qualified by education to assist in surgery and accompanying responsibilities at the direction of a physician. For the safety and well-being of patients and the community, it is the policy of Ascension St. Vincent College Surgical Technology Program to assure that all graduates entering the profession to become surgical technologists have met the rigorous requirements for graduation. To be eligible for graduation, the following requirements must be met.

Competent Practice

1. Apply knowledge of Anatomy and Physiology to competently anticipate surgical needs and maintain patient safety.
2. Apply surgical values in which one uses clinical judgment, teamwork, and accountability to be a competent surgical technologist.
3. Evaluate and anticipate the needs of the procedure to setup and assist during surgery.
4. Apply problem solving and critical thinking skills in the academic and clinical settings.

Safety

1. Apply principles of Surgical Technology to maintain a safe environment for oneself, surgical team members and the foremost the patient.
2. Use of precautions to ensure safety of self and others against bloodborne pathogens as standard practice of the Association of Surgical Technologists (AST).
3. Apply principles of infection control and maintain sterility of the surgical field for the protection of patients, self, and others.

Patient Care

1. Provide basic patient care and comfort to patients across the age continuum.
2. Recognize emergency patient conditions and initiate lifesaving first-aid and basic life-support procedures.

Professional Practice

1. Recognize when surgical equipment and instrumentation is not operating properly and report equipment malfunctions to the proper authority.
2. Demonstrate understanding of the role quality assurance and continual quality improvement play in surgery.
3. Demonstrate effective verbal, non-verbal and written medical communication in providing patient care and maintaining professional relationships with other members of the health care team.
4. Exercise independent judgment and discretion in the technical performance of surgical procedures.
5. Comply with the profession's Code of Ethics and Practice Standards and perform clinically within the industry’s standard of care.
6. Develop professionally beyond the program’s clinical and academic performance expectations (see Professional Development policy).
7. Demonstrate professionalism and reliability.

Qualifications

1. Demonstrate NBSTSA examination readiness when eligible.

2. Completion of all general education requirements as stipulated herein General Education Requirements. For more information view the general education requirement found on page: 109.

Evidence of Graduation Eligibility
Prior to graduation, each student will meet with the Program Director or designee to evaluate eligibility for graduation against the graduation requirements.

*Additionally, all general education required courses must be completed to be eligible for graduation. Students concurrently enrolled to complete general education courses must sign agreement form each semester until general education requirements are completed. For more information view the general education requirement found on page: 109.

Early Graduation
The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

Program Goals and Outcomes

The program is committed to the highest quality of training possible within reasonably established resources. Program goals and outcomes are established and evaluated to ensure quality education.

1. Student Learning: Students will be clinically competent.
1.1 Students will be able to use anatomy and physiology to anticipate surgical needs and be able to assist the surgeon.
1.2 Students will use clinical judgment, teamwork, and accountability.
1.3 Students will be able to know the appropriate setup for each procedure set up.

2. Student Learning: Students will demonstrate patient safety.
2.1 Students will be able to apply principles of surgical technology to maintain a safe environment for oneself, surgical team and the patient.
2.2 Students will take all precautions to ensure safety against bloodborne pathogens.
2.3 Students will be able to apply principles of infection control.

3. Student Learning: Students will demonstrate the ability to critically think.
3.1. Students will be able to adapt to unusual circumstances.
3.2. Students will be able to adapt to varying patient conditions.

4. Student Learning: Students will communicate effectively.
4.1. Students will communicate in an effective and professional manner.
4.2. Students will be able to advocate for patients to care team members.

5. Program Effectiveness: The program will prepare students to challenge the Certified Surgical Technologist (CST) Certification Exam.
5.1. An adequate percentage of program graduates will successfully pass the NBSTSA examination on the first attempt following graduation.
5.2. Program graduates will demonstrate *overall* mastery on the NBSTSA exam.

6. Program Effectiveness: The program will maintain a positive learning environment.

6.1. Students will express satisfaction with clinical education sites.
6.2. Students will express satisfaction with academic courses.
6.3. Graduating students will express overall satisfaction with the program prior to graduation.
6.4. Alumni will express overall satisfaction with the program quality.

7. Program Effectiveness: The program will demonstrate a positive effect on the community.
7.1. Students will graduate from the program.
7.2. Program graduates actively seeking employment will be gainfully employed.
7.3. Employers of program graduates will express overall satisfaction with graduate quality.

Program Outcome Results

The program is committed to offering students the highest quality of education and training possible. To that end, the program is committed to meeting all of the goals and outcomes shown above.

Program Outcomes

Certifying Exam			
Year	# Attempted	# Passed	Percent
2024	5	5	100%
2025	12	11	92%

Retention Rate			
Year	# Students Entering Program	# Students Completing Program	Percent
2024	7	6	85%
2025	15	12	80%

Employment Rate			
Year	# Graduates	# Students Employed	Percent
2024	6	4	66%
2025	12	11	92%

Terminal Credential

Upon completion of the program, students will graduate with an Associate of Applied Science Degree in Surgical Technology. Graduates will be prepared to take the national certifying exam given by the National Board of Surgical Technology and Surgical Assisting following graduation.

Program Faculty

Program Director
Taylor Morse, AS*, CST
8402 Harcourt Rd., Suite 210
Indianapolis, IN 46260
(317) 338-8434
Email: Taylor.Morse@ascension.org
* Ivy Tech Community College, July 2018

Taylor Morse has been an associate of Ascension St Vincent since 2019. During that time, Mrs. Morse has scrubbed multiple specialties within the main operating room. Mrs. Morse specializes in pediatric surgery with a wide range of different surgical procedures. Previously employed in Lafayette, IN Mrs. Morse gained experience at a local hospital before transferring to Ascension St Vincent for more complex cases and furthering her knowledge of surgery.

Mrs. Morse is certified through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and graduated top of her class with an Associates in Applied Science and Surgical Technology. Mrs. Morse experience with multiple specialties and patient populations has helped her become a well-rounded Surgical Technologist. Mrs. Morse is excited to share her knowledge, surgical experience, and passion for the field with future Surgical Technologists.

Clinical Coordinators

Susanne Bestmann, AS*, CST
8402 Harcourt Rd., Suite 210
Indianapolis, IN 46260
(317) 338-8439
Email: Susanne.bestmann@ascension.org
* Ivy Tech Community College, August 2013

Susanne Bestmann joined Ascension St. Vincent College of Health Professions as a Surgical Technology Clinical Coordinator in 2023. Mrs. Bestmann graduated Magna Cum Laude with an associate of Applied Science in Surgical Technology and shortly after in 2013, became certified through the National Board of Surgical Technologist and Surgical Assisting (NBSTSA).

Prior to joining our team, Mrs. Bestmann worked at the Indiana Spine Hospital at which she advanced and demonstrated her capabilities in the field of complex surgical spine procedures. She gained significant exposure to surgical techniques during her services with other Indianapolis based hospitals and their respective surgical fields of expertise, most notably neurosurgery, burn, gender affirmation, and plastic reconstructive surgery. Susanne brings years of experience and love for the Surgical Technology profession that will ready future CSTs for this important and exciting career path.

Rick Morse, BA*, CST
8402 Harcourt Rd., Suite 210
Indianapolis, IN 46260
(317) 338-2823
Email: Rick.Morse@ascension.org
* Purdue University, May 2015

Rick Morse joined the Ascension St. Vincent College of Health Professions Surgical Technology Program as a Clinical Coordinator in 2024. Rick graduated in 2018 from Ivy Tech-Lafayette with his Associates in Applied Science and Surgical Technology, and became Board Certified through the National Board of Surgical Technologist and Surgical Assisting (NBSTSA) shortly after graduation. He also holds a Bachelor of Arts degree from Purdue University, having graduated in 2015.

After graduating from Ivy Tech, Rick began his career in the IU Health system at University Hospital in downtown Indianapolis. Here he was exposed to numerous surgical specialties and complex cancer cases. It was here that Rick discovered his surgical passion in the ENT/Head and Neck subspecialty. He transferred to Ascension St. Vincent in 2021, to further his knowledge and gain more experience at a Level 1 Adult/Pediatric Trauma center. Between his time at these two institutions, he obtained credible preceptor status, exposure to vast surgical techniques and specialties, and became a valuable resource for ENT, plastic reconstructive surgery, oral and maxillofacial, and thoracic surgery.

Rick is very passionate about the field of Surgical Technology and excited to give back to the profession by molding future CSTs and furthering the future of our roles in the Operating Room.

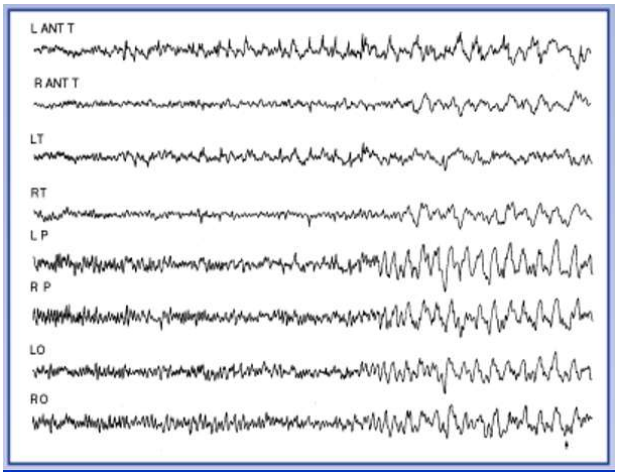
Section XIII

Neurodiagnostic Technology Program

Program Overview

Ascension St. Vincent Neurodiagnostic Technology (NDT) Program is a 12 month (48 instructional weeks), residential education program covering the art and science of neurodiagnostics (EEG). EEG tests are interpreted by a neurologist or epileptologist. Neurodiagnostic Technologists (or EEG Techs) are educated in neuroanatomy, neurological disorders/diseases and injuries, examination techniques, equipment protocols, electrical and patient safety, and basic patient care. Neurodiagnostic Technologists can perform outpatient and inpatient testing and work in nearly all areas of the hospital. Technologists with advanced degrees may also work in hospital management, education, or sales / marketing. Technologists work in a variety of settings, including hospitals, clinics, physician offices and even remotely in certain positions. To learn more about neurodiagnostic professions, visit http://www.aset.org/.

Individuals interested in the program must submit an application to be considered for acceptance into the program. If selected, classes begin in January, with graduation occurring 12 months later in December. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies to the program will be selected. To learn more about the selection process, see "Admissions" in this section.



The NDT Program offers a residential curriculum that consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on-site three days per week. All classroom education and clinical training is conducted within the Ascension St. Vincent system.

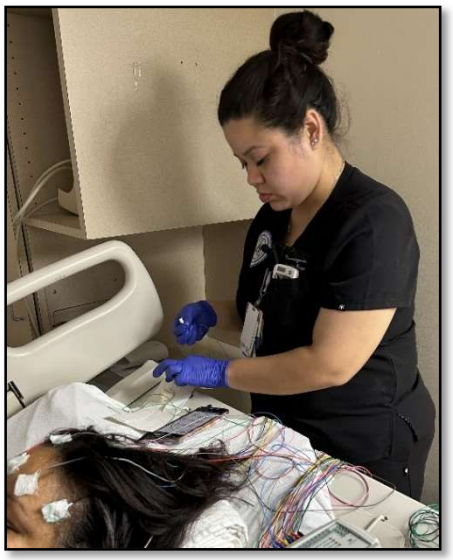
The Neurodiagnostic Technology Program is authorized by the Indiana Board of Proprietary Education. The program does not currently hold programmatic accreditation but has been awarded Programmatic Recognition by ABRET (www.abret.org). To sit for the EEG registry examination administered by ABRET, graduates who have completed an accredited program qualify under Pathway 1; graduates of a non-accredited ABRET Recognized program qualify under Pathway 2. Neurodiagnostic Technologists, or EEG Techs, work under the direction of a neurologist or epileptologist to perform procedures on patients. In hospital settings, EEG Techs perform procedures in the EEG outpatient lab, emergency department (ER), and bedside in patient rooms and critical care units.

Recognized EEG Program

Issued by ABRET Neurodiagnostic Credentialing and Accreditation

ABRET Neurodiagnostic Accreditation and Credentialing recognizes this Neurodiagnostic Training Program following the evaluation and recommendation of the Program Evaluation Committee. Graduates are eligible to apply for the EEG credentialing examination through a special eligibility pathway. This is a verification of recognition for credentialing and is not an accreditation.

ABRET Neurodiagnostic Credentialing & Accreditation
Executive Office
111 E University Dr #105-355
Denton, TX 76209
217-726-7980
www.abret.org



Job Overview

Neurodiagnostic Technology (NDT) is a scientific field focused on recording and studying electrical activity of the brain and nervous system. Neurodiagnostic Technologists are trained professionals who specialize in studying and recording electrical activity in the central nervous, autonomic and peripheral nervous systems using specialized equipment. By recording electrical patterns throughout these systems, Technologists provide valuable data that a physician will use to help diagnose and treat conditions such as epilepsy, seizure disorders, stroke and brain diseases.

Neurodiagnostics has many different areas of concentration, including but not limited to, Routine EEG, Long-Term Monitoring, Evoked Potentials, Intraoperative Monitoring, Nerve Conduction and Polysomnography. The focus of the program will be routine EEG with a broad overview of long-term EEG and the other modalities.

During the performance of neurodiagnostic procedures, Technologists must communicate with and provide care to patients of all ages and in all physical conditions. EEG Techs perform a standardized technical setup on patients and operate specialized equipment to accurately display and record brain waves to be interpreted by a neurologist. EEG Techs work daily with computer systems to enter patient information and record digital electrographic tests.

Technologists must be able to take direction from physicians and management and yet operate independently within the scope of practice and state and federal regulations. Technologists use critical thinking in adapting EEG testing to unique circumstances and in assessing the study for appropriate quality and corrective actions, if needed. Technologists must be emotionally stable to perform EEG testing on patients under difficult circumstances.

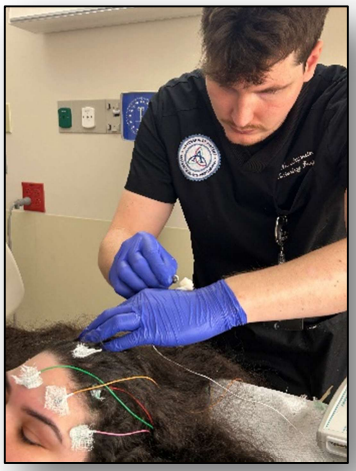
Essential Skills and Abilities

To competently practice, Technologists must possess the following skills and abilities:

1. Physical/Motor Skills
    - Stand and walk for extended periods of time
    - Perform physically strenuous tasks including raising patients in bed, maneuvering patients to and from tables/stretchers and carrying or maneuvering equipment
    - Rise from a seated or squatting position without assistance
    - Twist and bend at the waist
    - Extend the hands and arms in any direction
    - Hold, grasp and turn objects with the hands
    - Reach hands above the head
2. Sensory Abilities
    - Correctable near and far vision to 20 / 40 in at least one eye

- Depth perception
- Distinguish shades of gray
- Hear audible speech (e.g. person-to-person communication) at 10 feet
- Hear speech when lips are not visible (e.g. wearing a surgical mask)
- Hear auditory alarms (e.g. patient monitors, fire alarms)
- Hear speech over a telephone
- Detect odors such as smoke, alcohol, noxious gasses

3. Communication Abilities
    - Read documents in English
    - Write legibly in English
    - Speak fluently in English
    - Understand speech in English
    - Adapt verbal communication to patient/visitor limitations (e.g. hearing loss, pediatrics, diminished mental capacity)



4. Emotional and Behavior Skills
    - Willingness to take directions
    - Be self-directed and assertive
    - Provide emotional support to others in distress
    - Adapt to a changing environment
    - Monitor own emotional state
    - Manage frustration appropriately
    - Accept responsibility for own errors or shortcomings
    - Express emotions in a socially acceptable manner
    - Respect interpersonal boundaries
    - Manage interpersonal and organizational conflicts in a respectful and professional manner
5. Intellectual Abilities
    - Recall information with reasonable accuracy
    - Recognize cause and effect relationships
    - Anticipate/plan ahead for activities or situations
    - Perform tasks in a logical and efficient sequence
    - Prioritize competing tasks
    - Problem solve when the solution is not self-evident
    - Use critical thinking skills in assessing EEG waveforms and distinguishing artifact
    - Demonstrate attention to detail
    - Evaluate own performance to determine corrective actions when appropriate

Ascension St. Vincent does not discriminate on the basis of disability as determined by the American with Disabilities Act (ADA). Physical/motor skills, sensory abilities, and communication skills are not assessed during the selection phase of the admissions process.

Emotional/behavioral skills and intellectual abilities are assessed during the selection phase of the admissions process as they relate to a candidate's academic record and ability to communicate effectively in English during a personal interview. The Disability Accommodations policy will detail the procedure to request disability accommodations.

Program History

The Neurodiagnostic Technology Program began in 2024 when Lorrie Edwards was hired as the NDT Program Manager to begin building the neurodiagnostic technology program and enrolled its first class of students in January of 2025. The NDT program was a strategic addition to the college and Ascension St. Vincent to help fill the shortage of Neurodiagnostic Technologists.

Mission Statement

Our Mission is to make a positive difference in the lives and health delivery status of our students, the people we serve, and the community. This is accomplished through a commitment of excellence by our faculty and staff, Advisory Board, and the sponsoring institution in the delivery of quality training and education opportunities in clinical sciences. We will display compassion and dignity to all. Our paradigms will be open to all aspects of education that do not violate the Mission or Core Values of our sponsoring and affiliated institution.

Facilities

All NDT education occurs within the Ascension St. Vincent network. The NDT Program has a dedicated classroom at the Ascension St. Vincent Indianapolis campus where students have class lectures. The program Skills Lab has a recliner and access to an EEG portable machine to allow for performing practice testing. Students practice and master the technical skills needed on Styrofoam and mannequin heads before progressing to perform EEG hookups on patients. These are completed under supervision to help them gain competence with the equipment and EEG application, and reinforce material taught in the classroom prior to beginning their clinical practicums.

Clinical education occurs at the Ascension St. Vincent Indianapolis campus. The clinical EEG department has equipment that students will use under supervision for performing EEG testing on actual patients, practicing the technical setup and performing procedures to better understand theoretical concepts and improve technical skills. More information is found in the section “Clinical Externships.”

Program Objectives and Outcomes

The Neurodiagnostic Technology Program is committed to offering the highest quality education available. That commitment is carried out through the educational process and through the performance standards students are expected to meet. To measure the effectiveness of the education process, the NDT Program has established broad Objectives and specific Outcomes, which are the foundation of a comprehensive Assessment Plan that details how these Objectives and Outcomes are assessed annually. The Neurodiagnostic Technology Program Assessment Plan can be found online at www.stvincent.org/ndt.

Objective 1: Students will be clinically competent.

1.1 Students will produce EEG recordings of diagnostic quality.

1.2 Students will produce EEG recordings with minimal artifact and appropriate documentation following ACNS guidelines.

1.3 Students will know the appropriate setup for each procedure.

Objective 2: Students will demonstrate patient safety.

2.1 Students will be able to apply principles of neurodiagnostic technology to maintain a safe environment for themselves and the patient.
2.2 Students will take all precautions to ensure safety against bloodborne pathogens.
2.3 Students will be able to apply principles of infection control.

Objective 3: Students will demonstrate the ability to critically think.

3.1 Students will be able to analyze EEG recordings for critical results and know when to notify a physician.
3.2 Students will be able to adapt to unusual circumstances.
3.3 Students will be able to adapt to varying patient conditions.

Objective 4: Students will communicate effectively.

4.1 Students will communicate in an effective and professional manner.
4.2 Students will be able to advocate for patients to care team members.

Objective 5: Students will model professionalism.

5.1 Students will display a professional attitude in daily practice.
5.2 Students will demonstrate professional behaviors in daily practice.
5.3 Graduates will demonstrate professional behaviors in daily practice.

Objective 6: Students will provide quality patient care.

6.1 Students will provide quality patient care in daily practice.
6.2 Students will recognize and demonstrate understanding of behavioral and communication characteristics of patients across the age continuum

Objective 7: The program will prepare students to challenge the ABRET credentialing exam.

7.1 An adequate percentage of program graduates will take the ABRET EEG exam.
7.2 An adequate percentage of program graduates will successfully pass the ABRET EEG examination upon graduation.
7.3 Program graduates will demonstrate *overall* mastery on the ABRET exam.

Objective 8: The program will maintain a positive learning environment.

8.1 Students will express satisfaction with clinical education site.
8.2 Students will express satisfaction with academic courses.
8.3 Graduating students will express overall satisfaction with the program prior to graduation.
8.4 Alumni will express overall satisfaction with the program quality.

Objective 9: The program will demonstrate a positive effect on the community.

9.1 Students will graduate from the program.
9.2 Program graduates actively seeking employment will be gainfully employed.
9.3 Employers of program graduates will express overall satisfaction with graduate quality.

Objective 10: The program will prepare competent entry-level general neurodiagnostic technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Program Outcome Results

The Neurodiagnostic Technology program began its first cohort in January of 2025 so not all outcome results have been reported at this time. Results will be available mid-2026.

EEG Registry Exam			
Year	# Attempted	# Passed	Percent
2025			

Job Placement			
Graduation Year	# Graduates	# Students Employed	Employment Rate
2025	3	3	100%

Retention Rate			
Graduation Year	# Student Entering Program	# Students Completing Program	Retention Rate
2025	4	3	75%

Clinical Externships

In addition to on-site didactic (classroom) education, enrolled students learn to apply neurodiagnostic concepts in clinical settings. All clinical education is conducted through the Ascension St. Vincent system. The clinical Neurodiagnostic department at Ascension St Vincent Indianapolis performs testing at multiple locations; during the clinical externship, students may have the opportunity to go to any/all of the locations served with their clinical preceptor.

- Ascension St. Vincent Indianapolis Hospital
- Ascension St. Vincent Lucas Family Brain & Spine Hospital
- Ascension St. Vincent Women's Hospital
- Peyton Manning Children's Hospital
- Ascension St. Vincent Seton
- Ascension St. Vincent Carmel Hospital
- Ascension St. Vincent Heart Hospital

Admissions

Ascension St. Vincent Neurodiagnostic Technology Program provides equal opportunity to all applicants. The program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on requirements and preference categories listed below.

Application Procedure

To be considered for admission into the Neurodiagnostic Technology Program, an application must be submitted. As stated in the College admission requirements described in Section III, NDT Program applicants must attend a mandatory pre-admission conference. Dates, times and location can be found at www.stvincent.org/ndt. All application documents must be sent directly to the Program Manager as indicated on the application.

Minimum Academic Requirements

To be considered for acceptance in the Neurodiagnostic Technology Program, applicants must provide documentation that they meet **one** of the following requirements:

- Minimum 2.75 college GPA (4.00 scale) on all academic work from any post-secondary institution attended.
- Minimum 2.75 GPA (4.00 scale) High School GPA
- Obtain a score of 165 or higher in all four sections of the General Educational Development Test (GED Test)
- Obtain an 18 or higher on the American College Testing exam (ACT)
- Obtain a 970 Composite Score or higher on the Scholastic Aptitude Test (SAT)

Preferences

All candidates who meet minimum requirements are encouraged to apply to the program. Because the selection process is competitive and there are a limited number of openings, not all applicants who meet minimum admission requirements will be selected into the program. All qualified candidates will be evaluated for consideration based on merit utilizing the program's established screening process. Preference will be given to candidates who, at the time of application have completed college courses in any discipline, but especially math and science courses from a regionally accredited or ABHES-accredited institution.

Clinical Observation

As one of the requirements for consideration of admission, candidates are required to complete an onsite observation (job shadow) in the Neurodiagnostic department at Ascension St Vincent. Applicants are advised to allow sufficient observation time (a minimum of 4 hours) to familiarize themselves with the role of Technologists in a healthcare setting. Observations must be completed before the application deadline but not more than 18 months prior to the start of the program. For more information about eligibility requirements for the job shadow and to request an observation, applicants must access the Job Shadowing Request form at the program website www.stvincent.org/ndt and submit the required paperwork to the program director.

Pre-Admission Conference

Applicants are **required** to attend a live pre-admission conference to be considered for admission. The program website www.stvincent.org/ndt is updated with dates, times and location. Applicants will be required to submit documentation of participation. More information about this documentation will be provided at the live conference. This documentation must be submitted by October 31st. Remember, this activity is **MANDATORY** to be considered for admission to the program.

Foreign Educated Applicants

Applicants educated in foreign countries are welcomed to apply to the program. Foreign transcripts cannot be used to meet minimum academic admission requirements. If the applicant completed high school in a foreign country, to be considered for admission, the applicant must take the GED exam and meet the minimum score expectation OR complete at least 9 hours of credit from a regionally or ABHES accredited American college or university with the minimum expected average GPA. GED and GPA expectations can be found in the Minimum Academic Requirements section above.

Selection Procedure

Applications are initially reviewed for completeness of required documents. Only members of the core program faculty will review application files for minimum requirements and scoring. Only applications meeting minimum requirements will be considered for admission. Applications are scored using an established and approved score sheet. The program reserves the right to automatically reject candidates who have applied for admission to the program on three previous attempts.

Applicants who have submitted a completed application and application fee by the deadline, attended the mandatory pre-admission conference, submitted official transcripts, and meet minimum requirements for consideration will be reviewed based on their academic record. The program faculty will use a process to objectively score and rank applicants. Based on this rank order, some applicants will be invited to attend a personal interview. Interview candidates will be notified via email of their respective interview appointment.

Interviews will be conducted using an established format including defined questions and a scored rubric. Following each candidate's interview, each faculty member will independently score the applicant prior to any discussion of the applicant. The applicant's final comprehensive score will be the average of all faculty members' score. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. The comprehensive score rubric will be made publicly available on the program's website. Only blank rubrics are made available; the program does not share completed rubrics with applicants following their interview.

Following all interviews, applicants will be rank ordered according to their comprehensive score. Final selection of applicants for admission into the program will be based on the comprehensive score. Selection for admission into the program is conditional. Active enrollment is granted only after the conditionally accepted applicant meets all conditions as stipulated in CHP.ENR.01, "College Admission" policy.

Preference may be given to applicants who reside in the state of Indiana at the time of application or, for applicants who reside outside of Indiana at the time of application, are employed within an Ascension facility.

Criminal Background Check
Upon selection for admission, candidates will be required to complete a background check as part of the program's onboarding process.

Satisfactory Academic Progress

The Ascension St. Vincent College of Health Professions is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective health field. Likewise, the College has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the College has established academic standards of performance to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students within respective programs.

Students are required to maintain satisfactory academic progress "SAP" to remain enrolled in the Ascension St. Vincent College of Health Professions. Failure to meet the academic progress standards will result in dismissal from the College. SAP standards were discussed fully in Section IV. Candidates are encouraged to review the SAP standards thoroughly. The SAP standards include:

- Course Grading Scale used by all College programs
- Academic time increments for progress standards
- Specific satisfactory academic progress standards
- Progress monitoring
- Academic probation, dismissal, appeals, reinstatement, and reapplication

Graduation Requirements

Neurodiagnostic Technologists are highly skilled professionals qualified by education to perform diagnostic testing procedures and accompanying responsibilities at the direction of a physician qualified to request neurodiagnostic procedures. To that end, for the safety and well-being of patients and the community in general, it is the policy of the NDT Program to assure that all graduates entering the profession of neurodiagnostics have met the rigorous requirements for graduation, thus enabling their eligibility to sit for the ABRET Neurodiagnostic Credentialing and Accreditation EEG board examination.

To be eligible for graduation, the following requirements must be met.

Competent Practice

1. Apply knowledge of anatomy, physiology, patient and artifact recognition to competently and accurately record brain waves on an electroencephalogram.
2. Apply knowledge of instrumentation to achieve the best diagnostic quality brain waves possible.
3. Evaluate EEG for appropriate quality and document according to standardized guidelines.
4. Apply problem solving and critical thinking skills in the academic and clinical settings.

Safety

5. Apply principles of electrical and environmental safety to patients, self and others.
6. Apply principles of infection control and standard precautions for the protection of patients, self and others.

Patient Care

7. Provide basic patient care and comfort to patients across the age continuum.
8. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.

Professional Practice

9. Recognize when EEG equipment is not operating properly, perform troubleshooting and report equipment malfunctions to the proper authority.
10. Demonstrate understanding of the role quality assurance and continual quality improvement play in procedural testing.
11. Demonstrate effective verbal, non-verbal and written medical communication in providing patient care, documentation and maintaining professional relationships with other members of the health care team.
12. Exercise independent judgment and discretion in the technical performance of testing procedures.
13. Comply with the profession's Code of Ethics and Practice Standards and perform clinically within the industry's standard of care.
14. Develop professionally beyond the program's clinical and academic performance expectations (see Professional Development policy).

Qualifications

15. Demonstrate readiness for the ABRET EEG registry exam when eligible.

Evidence of Eligibility

Prior to graduation, each student will meet with the Program Manager or designee to evaluate eligibility for graduation against the graduation requirements.

Early Graduation

The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

Neurodiagnostic Technology Academic Calendar
2026

Spring 2026	
January 6	First Trimester Begins
January 19	Martin Luther King Day Holiday
April 3	Good Friday Holiday
April 23	End of First Trimester
April 27 – May 1	Spring Break
Summer 2026	
May 5	Second Trimester Begins
May 25	Memorial Day Holiday
July 3	Independence Day Holiday
August 20	End of Second Trimester
August 24 – 28	Summer Break
Fall 2026	
August 31	Labor Day Holiday
September 1	Third Trimester Begins
Nov 26 & 27	Thanksgiving Holiday
December 17	End of Third Trimester
May 2027	Graduation

Neurodiagnostic Technology Program
Curriculum

Spring Trimester					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	
NDT111	Introduction to Healthcare	36			
NDT112	EEG Fundamentals	84			
NDT113	Neuroanatomy and Neurophysiology	84			
NDT119	Skills Lab		180		
Total					
Summer Trimester					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	
NDT121	Instrumentation & Electrical Concepts	48			
NDT122	Adult EEG	40			
NDT123	Intermediate EEG Concepts	40			
NDT129	Clinical Practicum I			256	
Total					
Fall Trimester					
Course Code	**Course Title**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	
NDT131	Pediatric and Neonatal EEG	56			
NDT132	Neurodiagnostic Modalities	32			
NDT133	NDT Capstone & Board Review	40			
NDT139	Clinical Practicum II			248	
Total					
Total Program Hours					**1144**

NDT Program Course Descriptions

Spring Trimester (16 weeks)

NDT111 - Introduction to Healthcare (36 clock hours)
This introductory course provides a comprehensive overview of working in a healthcare setting including infection control and emergency preparedness. An emphasis is placed on professional competence in patient interactions, patient care, patient safety and privacy standards. Medical ethics and law relating to the healthcare worker will also be discussed. Parallel: 119. Open only to neurodiagnostic students.

NDT112 - EEG Fundamentals (84 clock hours)
This introductory course provides a foundation of understanding the history, concepts, techniques and instruments used in recording brain activity. Also covered are National Professional Competencies and Professional Standards of Practice. Basic skills of the International 10-20 system of head measurement, normal and normal variant EEG patterns, artifact recognition and activations will be included. The role of the Neurodiagnostic Technologist will be reviewed as well as patient history taking. EEG and medical terminology is integrated throughout the course. Prerequisites: NDT111; Parallel: 119. Open only to neurodiagnostic students.

NDT113 - Neuroanatomy and Neurophysiology (84 clock hours)
This course will examine basic neuroanatomy and function of the brain, spinal cord and human nervous system. Review of the vascular system as well as basic cellular anatomy and physiology related to EEG will be discussed. This provides a foundation for better understanding of neurological abnormalities. Prerequisites: NDT111, 112; Parallel: 119. Open only to neurodiagnostic students.

NDT119 - Skills Lab (180 lab hours)
Skills Lab is the hands-on groundwork required for Clinical Practicum I and Clinical Practicum II. In the Skills Lab, students will be practicing and mastering the steps of the International 10-20 system of head measurement taught in the classroom. Skills Lab combines learned knowledge with hands-on practice beginning with a Styrofoam head, then mannequin head and progressing to live individuals. They will also be introduced to the EEG equipment and the functionality of the EEG software, as well as expectations for student behavior when working in the clinical setting. Skills Lab practice builds students' confidence and reinforces material they have learned in the program thus far and prepares them to begin testing on patients. Parallel: 111, 112, 113. Open only to neurodiagnostic students.

Summer Trimester (16 weeks)

NDT121 - Instrumentation & Electrical Concepts (48 clock hours)
This course will focus on concepts and fundamentals of electrical safety, grounding and how it relates to human physiology. Digital measurement and modifications to the EEG recording will be addressed with particular attention to impedance, calibration, filters, sensitivity, montages and differential amplifiers. Electrical polarity and localization of waveforms will also be introduced. Prerequisites: NDT111, 112, 113, 119. Parallel: 129. Open only to neurodiagnostic students.

NDT122 - Adult EEG (40 clock hours)
During this course, students will focus on normal and abnormal EEG activity in the adult patient. Areas of focus will include pattern recognition, artifact identification, EEG variants and seizure disorders, as well as other neurological disorders and how they correlate with the EEG. Diagnosis and treatment options will be discussed. Prerequisites: NDT111, 112, 113, 119, 121. Parallel: 129. Open only to neurodiagnostic students.

NDT123 - Intermediate EEG Concepts (40 clock hours)
This course will cover EEG in epilepsy and seizure emergencies. It will also explore the relationship between the underlying nature of diseases and their clinical manifestations with a focus on the resultant EEG patterns. A brief overview of EKG will be discussed. Various treatment options for seizures/epilepsy, including medications, will be reviewed. Will conclude with a discussion of specialized areas of the hospital, such as intensive care units and the indications for use of EEG in this environment. Prerequisites: NDT111, 112, 113, 119, 121, 122. Parallel: 129. Open only to neurodiagnostic students.

NDT129 - Clinical Practicum I (256 clinical hours)
Under the supervision of a qualified Technologist, students will perform EEG's on patients in the hospital. Students will mark/measure using the 10-20 system, perform hook-up and record EEG, including appropriate Technologist documentation and activation procedures on patients in the outpatient and inpatient setting progressing to the ICU setting. Students will setup and run EEG's with progressively less supervision as their skills, accuracy and competency increases. Emphasis will be on performing EEG's that meet expectations and standards of ACNS, the Neurodiagnostic department and interpreting physicians. By the end of Clinical Practicum I, students will be able to write a technical description using proper terminology, recognize normal/normal variant patterns and integrate patient history in EEG analysis. Prerequisites: NDT111, 112, 113, 119; Parallel: 121, 122, 123. Only open to neurodiagnostic students.

Fall Trimester (16 weeks)

NDT131 - Pediatric & Neonatal EEG (56 clock hours)
This course provides an overview of best practice care for performing EEG testing on pediatric and neonatal patients. Additional topics of discussion will include both normal and abnormal patterns seen in children; seizures and syndromes; EEG patterns associated with neurological disorders, infections and genetic conditions; terminology of neonatal age and brain development and age-related EEG waveforms, as well as normal and abnormal neonatal EEG and neonatal seizures. Prerequisites: NDT111, 112, 113, 119; 121, 122, 123, 129; Parallel: 139. Only open to neurodiagnostic students.

NDT132 - Neurodiagnostic Modalities (32 clock hours)
This course provides an overview of various neurodiagnostic modalities and their use of basic electroencephalographic principles. Modalities discussed will include long term monitoring, evoked potentials, nerve conduction studies, intraoperative monitoring and polysomnography. Focus of study will be on instrumentation, recording parameters and applications for performing these tests as well as the role of the Neurodiagnostic Technologist when performing these modalities. Prerequisites: NDT111, 112, 113, 119; 121, 122, 123, 129, 131; Parallel: 139. Only open to neurodiagnostic students.

NDT133 - NDT Capstone (40 clock hours)
This course will include a review of topics in preparation for the ABRET Registry Examination and students will complete practice exams. Student will complete a record review presentation of a patient test they performed to summarize and demonstrate their knowledge of concepts learned in the classroom, as well as the technical skills of the neurodiagnostic procedure from start to finish. Prerequisites: NDT111, 112, 113, 119; 121, 122, 123, 129, 131, 132; Parallel: 139. Only open to neurodiagnostic students

NDT139 - Clinical Practicum II (248 clinical hours)
Under the supervision of a qualified Technologist, students will continue to perform routine EEG recordings from start to finish, as well as observing and performing functions in long-term monitoring unit such as hooking up adult, pediatric and neonatal patients, electrode repair, disconnecting patients and monitoring patient EEGs in the Seizure Monitoring Unit. By the end of Clinical Practicum II, students will be able to independently run routine EEG procedures, as well as perform long-term EEG hookups. Students will be able to identify abnormal EEG patterns and correlate patient history with what is on the EEG. Prerequisites: NDT111, 112, 113, 119, 121, 122, 123, 129; Parallel: 131, 132, 133. Open only to neurodiagnostic students.

Academic Credit

While the Neurodiagnostic Technology program is authorized to award a Certificate upon completion of the program, individuals meeting the following conditions can be awarded 46 academic credits.

The individual has completed a minimum of 15 credits of General Education coursework in the following areas:

- Communication: 3 Credits
- Mathematics: 3 Credits

The remaining 9 credits must be from any combination of the following:

  - Humanities, Sociology or Psychology
  - Computer Sciences/Information Systems
  - Natural/Physical Sciences
  - Medical Terminology

- Courses must be level 100 or higher
- Grade earned for each course must be a 'C' or higher
- Must be submitted on an official college transcript, from an ABHES or regionally accredited institution. The list of approved regional accrediting agencies is found at http://www.chea.org/Directories/regional.asp.

The credits must have been completed prior to completing the Neurodiagnostic Technology program.

Program Transfer

The Neurodiagnostic Technology Program will consider individuals wishing to transfer from another NDT program on an individual basis. The requesting student must be currently enrolled in an accredited Neurodiagnostic Technology program and must make the request in writing to the ASV NDT Program Director. The requesting student must also provide a letter from their current Program Director attesting

that the requesting student is in good academic standing and summarizing any disciplinary actions taken. The ASV NDT Program will request documents from the requesting student's current program.

Students must complete one trimester or more of the program curriculum through the ASV College of Health Professions.

Advanced Placement/Experiential Learning/Prior Learning Credit

The NDT program does not consider requests for advanced placement, does not award credit for work experience (experiential learning) and does not offer prior learning credit.

Terminal Credential

Upon completion of the program, graduates will earn a Program Certificate from the Ascension St. Vincent College of Health Professions. After completing the program, it is not a requirement to take/pass the national EEG registry exam administered by ABRET Neurodiagnostic Credentialing and Accreditation. However, many employers expect employees to meet the eligibility requirements to take the exam, and some require that employees pass the exam within a specified timeframe from date of hire. Graduates of the program will be strongly encouraged to challenge the exam as soon as they are eligible following completion of the program.

Program Faculty

Program Manager

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Lorrie Edwards is the Neurodiagnostic Technology Program Manager for the Ascension St. Vincent College of Health Professions. She holds a Bachelor of Science degree in Business Administration from Grace College, and a Master of Business Administration, Healthcare Management degree from Western Governors University. She is a registered EEG Technologist (R. EEG T.) by ABRET Neurodiagnostic Credentialing and Accreditation since 2012. Lorrie began her neurodiagnostics career as an EEG Technologist at IU Health Methodist Hospital in 2010. Over the next 10 years, she also worked within Ascension St. Vincent and AdventHealth Orlando as a Neurodiagnostic Technologist and Neurodiagnostic Technical Supervisor. As part of her clinical role, Lorrie regularly precepted students from distance NDT schools in their clinical rotations. In 2020, Lorrie became the Regional Manager of the Neurodiagnostic department at AdventHealth. While in this role, she established a monthly educational record review program with epileptologists for students and Technologists, as well as monthly competency quizzes to provide continuing education for the Techs in her department. She has a passion for the field of neurodiagnostics and patient care and is excited to be on the front line of educating the next generation of neurodiagnostic professionals.