

Dear Prospective Clinical Affiliate,

Thank you for your interest in becoming a Washburn University Diagnostic Medical Sonography Affiliate. The following information is enclosed in this packet:

- Information regarding the program including requirements for affiliates.
- Why become a clinical affiliate?
- Frequently asked questions.
- Applications & Acceptance Guidelines.
- Sample student evaluation.
- A questionnaire for potential clinical sites.
- An example of the Affiliation Agreement.

Please review the program information. I am available to answer questions that may arise. If your facility is interested in becoming an official Clinical Affiliate, please complete the enclosed form titled "Questionnaire for Potential Affiliates" and return by mail or fax. Make sure to include an email address and phone number on the bottom of the form. We will then contact you about setting up the agreement.

Some facilities have their own contract that is used for educational partnering. If that is the case for you, then please obtain a copy and send it to Washburn. We will pass it through the legal department for review. This can be a lengthy process so the sooner we can get this going the better. If no contract is had by your facility, then the Washburn University contract will be used. Contact us for a blank copy. You will forward this document to the appropriate facility parties for signature and return to us. Copies will be kept by your facility and Washburn. Once you become a WU clinical affiliate **all sonographers in your lab will be eligible for CME credit for working with students!**

Again, thank you for your interest. I look forward to receiving a complete questionnaire.

Sincerely,

Terry Sorensen, BHS, RDMS, RVT, RT(R)  
Program Director  
terry.sorensen@washburn.edu



# Washburn University

## Diagnostic Medical Sonography

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### The Program



The Diagnostic Medical Sonography program is administered through the School of Applied Studies and the Department of Allied Health. The program curriculum is an accredited, 14-month or 24-month certificate of completion. Upon successful completion of the program, graduates are registry eligible with the ARDMS, ARRT, or CCI in their respective specialty. We also have an option of a Bachelors of Health Science degree with a major in Medical Imaging.

All courses are online. Classes begin in June for Cardiac and Vascular students and August for General/Vascular students. The program consists of required related courses and clinical education. The clinical education consists of 24 hours per week in a clinical setting for all students. In addition to the clinic, students are required to attend class sessions online at various times.

### Faculty



Terry Sorensen, BHS, RDMS, RVT, RT(R)

Program Director

BHS - Medical Imaging, 2005

RDMS - Obstetrics & Gynecology, 2004

Breast, 2005

Abdomen, 2009

RVT - Vascular Technology, 2006

RT(R) - Radiography, 2002

785-670-2293

terry.sorensen@washburn.edu

Doug Jones, BA, RDMS, RDCS, RVT, RCT

Clinical Coordinator

RDCS - Adult Echocardiography, 1983

Pediatric Echocardiography, 1986

RVT - Vascular Technology, 1986

RDMS - Abdomen, 1988

RCT - Registered Cardiovascular Technologist, 1986

785-670-2294

Keith Farwell

Pat Munzer, DHSc, RRT

Associate Professor, School of Applied Studies

Chair, Allied Health Dept

Director, Respiratory Therapy Program

**Program  
Goals and  
Outcomes**



The primary focus of the Diagnostic Medical Sonography Program is to provide personal and professional development to each student. It is the intent of the program to create an environment for learning which contributes to student development. This includes stimulation of intellectual curiosity and growth. The outcome of the program is for each student to be qualified as an entry-level sonographer and be board eligible.

**Admissions  
Criteria**



An applicant must be a graduate of a two-year, patient-care related, Allied Health program or patient-care related program, (ex. Nursing- RN, LPN)

The program offers three tracks for students to choose from:

**Cardiac Sonography:** Adult echocardiography and physics with introduction to pediatric echocardiography. Students take an introductory course in the summer prior to starting clinicals in August.

**Vascular Sonography:** Vascular technology and physics. Students take an introductory course in the summer prior to starting clinicals in August.

**General/Vascular Sonography:** Abdomen, small parts, obstetrics, gynecology, breast and physics. Students start classes in August and begin clinicals in January.

**Distance  
Education**



Washburn University offers a variety of distance education courses and programs that provide greater convenience than most traditional campus courses. However, distance education courses are based upon the same academic standards and requirements as traditional courses, and may, in fact, require more time or effort than a regular class. These courses also tend to require a high level of motivation and self-discipline.

A student interested in online/web-based courses must have a basic understanding of internet access and be familiar with his/her computer. For more information about Washburn University online courses, or to view a sample online course, visit us at:

<http://www.washburn.edu/online-education>

**Why DMS at  
Washburn?**



Dedicated to excellence in teaching, Washburn University today is recognized as an outstanding public, urban learning environment. Washburn University began in 1865 as Lincoln College, a school established by the Congregational Church. Lincoln College became Washburn College in 1868 in recognition of the financial support of New England philanthropist, Deacon Ichabod Washburn. In 1941, the citizens of Topeka voted to make Washburn a municipal university.

US News and World Report "America's Best Colleges 2003" ranked Washburn as one of the top Midwestern public universities.

Washburn has a reputation as a "teaching" university rather than a "research" institution. More than 90% of our faculty hold doctoral degrees or the highest degree available in their discipline.



Statement of Non-Discrimination: It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation.



1. Must be accredited by JCAHO or equivalent accreditation.
2. Registered sonographer designated as clinical instructor, (**must be registered in specialty student is studying**). This person should be willing and able to commit time to be a source of support, guidance and feedback for the student. This includes completing paperwork such as competency evaluations, signature on timesheets to verify accuracy.
3. Sonography staff willing to provide support and guidance to the student. This may be difficult if the department is short staffed.
4. Patient load conducive to student learning in specialty.
5. Physician available on-site daily or on a weekly basis to assist the student with questions and review studies performed.
6. The facility is able to provide the student with observation, as well as, **hands-on** scanning opportunities on a variety of sonography exams on a daily basis. After hours scanning is an acceptable form of student practice if supervised by a registered sonographer.
7. The student can and should work with a variety of staff, so the responsibility of the student is not completely on the Clinical Instructor. The completion of performance evaluations is best done by the sonographer with whom the student has been working. It is the Clinical Instructor who should take the role of supporting the student behavior. **At all times the student should be under the supervision of a sonographer or a physician and never be considered as staffing relief**

# Washburn University

## Diagnostic Medical Sonography Program

### Why Be A Clinical Affiliate?

#### Diagnostic Medical Sonography Program Faculty

#### Program Director

Terry Sorensen  
785-670-2293  
[terry.sorensen@washburn.edu](mailto:terry.sorensen@washburn.edu)

For addt'l  
information on  
accredited DMS  
programs visit:

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

For addt'l  
information on  
JRCDS standards  
visit:

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

#### There can be many advantages.

Teaching students can and should be fun and beneficial. The shortage of sonographers within the United State and Canada is directly related to the shortage of clinical sites associated with ultrasound educational programs. There are, however, many of us who see having students in our practices and labs as a burden and not a benefit. This is a mistaken view as there are far more benefits to having students in your lab than there are drawbacks. The following is a list of benefits and logistics to becoming a clinical site. If these interest you and you are willing to participate in training, please contact Washburn @ 785-670-2170.

#### Student are Assistants:

Students can reduce staff workload by assisting with daily tasks, paperwork and extra assistance needed for patient care. When student scanning expertise increases, sonographers can observe and supervise studies, which gives them a break from scanning.

#### Learn which students are best:

As you work closely with students, you will be exposed to their work ethic, strengths and weaknesses. When it comes time to fill an opening, you will already have an understanding of possible candidates.

#### Student make you better:

Teaching students helps everyone learn. Sonographers get a chance to sharpen their skills and keep up on new techniques in the field. For the practicing sonographers, continuing education is essential. Providing clinical instruction is one way to foster the value of continued professional development.

#### Earn CME credit:

Sonographers working with student s at one of Washburn's clinical affiliates can receive up to 4 CME credits per year. This is a free service offered by the diagnostic medical sonography program as a way of saying thank you for a going the extra mile for your profession. Pay it forward!

#### Clinical Site Expectations

Washburn is a CAAHEP accredited program. According to JRCDS accreditation guidelines, there needs to be a one-to-one ratio of student to registered sonographers. Not all staff members in your lab need to be registered to become a clinical site. Small labs, as well as, larger facilities alike are welcome and encouraged to participate. Smaller labs are great locations for student practice. While Washburn is not able to pay it's affiliates or clinical instructors, some facilities actively support employee mentoring. Check with your human resources department for more information.



# Washburn University

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## Frequently Asked Questions

### **Is the Diagnostic Medical Sonography Program at Washburn University accredited?**

Yes! The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in general, cardiac and vascular sonography.

### **How many students does Washburn University accept?**

This varies from year to year due to application numbers and clinical affiliates per specialty.

### **How many hours a week are student in clinic?**

24 hrs/week for 14 months– Cardiac only and Vascular only program.

24 hrs.week for 24 month– General/vascular program.

### **Do the students get breaks?**

This varies depending on the specialty. Vascular/cardiac students get 4 weeks off during the 12 months. Other holiday time must be made up by the student. More specific dates are sent out prior to each semester.

### **Who decides the clinical schedule?**

The clinical affiliate always takes precedence. If the affiliate does not care, then the student may choose their clinical schedule.

### **How are the student's clinical hours kept track of?**

The student keeps a timesheet for each clinical day. A supervising sonographers or manager initials the timesheet verifying attendance. The supervising sonographers can also keep a master sheet of the student's time. This master sheet is provided to the affiliate by Washburn.

### **What paperwork does Washburn keep on students?**

All pertinent student paperwork (CPR, TB test, etc) is on file at Washburn and can be requested by a clinical affiliate at any time.

### **What is Washburn's dress code for clinic?**

Washburn defers to the clinical facility for their dress code. The DMS program has no specific dress code.

### **What happens when there is an issue with a student?**

The clinical affiliate can attempt to address issues with student initially. Washburn faculty should be notified of major issues and processes of action can be discussed at that time.

Diagnostic Medical Sonography  
Washburn University  
1700 SW College  
Topeka KS 66621  
Phone: 785-670-2170  
Fax: 785-670-1027  
E-mail:  
lisa.rieschick@washburn.edu

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**What is my role, as an affiliate?**

Assisting in student learning from a clinical and sometimes didactic standpoint. Students should be given scan time in the clinic (as much as reasonably allowable) from the very beginning. Monthly clinical and semester evaluations should be filled out. Exam competencies are also the role of the clinical affiliate.

**How do I get my CME credit for being a clinical affiliate?**

Each and every sonographer at any of Washburn's affiliates that work with students are eligible for CME credit. Information will come prior to each semester regarding this. Also, feel free to contact Washburn at any time with questions.

**What do I need to do to get started as a Washburn affiliate?**

Contact us! We need to have the clinical affiliate questionnaire filled out and returned as well as have a affiliation contract signed by both Washburn and your facility.

**Do clinical affiliates "choose" their student?**

Some affiliates have students in mind that they would like to have. Others do not. Student interviews can be conducted with clinical affiliates to aid in student selection. If a suitable student does not exist for a facility, no student will be placed. Washburn does not believe in forcing students on any facility. This would not foster a positive learning experience.

**Am I obligated, as a Washburn clinical affiliate, to take sonography student every year?**

No. Washburn only places students at facilities who are willing participants. Again, forcing students never fosters a good learning environment. It is our hope that after participating with us once, you enjoy the experience and see the benefits and rewards of having students and continue to participate year after year.

**Are students eligible to sit for the registry once they are finished?**

Yes! Washburn's DMS program is accredited by CAAHEP. All students who successfully complete the program are eligible to sit for the ARDMS, ARRT or CCI registry exams in that specialty.

**What do I do if I have more questions?**

Contact us! 785-670-2170 or [lisa.rieschick@washburn.edu](mailto:lisa.rieschick@washburn.edu)

## **Application and Acceptance Guidelines** **for students**

To be considered for acceptance into the Diagnostic Medical Sonography program, the following admission criteria applies:

1. Students must be a graduate of an allied health educational program that is patient care related (examples: radiologic technology, respiratory therapy, physical therapy assistant, nursing, etc. Other healthcare disciplines may be considered on an individual basis).
2. Student must observe general, vascular, or cardiac sonography in some capacity for 4 hour period. Authorized documentation of the visit should be included, as well as a summary of the observation experience.
3. Student application to the program does not constitute admission; selection of admittees will be based on evaluation of applicant's credentials.
  - Selection of students is based on: grades, letter of intent, letters of recommendation, past and/or current work and volunteer experiences, previous/current relevant college course work or degree, observation hours and summary.
  - Official transcripts must be sent.
  - Health insurance, hepatitis B vaccine (or signed declination), Pertussis vaccine (or signed declination), TB skin test and a physical examination are required of all diagnostic medical sonography students prior to entry into the clinical education component.
  - Admitted students must complete CPR certification prior to going on clinical practice and maintain certification throughout the clinical rotation.
  - Professional liability insurance is provided by Washburn University.
  - Successful completion of certification in prior discipline (ARRT, RN, CRT, etc). A copy of current certification must be kept at Washburn for the duration of the program.

Notice: Successful completion of the DMS program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- convictions of laws regulating controlled substances\*
- convictions, at a felony level of crimes, as described under Kansas criminal code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;

- conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- conviction, at a felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft and misuse of public funds.

\*Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

## Clinical Evaluation Form

Student's Name \_\_\_\_\_ Evaluation Period (Dates) \_\_\_\_\_

Facility's Name \_\_\_\_\_

Days Absent \_\_\_\_\_ Reason(s) for Absence(s) \_\_\_\_\_

Number of Days Made Up \_\_\_\_\_ Supervising Sonography \_\_\_\_\_

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***Identify the student's strengths and weaknesses in the following areas:***

- 1. Professional Qualities:**
- 2. Scanning Competencies:**
- 3. Image Evaluation:**

**Sign to indicate discussion of this evaluation:**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Sonographer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name \_\_\_\_\_ Evaluation Period (Dates) \_\_\_\_\_

**Scale 1: Level of Performance at THIS Rotation: Place a hash mark (|) anywhere on the line.**

Rate this student's overall performance relative to what you would expect at this level of clinical and academic experience.

Well Below  
Expectations

Far Exceeds  
Expectations

**Questionnaire for Potential Clinical Affiliates  
Diagnostic Medical Sonography Program  
Washburn University**

1. Name of Facility \_\_\_\_\_  
Phone Number(\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

As a growing program we are consistently increasing new clinical affiliates. With each new addition it is a priority to keep the most current affiliate and potential affiliate information available. In order for our program to remain in compliance with our education accreditation agency, each affiliate must perform the specific number of exams as specified for the students' specific concentration.

*(1) Each general learning concentration affiliate or clinical education center should perform approximately **1500** completed patient examinations, including production of permanent records and reports, per year, per student equivalent. The overall volume of procedures in which students participate in throughout the program should include a minimum of 30% ob/gyn procedures and a minimum of 30% abdominal procedures.*

*(2) Each cardiac learning concentration affiliate or clinical education center should perform approximately **800** completed patient examinations, including permanent records and reports, per year, per student equivalent. The overall volume of procedures in which students participate in throughout the program should be representative of the range of cardiac procedures.*

*(3) Each vascular learning concentration affiliate or clinical education center should perform approximately **1000** completed patient examinations, representative of the range of vascular procedures, including permanent records and reports, per year, per student equivalent. The overall volume of procedures in which students participate in throughout the program should be representative of the range of non-invasive vascular procedures.*

2. How many (per year) sonograms are done in your lab?
- a. Cardiac \_\_\_\_\_
  - b. Vascular \_\_\_\_\_
  - c. General:
    - 1. Abd/Abd - Doppler \_\_\_\_\_
    - 2. OB \_\_\_\_\_
    - 3. Gyn \_\_\_\_\_

2. How many scanning stations do you have?  
\_\_\_\_\_

3. How many FTE Sonographers?

\_\_\_\_\_

4. Please fill out the following information on each sonographer:

Name	Credentials/Specialty	Years of Exp.
<i>(Example) Sam Sonographer</i>	<i>RDMS (Abd, OB-Gyn, Breast)</i>	<i>20</i>
1.		
2.		
3.		
4.		
5.		
6.		

5. What kind of ultrasound equipment do you have (manufacturer & model)?

\_\_\_\_\_

6. Would you be interested in being a clinical site for General, Cardiac, or Vascular ultrasound? If so, how many students would your staff be comfortable having?

Cardiac \_\_\_\_\_ General \_\_\_\_\_ Vascular \_\_\_\_\_

7. Please list the name, phone number & e-mail of the contact person for your lab.

\_\_\_\_\_

8. Are you requesting a specific person to be your student? \_\_\_Yes \_\_\_No

If so, name: \_\_\_\_\_

9. Are you requesting that your potential student have any specific medical background? For example, do you prefer your student to be a Radiologic Technologist, Respiratory Therapist, Nurse, etc..?

If so, background desired: \_\_\_\_\_

10. Do you have a preferred clinical schedule that you want the student to follow? (The clinical time needs to equal 24 hours per week) If so, what is that schedule?

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11. Please list any questions you have about our program.

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Terry Sorensen, BHS, RDMS, RVT, RT(R)  
Program Director  
Diagnostic Medical Sonography Program  
785-670-2293 fax 785-670-1027  
e-mail: [terry.sorensen@washburn.edu](mailto:terry.sorensen@washburn.edu)

Doug Jones, BA, RDMS, RDCS, RVT, RCT  
Clinical Coordinator  
Diagnostic Medical Sonography Program  
785-670-2294 fax 785-670-1027  
e-mail: [doug.jones@washburn.edu](mailto:doug.jones@washburn.edu)

## MUTUAL AGREEMENT AND UNDERSTANDING

Washburn University (name of facility)  
Allied Health Department (address)  
1700 SW College Avenue (city, state, zip)  
Topeka KS 66621  
("College") ("Affiliate")

DATE: August 19, 2009

This agreement and understanding into by and between Washburn University of Topeka and shall become effective \_\_\_\_\_ and this agreement shall remain in force unless and until either Washburn University of Topeka or \_\_\_\_\_ requests that it be terminated or modified at which time if modification is desired by either party, a new agreement will be prepared for approval necessary by both parties. In the case of termination, at least 15 months prior to the date of termination, notice shall be given to the opposite party of such termination. Any notice of termination of less than 15 months shall not adversely affect Diagnostic Medical Sonography student learners who are currently enrolled in the Diagnostic Medical Sonography program.

Washburn University of Topeka, School of Applied Studies, hereinafter referred to as the University and \_\_\_\_\_ hereinafter referred to as the Affiliate, both being desirous of cooperating in a plan to provide clinical laboratory experience for University diagnostic medical sonography student learners do mutually agree to the following:

### **RESPONSIBILITIES OF THE UNIVERSITY**

1. The University assumes responsibility for offering an education program in Diagnostic Medical Sonography.
2. The University will provide the faculty for the Diagnostic Medical Sonography program who are both qualified instructors and registered sonographers.
3. The University will prepare the students for clinical experience through classroom instruction and laboratory practice.
4. The University will provide professional liability coverage for all Diagnostic Medical Sonography students.
5. The University shall determine that the Diagnostic Medical Sonography student and faculty are covered by health insurance.
6. Students or faculty injured or exposed to bloodborne pathogens during assignment to clinical education will be responsible for obtaining their own medical care. The students and/or faculty will abide by the treatment/testing protocols outlined in the Affiliate's injury and exposure control policies.

7. The University and Affiliate agree that students will not be scheduled for more than 40 hours each week, including didactic and clinical instruction.
8. As related to the student's clinical learning experience, and and the University's policy and procedure manual, the University will consult with the Affiliate's contact person (\_\_\_\_\_) appointed by the Affiliate from its staff, for the utilization of the clinical facility.
9. The University and center will mutually plan and provide an orientation period during which the Diagnostic Medical Sonography faculty can become familiar with the policies, practices, and facilities prior to assigning students for clinical experience.
10. Each Diagnostic Medical Sonography student will be required by the University to have a physical examination prior to entrance into this clinical program and the student's medical records will be on file in the University School of Applied Studies. This physical examination will include documentation of immunity to Rubella, Rubeola, Mumps & have had a current TB skin test that is negative.
11. The faculty and students will abide by existing rules and regulations of the Affiliate insofar as they may pertain to their activities while in the Affiliate's facility.
12. The faculty has developed and reviews every year written learning competencies and objectives to be achieved by each student for each clinical area, in cooperation with the appropriate representative(s) of the Affiliate through our Advisory Board.
13. The University will provide necessary information in regards to the student and evaluation procedures.

### **RESPONSIBILITIES OF THE AFFILIATE**

1. The Affiliate will provide qualified personnel to work with students including supervision by a qualified sonographer.
2. The Affiliate will prepare a written evaluation of the student's clinical progress, according to the format established by the University.
3. The Affiliate will make available to the students the clinical facilities of the institution including necessary equipment and supplies for Diagnostic Medical Sonography performance.
4. The Affiliate will make available for educational purposes conference rooms space where groups of students may receive instruction from faculty. This will be scheduled with the Affiliate, and is subject to availability.

5. The Affiliate will provide faculty and students with the same cafeteria services as are available to the Affiliate staff.
6. While assigned for clinical experience, the students will have the status of learners and will not replace Affiliate sonographer. The responsibility for Diagnostic Medical Sonography performance will be retained by the Diagnostic Medical Sonography Department of the Affiliate.
7. The Affiliate will provide students and faculty with locker facilities as are available to the Affiliate staff.
8. The Affiliate will provide the faculty and students with access to sources of information for educational purposes such as files, charts, reference materials and manuals of Sonography procedures, and administrative policies. The faculty and students as well as Washburn, contractually agree to hold in confidence all information concerning patients provided them in the course of this program.
9. The Affiliate, if possible, will provide reasonable parking space for faculty and students.
10. The Affiliate will provide an opportunity for the faculty to be appraised of current policies by attending appropriate meetings and receiving bulletins regarding changes.

#### **RESPONSIBILITIES OF BOTH PARTIES**

1. It is mutually agreed by and between the parties that there will be no costs, direct or indirect, charged to the University by the Affiliate or by the University to the Affiliate for use of the facilities under this agreement.
2. Members of both Affiliate Diagnostic Medical Sonography staff and the faculty of the University will cooperate in the continuing evaluation of the use made of the clinical facilities.
3. Participate in regular conferences to plan and evaluate the clinical experience.
4. Discipline students in the event of unethical or unbecoming conduct. The Affiliate may terminate from the affiliate any student whose performance is highly unsatisfactory or whose health status deters the student from successful completion of required clinical work, after consultation with the appropriate representative from the University. The final authority to terminate a student from Directed Practice rests with the University.
5. Assist each other in maintaining the standards necessary for the Diagnostic Medical Sonography Program to obtain accreditation status.

Notwithstanding any other provision in the Agreement, it may be terminated by written notice delivered by either party to the other not less than 90 days prior to the termination.

The undersigned being duly affirmed say that the above and foregoing agreement was entered into voluntarily by both parties on this \_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_

**Washburn University of Topeka**

By: \_\_\_\_\_  
President or Chief  
Executive Officer                      Date \_\_\_\_\_

By: \_\_\_\_\_  
President                                      Date \_\_\_\_\_

By: \_\_\_\_\_  
Department Director                      Date \_\_\_\_\_

By: \_\_\_\_\_  
Dean                                          Date \_\_\_\_\_

By: \_\_\_\_\_  
Program Director                          Date \_\_\_\_\_