

Employer & Clinical Site Exception Policy

The Employer & Clinical Site Exception Policy exists for a hospital to have the ability to request an individual, who does not meet the normal admissions criteria, to complete the sonography program at their hospital.

Academic Requirements

- The applicant must have completed all mandatory pre-requisites. These are:
 - Medical Terminology
 - English or Communications
 - Intermediate Algebra (or higher) OR Statistics
 - General physics
 - Anatomy
 - Physiology
- These courses must be completed for college credit with a letter grade of C or higher and the applicant must have an overall GPA of 2.5 or higher

Procedure

- The facility should reach out to [Keith Farwell](#) to inquire about training one of their employees at their facility. This request should come from the sonography department supervisor. This should **not** initially come from the applicant
- The supervisor will complete and submit the Employer & Clinical Site Exception Request Form to the program director
- Program faculty will review the applicant's transcripts to verify all pre-reqs have been completed
- Once it is deemed that the applicant is able to apply, the process will move forward like a normal applicant
- This policy does NOT guarantee the applicant acceptance into the program. If other students apply for the same hospital and other applicants score higher on their application, then another applicant may be chosen for the spot

Other

- Clinical hours cannot be paid hours by the employer, however, there are other options for the hospital if the facility is wanting to help pay for the employee education...such as paying for the tuition
- Clinical requirements are approximately 24 hours a week
- All evaluations, skill checks, and competencies must be completed by a registered sonographer in the area of study

Employer & Clinical Site Exception Request Form

Supervisor/Director: _____

Email: _____

Phone: _____

Facility Name: _____

Applicant Name: _____

Email: _____

Phone: _____

Current degree (if applicable): _____

Current job title: _____

I understand that this employee/individual does not meet the regular admissions criteria to Washburn University Diagnostic Medical Sonography Program. However, we have found that this employee/individual to be a good candidate to advance his/her career as a sonographer and wish to host them for their clinical component of the sonography program. All pre-req coursework is still required per CAAHEP accreditation standards.

This document does not guarantee acceptance into the sonography program. The applicant will still be scored and may have to compete with other applicants for the spot at your hospital if you have more than one applicant. Scoring is also determined by whether a supervisor requests a specific applicant.

Supervisor/Director Signature: _____

Date: _____