



**Health Sciences Division
Medical Imaging Programs**

Sonography Program

Thank you for your interest in the Diagnostic Medical Sonography Program at Gulf Coast State College (GCSC). Enclosed is the application packet that includes information you will need to read and forms you must complete to begin the application process.

The Checklist within this packet gives you information on how to proceed and the steps you will need to take in order to be considered for the Diagnostic Medical Sonography program.

The Diagnostic Medical Sonography program is a 24-month program with an annual application deadline of mid-September (this year, it will be September 17). Prerequisites must be completed prior to the application deadline.

Please review the application packet for prerequisite requirements for the program. If you should have any questions or concerns after reviewing the enclosed material, please contact us by means of the information given below. If you have general questions, you may call our Senior Administrative Assistant at (850) 873-3589.

Good luck with your educational endeavors.

Sincerely,

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Gulf Coast State College Diagnostic Medical Sonography Program Application Packet

Diagnostic Medical Sonography, a specialty in diagnostic imaging, uses high frequency sound waves similar to sonar. Using specialized equipment, images are created of structures inside the human body and are displayed as two-dimensional images on a video screen. The goal of the Diagnostic Medical Sonography program is to prepare competent, ethical, and capable entry-level sonographers. The program is committed to preparing the students to function in a dynamic and ever-changing area of health care.

A student interested in this field should possess the following qualities and talents.

- intellectual curiosity
- perseverance
- good communication skills
- dedication
- quick analytical mind
- technical aptitude
- be in good physical health
- be able to work independently
- possess eye-hand coordination

Sonographers are highly skilled and competent professionals who function as an integral member of the health care team. The sonographer records anatomic, pathologic and/or physiologic data for interpretation by the supervising physician. They are responsible for recordkeeping, reviewing, and recording pertinent clinical patient history, as well as providing for the needs and comfort of the patient while performing the sonographic examination. This is done under the supervision of a licensed physician.

After completion of the DMS Program, and successful completion of all required competencies, the student will be eligible to take the American Registry of Radiologic Technologists (ARRT) general sonography examination immediately post-graduation.

The American Registry of Diagnostic Medical Sonographers (ARDMS) is available with specific requirements. For more detailed information, go to ***ARDMS.org*** and ***ARRT.org***.

In order to gain employment, all students are strongly encouraged to complete a national certification exam for Sonography immediately upon completion of the program. (Most employers require Sonography certification prior to employment.)

Gulf Coast State College is institutionally accredited through the Southern Association of Colleges and Schools. At the present time, after a student successfully passes the ARRT certification exam, they qualify to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exam.

The Diagnostic Medical Sonography Program is not programmatically accredited, but functions according to the Joint Review Committee of Diagnostic Medical Sonography (JRCDMS) program accreditation requirements.

Student Responsibilities

Attendance is critical to successfully complete any of the Health Sciences programs. Students are required to attend all scheduled classes, complete examinations, pass timed scan tests, and complete all assigned clinical / lab rotations.

- You must exhibit professional and ethical conduct at all times.
- You must successfully pass all **TIMED** performance scanning exams within the indicated score / grade range as per indicated course.
- You must successfully complete all required Program and ARRT Clinical Competencies within the indicated timeframe.

Applicants must complete everything on the Checklist including:

- **Completing all of the required course prerequisites** by the Sonography application deadline with a grade of "C" or better; higher grades equate to more points in the selection process.
- **Submitting the program application forms and signed Technical Standards Form** (see forms enclosed in this application packet)
- **Having a minimum cumulative college GPA of 2.5 (on 4.0 point scale).**

Applicants will receive additional points toward selection for any of these:

- **Completion of Medical Terminology** course with HSC or OST prefix (this is not a listed, required program course).
- **Possession of a Bachelor's Degree ****
- **Possession of an Associate Degree** in allied health fields dealing with hands-on patient care (i.e., RT, RN, LPN, EMT, Respiratory Therapist, Surgical Technologist, or other allied health profession certificates)
- **Healthcare work experience dealing with direct patient care**
- **Documentation of observation (shadowing) of sonographic procedures. A minimum of 8 hours is required and a maximum of 35 hours will be accepted.** All documentation must be on the Documentation Form enclosed in this packet, and must be signed by the registered sonographer you observed.

Prospective students may "shadow" the students or Instructors who are conducting ultrasound scans in the Sonography Lab, Room 308, in the Health Sciences building. Shadowing is done in the **Fall semester only** on Thursdays from 8:30-11:30 a.m. and 1:00-4:00 p.m. You can schedule an appointment to shadow by calling (850) 873-3589.

** Graduates with Bachelor's Degrees are eligible to take the ARDMS certification exam immediately upon graduation.

How Sonography Students Are Selected

Step One: Students who have successfully submitted the following by the September 17, 2018, deadline:

- College application
- Program application with signed Technical Standards Form
- Successful completion of the following prerequisites with a grade "C" or higher:
 - BSC 1020 Human Biology
 - ENC 1101 College English
 - PHY 1020 Basic Concepts of Physics (or approved physics)
 - College-level math (MAC 1105, STA 2023, or MGF 1106)
- Have cumulative GPA of 2.5

Step Two: Students who have submitted documentation for enhancement points by September 17, 2018:

- Completion of Medical Terminology (HSC or OST course prefix)
- Possess a Bachelor's degree
- Possess an Associate Degree/Certificate in an Allied Health Care field dealing with direct patient care
- Submission of Observation Documentation Form
- Submission of Healthcare Work Experience Documentation Form

Step Three:

Program applicants with the highest composite scores will be offered *Conditional Acceptance* into the program, pending receipt of satisfactory physical/vaccination records, CPR, satisfactory drug screening results, and satisfactory criminal background check (all at student's expense). Criminal background checks **must** be done through Gulf Coast State College.

Conditionally accepted applicants will be notified by mail. It is the student's responsibility to make sure the program has the candidates updated contact information.

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; (850) 872-3866.

Requirements After Conditional Acceptance

- 1) Physical Examination Form** (with satisfactory results signed by a physician), **with Immunizations Form**. This program requires you to be properly immunized for the protection of patients, students, and employees and in compliance with state regulations. You must submit proof of the following immunizations. ***
- Negative TB skin test or TB blood test within the past 12 months, or a negative chest x-ray report (yearly requirement to be kept current throughout the program).
 - Varicella, rubella, and rubeola immunity; proof of immunizations
 - Up-to-date Diphtheria and Tetanus shots; proof of immunizations
 - Hepatitis-B vaccination series, or signed declination waiver form
 - Influenza vaccination (yearly requirement to be kept current throughout the program)

***** Documentation of vaccinations must be provided to the Senior Administrative Assistant in Room HS-319 prior to the first day of program class.**

- 2) Register and pay for, then attend the mandatory Health Sciences Orientation in August of the first program year.** Locations, dates, and times will be disclosed with appropriate notice.
- 3) Submit current CPR for Healthcare Provider certification card, if you have one.** If not, CPR is required and will be offered during the first semester of the Sonography program. Registration and payment will be required. You must maintain certification throughout the remainder of the 2-year Sonography program. Acceptable CPR card is from the American Heart Association Healthcare Provider. We do not accept the CPR Certificates/Cards from online CPR courses.
- 4) Complete a satisfactory criminal background check.** Students' backgrounds must be "cleared" through a criminal background check and fingerprinting prior to the start of classes. **Criminal background checks MUST be done through Gulf Coast State College at the student's expense.**
- 5) Complete a 10-panel urine drug screening. Drug screening MUST be done through Gulf Coast State College as directed by the program, at the student's expense.**

Important Information Regarding Your Background

Applicants to the Sonography program in the Health Sciences Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our program makes every effort to accept as many academically qualified students as possible. However, in addition to meeting basic entry requirements, applicants must also consider how their personal history may affect their ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment.

Some of our Health Sciences programs will require students to visit certain clinical sites that may require background checks in order for students to work with their patients. Students who produce an unfavorable background check may not be able to meet their program's clinical obligations, which would jeopardize their ability to successfully complete that program.

Students who graduate from our programs must also pass licensure exams. The various entities that provide testing and licenses for health professionals, oftentimes, require background checks prior to sitting for the exams and applying for licensure. It is possible to successfully graduate from a Health Sciences program but be denied the opportunity for licensure because of an unfavorable background check.

Employers of licensed health professionals can also have a variety of requirements that must be met prior to the granting of employment. These can include background checks, of varying depths, and/or drug screenings. It is possible to graduate from a program and obtain the health professional license, but be denied some employment options due to an unfavorable background check or drug screen. In compliance with clinical requirements, students must understand they may be subject to drug screening.

We offer this information so that you can make an informed decision concerning making application to one of our programs.

Sonographic Certification - Ethical Eligibility

Candidates becoming certified through the primary pathway may complete a *pre-application* to determine their ethics eligibility prior to enrolling in or during their educational program.

Upon completion of the Sonography program, students will be academically prepared to take the registry exams from the American Registry for Diagnostic Medical Sonography (ARDMS), and the American Registry of Radiologic Technologists (ARRT) "Sonography Suite".

For further information about the registry's ethical eligibility requirements for each credentialing organization, please view the following web links.

ARDMS at: www.ardms.org/apply/discipline_ada_appeal_process_information

ARRT at: www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf



CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator.

Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (www.doh.state.fl.us/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully:

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations. The statute can be found online at:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

456.0635 Health care fraud; disqualification for license, certificate, or registration.

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
 - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For felonies of the first or second degree, more than 15 years before the date of application.
 2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
 - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
 - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
 - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
 - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Application deadline is September 17, 2018

Please follow these program General Education Required Prerequisites for the program application submission.

Required prerequisites must be completed prior to the application deadline.

BSC 1020 Human Biology	3 credits
PHY 1020 Basic Concepts of Physics, or approved Physics - (only offered in Fall and Spring semesters; Students enrolled for the Fall term <u>are</u> still eligible to apply)	3 credits
ENC 1101 English Composition I	3 credits
MAC 1105 College Algebra, or STA 2023 Statistics, or MGF 1106 Math for Liberal Arts, or higher	3 credits

General Education Requirements: These classes must be successfully completed prior to graduation.

PSY 2012 General Psychology or SYG 2000 Principles of Sociology	3 credits
Humanities I, II, or III	3 credits

Sonography Program Curriculum

Spring - 1st year			Spring - 2nd year		
SON 1000	Introduction to Sonography	2 crs	SON 1112	Abdominal Sonography II	3 crs
SON 1211	Medical Sonography Physics	3 crs	SON 1122	OB/GYN Sonography II	3 crs
SON 2113	Cross-Sectional Anatomy	4 crs	SON 1814	Clinical Education II	3 crs
SON 1214	Practical Aspects of Sonography	2 crs	SON 2175	Vascular Sonography	3 crs
11 credits			12 credits		
Summer - 1st year			Summer - 2nd year		
SON 1170	Sono Circulatory System	2 crs	SON 1144	Superficial Structures	2 crs
SON 1170L	Sono Circulatory System Lab	1 cr	SON 1824	Clinical Education III	3 crs
SON 1100	Principles/Protocols Sono Imaging	2 crs	SON 2220	Advanced Sonographic Imaging	1 cr
SON 1100L	Principles/Protocols Lab	2 crs	SON 1221	Ultrasound-Guided Interventional Procedures and Techniques	1 cr
7 credits			7 credits		
Fall - 1st year			Fall - 2nd year		
SON 1111	Abdominal Sonography I	3 crs	SON 2834	Clinical Education IV	4 crs
SON 1121	OB/GYN Sonography I	3 crs	SON 1052	Sonography Pathology	4 crs
SON 1804	Clinical Education I	2 crs	SON 2061	Sonography Review	2 crs
SON 2171	Intro to Vascular Sonography	3 crs	10 credits		
SON 2171L	Intro to Vascular Sonography Lab	1 cr			
12 credits					
Total Program Credits Hours					77

FEE SCHEDULE **

Diagnostic Medical Sonography Program

Registration will not be officially completed until all fees are paid in full by the dates identified in the college calendar. **Students are responsible for all fees for courses not dropped by the student during the refund period.**

The Diagnostic Medical Sonography Program requires 77 credit hours of instruction.

<u>ENROLLMENT FEES</u>	IN-STATE TUTION	OUT-OF-STATE TUTION
PERT Examination	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
Criminal Background Check	\$ 85.00	\$ 85.00
Drug Screening	\$ 33.00	\$ 33.00
<u>TEXTBOOK FEES</u>		
Textbooks (approximate)	\$1,000.00	\$1,000.00
<u>HEALTH SCIENCES ORIENTATION</u> (online)		
HIPAA, Domestic Violence, Infection Control, HIV-AIDS, Prevention of Medical Errors	\$ 64.00	\$ 64.00
<u>TUITION FEES</u> (see current catalog)	(\$98.75 cr. hr.)	(\$359.71 cr. hr.)
Prerequisites/Gen Ed Courses 18 college credits	\$1,777.50	\$6,474.78
Spring - Year 1 11 college credits	\$1,086.25	\$3,956.81
Summer - Year 1 7 college credits	\$ 691.25	\$2,517.97
Fall - Year 1 12 college credits	\$1,185.00	\$4,316.52
Spring - Year 2 12 college credits	\$1,185.00	\$4,316.52
Summer - Year 2 7 college credits	\$ 691.25	\$2,517.97
Fall - Year 2 10 college credits	\$ 987.50	\$3,597.10
<u>LAB FEES</u>		
Total lab fees for all semesters: (includes student liability / accident insurance)	\$ 222.00	\$ 222.00
<u>SCRUBS / GCSC PATCH</u>	\$ 200.00	\$ 200.00
<u>TOTAL PROGRAM FEES:</u> (approx.)	\$9,232.75	\$29,326.67

**** Fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in Enrollment Services. Anyone requiring financial aid must initiate arrangements with the Financial Aid Office. Refund policy is outlined in the current Gulf Coast State College Catalog.**

SONOGRAPHY APPLICANT CHECKLIST

Items 1 through 8 must be completed by September 17, 2018.

- _____ 1. **New students should apply for General Admission to GCSC.** Applications are available online at www.gulfcoast.edu. **Must declare your major as Sonography Applicant.**
 - **Returning students who have not attended GCSC in the past year must re-apply for admission.**
- _____ 2. **New students must pay a \$20 non-refundable college application fee** online, in the GCSC Bookstore, or the GCSC Business Office (in person or by phone). **If this is not paid, you will be unable to register for courses.**
 - **Returning students who have not attended GCSC in past year must pay a \$10 non-refundable college application fee** online, in the GCSC Bookstore, or at the Business Office (in person or by phone).
- _____ 3. **New students complete a free College Orientation.** This orientation may be completed on campus or online. The online instructions can be found at: <http://www.gulfcoast.edu/students/admissions/new-student-orientation/index.html>. Orientation must be completed in order to register for courses.
- _____ 4. **Complete the following prerequisites with a minimum grade of "C" or better:**
 - BSC 1020 Human Biology
 - ENC 1101 English Composition I
 - MAC 1105 College Algebra, or STA 2023 Statistics, or MGF1106 Math for Liberal Arts, or higher
 - PHY1020 Basic Concepts of Physics or approved Physics course – **Students enrolled for the Fall term may still apply to the program. Presently offered in Fall and Spring semesters only.**
- _____ 5. **Submit High School and all College transcripts to GCSC Enrollment Services.** Applicant must request **official** transcripts from high school, or GED with scores, and **all** colleges attended. An official transcript is one that is sent directly from the originating school or institution to GCSC. Transcripts that have been in the student's possession, regardless if they are "sealed", stamped, or in a sealed envelope, are not considered official and will not be accepted.
- _____ 6. **ALL transcripts must be evaluated. All college credits granted by another institution must be evaluated by Gulf Coast State College Enrollment Services by the application deadline date. ALL transcripts must be received before college will evaluate.**
- _____ 7. **Demonstrate a minimum cumulative 2.5 GPA (on 4.0 point scale).**
- _____ 8. **Submit a completed Sonography Program application (including the Technical Standards) to Room 200, Health Sciences Division.** The application deadline is September 17, 2018. Applications will be considered after this date provided space is available. It is the applicant's responsibility to ensure their folder is **complete prior to the application deadline.**

Optional Enhancement Points

- _____ 1. **Submit a copy of Healthcare License, if applicable** (i.e., RT, RN, LPN, EMT, Respiratory Therapist, Surgical Technologist, or other allied health profession certificates).
- _____ 2. **Submit Observation (Shadowing) Documentation form** (one form for each imaging facility utilized).
- _____ 3. **Submit Healthcare Work Experience dealing with direct patient care** (one form for each employer).
- _____ 4. **Completion of Medical Terminology course with HSC or OST prefix** (this is not a program requirement)

FREQUENTLY ASKED QUESTIONS

1. **What are some typical tasks in this career?** Education and preparation of the patient for diagnostic ultrasound exam; perform sonograms and record anatomy and pathologic data for interpretation by the physician; analyze and present diagnostic data for use in interpretation and diagnosis by the physician. Works in hospitals, physicians' offices, diagnostic imaging centers, ambulatory care facilities, and mobile units as well as other settings.
2. **What is available beyond graduation?** Entry-level employment, advanced certification in other areas of ultrasound, and advanced degrees (i.e., B.S. degree).
3. **What is the career outlook for this profession?** Sonography is listed among the top 50 fastest growing occupations in Florida. (Source: Florida Agency for Workforce Innovation.)
4. **How many students are selected for the program?** Each class will consist of 15-18 students.
5. **What is the cost of the Program?** For the 2017 academic year, in-state tuition is approximately \$9,200, and out-of-state tuition is approximately \$29,300. Tuition costs are subject to change with each academic year.
6. **What should I do if I am not accepted into the program?** Applications are not held over for the next year's selection process. It is the student's responsibility to submit a **new** Sonography application to the Health Sciences Division by the program deadline of September 15th each year.
7. **What are the hours of the program?** Program hours require attendance in classes or clinic 4-5 days per week (up to 40 hours).
8. **Where are clinical assignments?** Clinical assignments are at hospitals, clinics, and doctors' offices in Panama City along with several out-of-town facilities (Chipley, Marianna, and Bonifay). This will also include occasional weekends and evening rotations. Additional sites may be added, as needed.
9. **Can I complete this program on a part-time basis?** No. Due to the progressive building of the educational and clinical aspects of the program, all courses must be completed in a certain sequence because they are only offered once a year.
10. **Can I work while I am a student in the program?** Employment is not encouraged, but you might be able to work minimally. Students must earn a minimum final course grade of 75% or higher to continue in the program.
11. **Do you assist with job placement after graduation?** GCSC has a job placement assistance program available; however, willingness to relocate will increase your employment opportunities.
12. **Do I need to take a test after graduation?** The students are academically prepared to take the registry exams from the American Registry for Diagnostic Medical Sonography (ARDMS), or the American Registry of Radiologic Technologists (ARRT) "Sonography Suite". Requirements for each credentialing organization may be found online.
13. **How much is an annual salary for graduates of this program in this area?** Entry-level graduates may expect to earn \$17 - \$22 per hour. Benefits and overtime are determined by the individual employer.
14. **Is "shadowing" allowed in the Sonography Lab?** Prospective students may "shadow" the students or Instructors who are conducting ultrasound scans in the Sonography Lab, Room 308, in the Health Sciences building. Shadowing is in the **Fall semester only** on Thursdays between 8:30-11:30 a.m. or 1:00-4:00 p.m. You can schedule an appointment to shadow by calling (850) 873-3589. There is a Documentation Form enclosed for shadowing experience at other healthcare facilities.

GULF COAST STATE COLLEGE - HEALTH SCIENCES DIVISION

APPLICATION FOR PROGRAM ADMISSION

5230 West U.S. Highway 98
 Panama City, FL 32401-1058
 (850) 872-3827 or 913-3311
 fax: (850) 747-3246

**Sonography Program
 application deadline:
 September 17, 2018**

**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
 Associate in Science Degree**

Answer ALL questions: please TYPE or PRINT. (Please submit form as soon as possible.)

Name: _____
 First Middle Last Maiden Name

Home Address: _____
 Street & Number City State Zip County

Student ID: _____ Social Security # _____ Male Female
 (absolutely must have this)

Permanent or Mailing Address (If different from above): _____

E-Mail: _____ Home Phone: () _____

Business Phone: () _____ Cell Phone: () _____

EDUCATION
OFFICIAL TRANSCRIPT(s) must be received by GCSC Enrollment Services.
ALL schools and colleges attended must be listed for the application to be complete. **Use additional sheets if necessary.**

Name of School	Location of School	From (Mo./Yr.)	To (Mo./Yr.)	Did you receive diploma, degree, or certificate?	What was your Major / Minor?
High School or GED:					
Vocational / Other Technical Program:					
College or University:					
College or University:					

LICENSES AND CERTIFICATIONS

Type	Issued by which State or Agency?	License / Cert. Number	Date Issued / Expired

CONTACT INFORMATION

Please provide information about three people who will always know where to locate you:

Name	Mailing Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

HEALTH RELATED WORK EXPERIENCE

Use additional sheets, if necessary.

1. EMPLOYER: _____

Address _____
Street and Number City State Phone: _____ Extension _____

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

2. EMPLOYER: _____

Address _____
Street and Number City State Phone: _____ Extension _____

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the student being allowed clinical placement.

 Signature of Applicant

 Date

RETURN APPLICATION TO:

Gulf Coast State College
 Health Sciences Division - Room 200
 5230 W. U.S. Highway 98
 Panama City, FL 32401-1058

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____
 Address: _____

 City State Zip

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Technical Standards Form

TECHNICAL STANDARD	DEFINITION	EXAMPLES OF REQUIRED ACTIVITIES (not all inclusive)
Cognitive Qualifications	Sufficient Reading, Language and Math Skills; intellectual and emotional functions necessary to plan and implement patient care for individuals	<ul style="list-style-type: none"> • Ability to comprehend and interpret written material • Follow and deliver written and oral direction
Critical Thinking	Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with patients and colleagues • Function effectively under stress • Cope with anger, fear, hostility of others in calm manner • Cope with confrontation • Demonstrate high degree of patience • Display compassion, professionalism, empathy, integrity, concern for others with interest and motivation
Communication	Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing)	<ul style="list-style-type: none"> • Explain imaging procedures • Write legibly • Communicate clearly and effectively (oral, written) with patients, co-workers, and other health care providers by use of the English language and medical terminology
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas • Administer cardio-pulmonary resuscitation procedures • Assist all patients, according to the individual's needs and abilities in moving, turning, transferring from transportation devices to the imaging table, etc. • Push a stretcher or wheelchair without injury to self, patient, or others • Push ultrasound equipment from one location to another, including turning corners, getting on and off elevator, and manipulating equipment around patient rooms and in small spaces
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care	<ul style="list-style-type: none"> • Hand-eye coordination • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift with assistance 150 pounds • Exert 20-50 pounds of force (pushing, pulling) • Complete a CPR Healthcare Provider certification course • Climb stairs • Remain in standing position for 3-5 hour periods

Hearing	Normal, corrected, or audible - Auditory ability sufficient to interpret verbal communication from patients and health care team members and to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, cries for help • Hear telephone interactions • Hear audible stethoscope signals during blood pressure screenings • Hear patient speaking from a 20 ft. distance • Distinguish audible Doppler signals
Visual	Normal, corrected - Visual acuity sufficient for observation and patient assessment and equipment operations and departmental protocols.	<ul style="list-style-type: none"> • Observe patient condition and needs from a 20 ft. distance • Identify and distinguish colors • View sonographic images and medical reports • Assess image and optimize image parameter • Read departmental protocol for imaging procedures, the sonographic examination request and physician orders
Tactile	Tactile ability sufficient for patient assessment and operation of equipment.	<ul style="list-style-type: none"> • Perform palpation, tactile assessment, and manipulate body parts to ensure proper body placement alignment • Manipulate dials, buttons, and switches of various sizes
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Be able to tolerate risks or discomforts in the clinical setting that require special safety precautions, additional safety education and health risk monitoring, working with sharps, chemicals and infectious diseases. Student may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons. • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Adapt to shift work

Gulf Coast State College's mission is to assist students in reaching their academic potential and achieving their educational goals. A "qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program."

Sonography is a practice discipline with cognitive, affective, and psychomotor performance requirements. Based on those requirements, a list of "Technical Standards" has been developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the Diagnostic Medical Sonography program. These standards are a part of a sonographer's professional role expectation.

These standards should be used to assist students in determining whether accommodations or modifications are necessary to meet performance standards. Students who identify potential difficulties with meeting the Technical Standards must communicate their concerns to the program Coordinator.

I have read the above Technical Standards. I feel it is within my ability to carry out the duties and responsibilities of a Sonographer. If I ever have any change in my ability to meet these standards, I will inform the Medical Imaging Program Coordinator without fail.

Printed Name

Student Signature

Date



Sonography Program

Observation (Shadowing) Documentation Form

This form must be used to document the total number of observation hours completed by each Sonography applicant for enhancement points. Applicants are encouraged to observe the practice of **Sonography in a Diagnostic Imaging Department or any other medical facilities.**

Observation hours may be accumulated from more than one facility. It is hoped that the applicant will gain a greater appreciation for the practice of sonographic technology and patient care, while at the same time, facilitate their decision as to whether or not they should pursue a degree as a sonographer.

A minimum of 8 hours is required and a maximum of 35 hours will be accepted. All documentation must be on this (or a duplicate) form. Form(s) must be signed by the applicant and the sonographer you observed.

Your time is greatly appreciated in providing this valuable learning opportunity. **Due to HIPAA regulations, scheduling observation hours may be difficult, and you will need to allow scheduling time. We urge applicants to schedule observation hours well in advance of the application deadline.**

Feel free to duplicate this form as necessary.

Upon completion, return this form to Gulf Coast State College, Health Sciences Division, Room 200, 5230 West U.S. Highway 98, Panama City, Florida 32401.

(This form should never be submitted prior to submission of actual program application.)

Applicant's Name: _____

Facility Name: _____

Address of Facility: _____

Total hours applicant spent in your facility: _____

Additional Comments: _____

Signature of Sonographer

Date

Signature of Applicant

Date



Sonography Program

Healthcare Work Experience (Dealing with direct human patient care) Documentation Form

This form must be used to document the total number of months or years of employment dealing with direct patient care in a healthcare setting by each Sonography applicant.

Direct human patient care indicates providing direct care to patients such as performing vital signs, patient assessment, providing patient treatment, providing patient hygiene, nursing and medical assisting.

A minimum of 6 months healthcare work experience is required for enhancement points. All documentation must be on Healthcare Work Experience (Dealing with direct human patient care) Documentation Form enclosed in this packet. Form must be signed by the applicant and the manager/supervisor.

We urge applicants to obtain this documentation well in advance of the application deadline.

Feel free to duplicate this form as necessary.

Upon completion, return this form to Gulf Coast State College, Health Sciences Division, Room 200, 5230 West U.S. Highway 98, Panama City, Florida 32401.

(This form should never be submitted prior to submission of actual program application.)

Applicant's Name: _____

Facility Name: _____

Address of Facility: _____

Job title and description the applicant held at your facility, duties, and duration of employment:

Additional Comments: _____

Signature of Manager/Supervisor

Date

Signature of Applicant

Date