



Diagnostic Medical Sonography Program

Advanced Technical Certificate

Spring 2018 Application

INSTRUCTIONS:

Applicants are to fill in all required information and follow the instructions as indicated in each section of the packet to include the submission of all mandatory documentation. **Only completed application packets will be considered for selection.**

Section I: Required Identification Information

Date: _____

Please print legibly

STC Student ID #: A _____

Name: _____
(As it appears on State ID) (Last), (First) (Middle Name/Maiden, as it appears on ID)

Residence Address: _____
(No. and street), (city), (state) (zip code)

Mailing Address: _____
(No. and street), (city), (state) (zip code)

Phone Number: (____) _____ (____) _____
(Home) (Cell/work)

E-mail: _____

Section II: Program Description

Thank you for your interest in the Diagnostic Medical Sonography (DMS) Advanced Technical Certificate Program at South Texas College. The DMS Program is designed to graduate qualified diagnostic medical sonographers that possess the skills necessary to deliver optimal health care and perform diagnostic medical procedures proficiently and accurately. The duration of the program is from the Spring 2018 Semester through the end of the Spring 2019 Semester. The program will consist of didactic/hybrid courses with concurrent clinical/practicum training.

Students in this certificate program will learn the fundamentals of ultrasound physics and instrumentation along with cross-sectional anatomy and pathophysiology in the following areas: abdomen, pelvis, obstetrics (OB), high risk OB, gynecology (GYN), superficial structures, and the use of Doppler imaging in each area. Throughout the clinical and practicum aspect of the program, students will train in various medical facilities with experienced sonographers.

Upon successful completion of the program, students will receive an Advanced Technical Certificate in Diagnostic Medical Sonography and will be competent to challenge the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

Section III: Application Requirements

Candidates must meet the following criteria in order for the application to be complete and considered for review:

1. Applicants are required to pick up a DMS Program application packet in person at NAH Division Office 106 at the Nursing & Allied Health Campus, 1101 E. Vermont Avenue, McAllen, TX 78503.

2. Applicants must complete and meet the general admissions requirements to South Texas College. You may apply at https://www.applytexas.org/adappc/gen/c_start.WBX.
3. Applicants must hold a minimum of an associate degree in a nursing, allied health profession or related field. Degrees that are not in nursing, allied health or a related field will be reviewed on a case-by-case basis. Earned degrees must meet the requirements of both the DMS Advanced Technical Certificate and the ARDMS in order to be considered for acceptance into the program. In order to meet application requirements, degrees must meet the following standards:

Associate Degrees:

- Each program must consist of **one** of the following:
 - 24 full-time consecutive calendar months or
 - 60 semester credits or
 - 84 quarter credits
- The program must be related to patient care and include a clinical internship/externship segment within the degree plan that meets ARDMS requirements.

Bachelor Degrees and Higher:

- The Diagnostic Medical Sonography Advanced Technical Certificate requires a degree that is related to science or the health care profession.
- Clinical internship/externship within the degree is preferred, but not required.

Applicants who have earned more than one degree that qualifies for the program may submit each transcript they would like to be considered. The point system will be based on the degree that will result in the highest number of points for the applicant. Only one degree will be considered per applicant.

4. Applicants are required to submit official transcript/s from the educational institution/s for each degree that is to be considered for review. Only official transcripts will be accepted and the transcript must indicate completion of the degree awarded. Student transcripts will not be accepted.
5. Students must initial, sign and submit the Nursing and Allied Health Division Technical Performance Standards Requirement Form with the application packet. If this form is not signed and/or submitted, the application will be considered incomplete.
6. Applicants are responsible for reading through the application packet in its entirety and the submission of accurate information. Applicants are also responsible for the submission of all required documentation as stipulated by the DMS Program. Diagnostic Imaging Department faculty and staff will not resume responsibility for checking the application packets and/or assuring application completion. A checklist is provided in each application packet to assist with the completion of the program application packet.
7. Applicants must sign and date the completed application and include all additional required documentation. **The application deadline is Friday, September 1, 2017 at 5:00 pm.** The completed application packet must be submitted, in person, in NAH Division Office 106 at the Nursing & Allied Health Campus, 1101 E. Vermont Avenue, McAllen, TX 78503. Incomplete applications **will not** be considered, no exceptions. For additional information regarding submission of the application, please contact Crystal Bird at (956) 872-3101 or email at cbird@southtexascollege.edu or Linda Cuellar at (956) 872-3134 or email at rcuellar2@southtexascollege.edu

Section IV: Application Selection Criteria

Due to the limited class number in the Diagnostic Medical Sonography Program, applicants will complete a selection process comprised of the following three-part point system. Qualified applicants will be ranked from highest to lowest total acceptance points.

1. Course Work

Points from the following 13 courses taken in completion of the degree earned:

- Human Anatomy and Physiology I or Equivalent
- Math Elective
- Communication Skills Course: English, Composition or Speech
- The first 10 courses listed on the transcript that are specific to the program in which the degree was earned

Points earned per letter grade for each course:

A = 5 points

B = 3 points

C = 1 point

D = 0 points

2. Cumulative GPA

Points earned for the overall GPA earned upon completion of the associate, bachelor, or higher degree:

3.76 – 4.00 = 5 points

3.26 – 3.50 = 3 points

2.80 – 3.00 = 1 point

3.51 – 3.75 = 4 points

3.01 – 3.25 = 2 points

GPA < 2.80 = 0 points

3. Additional Points

Additional points are optional and not required to apply to the program. Additional points will be awarded to South Texas College graduates from the following associate degree programs.

- 4 points will be awarded to graduates from the STC Radiologic Technology Program
- 2 points will be awarded to graduates from each of the following STC nursing or allied health associate degree programs:
 - Respiratory Therapy
 - Physical Therapist Assistant
 - Occupational Therapy Assistant
 - Associate Degree Nursing
 - Medical Assistant Technology

The Point System Evaluation Form is located in Section VIII on page 6 of the application.

Section V: Acceptance into the DMS Program

Letters of acceptance/alternate/denial status into the program will be sent to applicants via **the email included on this application**; as such, applicants are required to submit accurate email information, as this will be the only form of communication. Students accepted into the program will be given a deadline for submission of documentation as to their decision to accept the offer. **Deadline for acceptance will be strictly enforced and late submissions will not be accepted, no exceptions. It is the applicant's responsibility to check his or her email on a regular basis and adhere to the indicated deadlines, regardless of individual circumstances.**

Students accepted into the program will receive a letter of acceptance that contains instructions on completing the acceptance process and preparation for the Spring 2018 Semester. Students in alternate status may be eligible for acceptance into the program should an opening arise. Students who are denied acceptance will not be eligible for acceptance this fiscal year.

Students accepted into the program will be required to complete a clinical compliance packet and obtain clinical clearance in order to complete the acceptance process. Clinical clearance will not be issued unless all segments of the packet are submitted in a satisfactory manner. There are two items in the packet that may take an extended amount of time to complete, to include verification of the Hepatitis B vaccine and/or titer and a criminal background check. The Hepatitis B vaccine is a clinical requirement and takes several months to complete. If you have not had this vaccine, you will need to begin the series immediately. Please contact the STC Clinical Affairs Specialist, Beatriz Mata, for further information. Her contact information is as follows:

Beatriz Mata
NAHC Office 124
Telephone: (956) 872-3022
STC Nursing and Allied Health Campus
1101 E. Vermont, McAllen, TX 78503
Email: bmata14@southtexascollege.edu

A criminal background check is also included in the clinical compliance packet. Individuals convicted of a felony or misdemeanor may be ineligible for the national licensing examination administered by the American Registry for Diagnostic Medical Sonography (ARDMS). **Any existing felony or misdemeanor convictions must be resolved prior to application/admission to the program; a pre-application and determination process must be completed through the ARDMS in order to be eligible for acceptance into the DMS Program. Students with criminal histories must provide proof of certification eligibility from the ARDMS at the time of acceptance into the DMS Program.**

For more information regarding felony and/or misdemeanor convictions please contact the ARDMS website at http://www.ardms.org/apply/compliance_ada_appeal_process_information/pre-application_criminal, via mail or telephone at:

American Registry for Diagnostic Medical Sonography
1401 Rockville Pike, Suite 600
Rockville, MD 20852-1402
Tel: (301) 738-8401 or (800) 541-9754
Fax: (301) 738-0312

Section VI: Technical Performance Standards

Applicants are required to **initial, sign and date** the attached South Texas College Nursing & Allied Health Division Technical Performance Standards Requirement Form. Students must submit the Technical Performance Standards as part of the application packet. Applications will be deemed as incomplete if this form is not signed and/or submitted.

Applicants are also required to adhere to the Society of Diagnostic Medical Sonographers (SDMS) requirements for employment, which are as follows:

Physical Requirements

- The student must be physically capable of carrying out all assigned duties, such as having:
 - Emotional and physical health sufficient to meet the demands of the position.
 - Strength sufficient to: lift some patients, move heavy equipment on wheels (up to approximately 500 lbs.), and to move patients in wheelchairs and stretchers.
 - The ability to maintain prolonged arm positions necessary for scanning.

Essential Functions

- The student will:
 - Perform clinical assessment and diagnostic sonography examinations.
 - Use cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images.
 - Use independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
 - Analyze sonograms, synthesize sonographic information and medical history, and communicate findings to the appropriate physician.
 - Assume responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
 - Assist with the daily operations of the sonographic laboratory.
 - Maintain a daily log of patients' seen/complete exam billing forms.
 - Maintain ultrasound equipment and work area, and maintain adequate supplies.
 - Participate in the maintenance of laboratory accreditation.
 - Establish and maintain ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies.
 - Perform other work-related duties as assigned.

Examples of Duties & Responsibilities

- The student will:
 - Perform all requested sonographic examinations as ordered by the attending physician.
 - Prepare preliminary reports and contact referring physician when required, according to established procedures.
 - Coordinate with other staff to assure appropriate patient care is provided.
 - Address problems of patient care as they arise and make decisions to appropriately resolve the problems.
 - Organize daily work schedule and perform related clerical duties as required.
 - Assume responsibility for the safety and well-being of all patients in the sonographic area/department.
 - Report equipment failures to the appropriate supervisor or staff member.
 - Provide in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
 - Perform other related duties as assigned.

Demonstration of Skills and Abilities

- The student will have the ability to:
 - Effectively operate sonographic equipment.
 - Evaluate sonograms in order to acquire appropriate diagnostic information.
 - Integrate diagnostic sonograms, laboratory results, patient history and medical records, and adapt sonographic examination as necessary.
 - Use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed.
 - Evaluate, synthesize, and communicate diagnostic information to the attending physician.

- Communicate effectively with the patient and the health care team, recognizing the special nature of sonographic examinations and patient's needs.
- Establish and maintain effective working relationships with the public and health care team.
- Follow established departmental procedures.
- Work efficiently and cope with emergency situations.

The Technical Performance Standards are based on the Society of Diagnostic Medical Sonographers (SDMS) requirements for employment at <http://www.sdms.org/career/dmsjobdescription.asp>.

Section VII: Applicant Acknowledgement and Signature

Due to limited class number, some applicants who meet all the admission requirements may not be accepted to the Diagnostic Medical Sonography Program. Students must apply each time they wish to be considered.

Applicants must read and adhere to the following statements:

I have read and understand the South Texas College Nursing & Allied Health Division Technical Performance Standards Requirement Form and the Society of Diagnostic Medical Sonographers (SDMS) requirements for employment and I believe that I am capable of meeting all criteria.

I understand that if I am accepted into the Diagnostic Medical Sonography Program, I will undergo a mandatory criminal background check and drug & alcohol screening. A positive outcome on the drug & alcohol screening and/or a positive outcome on the criminal background check without proof of certification eligibility from the ARDMS will result in the immediate withdrawal of my acceptance.

I understand that I will be required to complete a clinical compliance packet upon acceptance into the program. Non-compliance in any segment of the packet may result in the immediate withdrawal of my acceptance or continuance in the program.

I have read the contents of this application packet and am responsible for my application's completeness and for the information contained within it. I certify that the information provided within this application is true and realize that reporting untrue information will result in my disqualification from the applicant pool and program and I will not be eligible to reapply.

SIGNED _____
Applicant's Signature

A _____
STC ID Number

DATE _____

STATEMENT OF EQUAL OPPORTUNITY

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.

Section VIII: Point System Evaluation Form

Student Name: _____ **STC ID#** _____

The DMS Program selection process is based on a point system evaluation. The following selection criteria are used to assess the applicant's points. **The following table is to be completed by the STC Diagnostic Imaging Department Faculty. Applicants are to leave this table blank.**

Diagnostic Medical Sonography Program Advanced Technical Certificate							
R E Q U I R E D	1. Course work						
	A = 5 points		B = 3 points		C = 1 point		D = 0 points
	Course Number	Course Title	SCH	College	Sem/Yr	Grade	Enter Points
		Human Anatomy & Physiology I or Equivalent					
		Math Elective					
		Communication Skills: Composition, English or Speech					
2. Cumulative GPA							
The cumulative GPA that is listed on the transcript for the degree earned:							
3.76 – 4.00 = 5 points		3.26 – 3.50 = 3 points		2.80 – 3.00 = 1 point			
3.51 – 3.75 = 4 points		3.01 – 3.25 = 2 points		GPA < 2.80 = 0 points			
3. Additional Points							
O P T I O N A L	Additional points are awarded for South Texas College Graduates from one of the following Associate Degree Nursing or Allied Health Programs:						Enter Points
	• Radiologic Technology Program					4 points	
	• Respiratory Therapy Program					2 points	
	• Physical Therapist Assistant Program					2 points	
	• Occupational Therapy Assistant Program					2 points	
	• Associate Degree Nursing Program					2 points	
• Medical Assistant Technology Program					2 points		
Total Application Points							
(Sum of the Total Points for Sections 1, 2, & 3)							
Maximum Number of Points Available						74	