Application Packet
For
Diagnostic Medical Sonography Program
At VUMC

Documents Included:

1. Introduction
2. Mission, Philosophy, Goals, and Objectives
3. Admission Policy
4. Student Health Policy
5. Academic Calendar for 2016-2018
6. Tuition/Expenses
7. Application Form
8. Reference Procedure
Vanderbilt University Medical Center
Diagnostic Medical Sonography Program

Introduction:
Vanderbilt University Medical Center has built a strong reputation as a leader in medical education, research and patient care throughout the Southeast and the nation over the course of its history. As a principal referral center for physicians and patients throughout the region, Vanderbilt University Hospital and The Vanderbilt Clinic consistently rank among the premier health care facilities in the United States. The Hospital is an 834 bed structure supported by the most up-to-date systems and technology.

The field of diagnostic medical sonography is both challenging and dynamic. Credentialed sonographers are faced with new challenges and opportunities around every corner. Vanderbilt University Medical Center offers an environment filled with opportunities and resources to educate healthcare providers and prepare them for the daily challenges they will encounter as a professional. The Vanderbilt University Medical Center Diagnostic Medical Sonography (DMS) Program has been re-established to foster the education of sonographers and promote the quality of patient care in the search for a diagnosis. The Program offers an 18-month certificate curriculum in General Sonography. The curriculum plan includes six (6) rotations of didactic and clinical courses which will require an average attendance of 33 hours per week. Upon completion of the didactic and clinical course requirements, graduates of the DMS Program are eligible to apply for certification exams in Ultrasound Physics and Instrumentation, Abdomen, and Obstetrics/Gynecology administered by the American Registry of Diagnostic Medical Sonography (ARDMS).

Throughout the curriculum plan, the classroom is integrated with the clinical setting via a competency plan which allows a progressive development of technical skills. While General Sonography is the primary focus of education, the students also obtain clinical experience and introductory didactic courses in vascular sonography. In addition to the extensive clinical education provided in the areas of study, VUMC DMS Program provides its students with limited clinical exposure to other areas of sonographic specialties which may include echocardiography, neurovascular, infertility, and genetic screening/testing. The Program offers its small group of select students excellent classroom, laboratory and clinical education with numerous opportunities for research and interaction with the medical staff.
Vanderbilt University Medical Center
Diagnostic Medical Sonography Program

Mission

The Vanderbilt University Medical Center Diagnostic Medical Sonography Program is dedicated to providing quality education for its students in order to promote excellence in the art and science of sonography. Guided by the Mission of the Medical Center, the Program strives to provide academic and clinical experiences that produce competent and compassionate sonographers with a commitment to the performance of quality imaging and the pursuit of lifelong learning.

Philosophy

It is the philosophy of the Program that all patients have the right to receive competent and compassionate care to promote overall health and wellness. Diagnostic Medical Sonographers must possess the skills and knowledge necessary to think critically during the delivery of such care while performing sonographic procedures. The Program is committed to providing the healthcare system with sonographers who are competent and compassionate critical thinkers with a goal of continuously learning throughout their career.

Goal and Objectives

The sonography profession requires the ability to provide diagnostic sonographic imaging utilizing critical thinking skills to make judgments in the process. Sonographers are professionals who must possess high level skills in diagnostic sonographic techniques under the guidance of a licensed physician. A sonographer is responsible for providing excellent patient care and gathering adequate data necessary for diagnoses to be determined.

The VUMC DMS Program’s goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of the VUMC DMS Program will be able to perform, at minimum, the following objectives:

Cognitive:

1. Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
2. Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.

Psychomotor:

1. Perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
2. Document and present complete and accurate sonographic findings to the interpreting physician in order to facilitate patient diagnosis.
3. Maintain optimal function of the sonographic equipment.
4. Assist physician during invasive ultrasound guided procedures.

Affective:

1. Demonstrate effective communication skills with patients and all members of the healthcare team.
2. Provide compassionate patient care and education to promote overall well-being.
3. Act in a professional manner within recognized ethical and legal standards.
4. Demonstrate a commitment to lifelong learning.

Upon graduation, students will have demonstrated and completed all clinical and academic competencies required for eligibility to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exams in the accredited area(s) of study.
Vanderbilt University Medical Center
Diagnostic Medical Sonography Program

Admission Policy
Candidates for admission must satisfy the following criteria by submission of official transcripts:

- High school diploma or the equivalent

  AND

- Graduation from a 2-year or 4-year accredited allied health program in direct patient care and possess recognized credential in his/her healthcare specialty* (Examples include: Radiologic Technologist, Registered Nurse, Respiratory Therapy, Medical Technologist, Nuclear Medicine Technologist)

OR

- Bachelor Degree from an accredited college or university with a cumulative GPA of no less than 2.5*

OR

- Demonstrate eligibility for the Bachelor’s Degree upon completion of the VUMC Diagnostic Medical Sonography Program curriculum from one of the following Affiliate Institutions:
  - Austin Peay State University
  - Middle Tennessee State University

(This option requires recommendation from the affiliate institution’s faculty advisor.)

All post-secondary coursework must have included the following pre-requisite coursework, with a grade of “C” or better:

- Algebra or College Math equivalent
- General Physics (Radiographic Physics will be accepted)
- Minimum of 2 semester of Biological Sciences, including one semester of Human Anatomy and Physiology
- Medical Terminology
- English Composition or Speech (must be completed at a college or university within the United States)

Individuals may submit application with incomplete pre—requisite coursework by indicating a plan of action to satisfy this requirement prior to matriculation (see Application for Admission).

Application requirements include (see deadlines on application form):

- Submission of application and non-refundable $50 deposit
- Submission of official transcripts or translation of international transcripts into US Equivalence (not just the English language) for all post-secondary coursework
- Submission of a current resume
- Three (3) references (web-based survey used)
- Personal essay regarding: 1) The current state of sonography, 2) The future of sonography and 3) The applicant’s contribution to the field of sonography.
- Interview with program representatives

Potential applicants are encouraged to visit the program’s website at www.mc.vanderbilt.edu/sonographyschool regularly for updated information regarding the application and selection processes.

*Individuals who are enrolled in pre-requisite program at the time of application will be expected to fulfill this requirement immediately upon graduation to confirm eligibility.
Student Health Policy

Physical Activity Standards
Diagnostic Medical Sonographers must be able to perform a variety of physical movements in order to care for and manipulate patients and heavy equipment. Any student admitted to the program must acknowledge his/her ability to carry out the following technical standards with or without reasonable accommodations:

- Push, pull or lift 50 pounds routinely and more than 50 pounds occasionally
- Bend, stoop, kneel, squat or sit and reach routinely
- Adequately control imaging transducer and manipulate equipment weighing up to 500 pounds on wheels
- Adequately visualize and perceive image data on computer and video monitors to acquire and interpret sonographic image data with color distinction
- Sufficiently distinguish fine audible differences including Doppler signals, patient and co-worker communication and patient conditions such as respiration or movements
- Fluently demonstrate English language skills to provide optimum communication with patient and healthcare team members (Please see Language Policy)
- Follow verbal and written instructions to provide optimum care for patients

Intellectual and Emotional Standards
Diagnostic Medical Sonographers must also possess intellectual and emotional qualities that permit adequate care for patients and response to unexpected or emergent situations. Any student admitted into the program must acknowledge his/her ability to demonstrate the following qualities with or without reasonable accommodations:

- Problem solve and interpret data in both routine and emergent situations
- Empathy
- Emotional stability and maturity
- Courtesy and compassion to patients and their families, as well as co-workers
- Adaptability and flexibility to clinical or didactic schedule changes
- Follow protocols and organize sonographic examination data accurately to facilitate patient diagnosis
- Maintain patient confidentiality
Immunizations and Health Records

Any student admitted into the Program must provide written documentation to satisfy the following immunizations:

- Provide written documentation of two tuberculin skin test results during the 12 months prior to beginning practice, one of which needs to be within the past 3 months. If previous tuberculin skin test result is positive, documentation of a chest x-ray within the past 6 months is needed. Thereafter, if working in a department or job in a patient care area, a tuberculin skin test is required annually for all negative reactors.
- Provide proof of varicella (chickenpox) immunity via a blood test or documentation of two doses of Varicella vaccine
- Provide proof of one immunization for rubella (MMR) given after the first birthday or immunity via a blood test*
- If born on or after January 1, 1957, provide proof of two immunizations for measles, no less than one month apart, given after the first birthday; or one measles vaccine (MMR) after age 18 years; or immunity via a blood test; or physician documented disease history. (Persons born before this date are considered immune to measles)*
- If born on or after January 1, 1957, provide proof of one immunization for mumps (MMR) given after the first birthday or immunity via a blood test. (Persons born before this date are considered immune to mumps)*
- The hepatitis B vaccine is strongly encouraged for those who may be exposed to blood, body fluid, or human tissue. The Occupational Safety and Health Administration (OSHA)-mandated educational materials can be provided. Employees (Students) who choose to decline this vaccination must sign a statement to that effect.
- Provide written documentation of an annual influenza vaccination (flu shot). This may be obtained at VUMC during the annual Flulapalooza event.

*One MMR vaccination after the age of 18 satisfies this immunization requirement.

Health Insurance

Each student enrolled in the Program must be covered by health insurance. The student MUST provide documentation of coverage by his/her choice of independent carrier.
# Vanderbilt University Medical Center
## Diagnostic Medical Sonography Program
### Academic Calendar
#### 2016-2018

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<th>Rotation</th>
<th>Dates</th>
<th>Breaks</th>
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| **First Rotation (12 weeks)** | September 19 – December 16, 2016 | Program Orientation  
Thanksgiving Break  
Christmas Break |
| **Second Rotation (12 weeks)** | January 2, 2017 - March 24, 2017 |  |
| **Third Rotation (12 weeks)** | March 27– June 16, 2017 | Memorial Day  
May 29 |
| **Summer Break** | June 19-23, 2017 |  |
| **Fourth Rotation (12 weeks)** | June 26 - September 15, 2017 | Independence Day  
Labor Day |
| **Fifth Rotation (12 weeks)** | September 18 – December 14, 2017 | Thanksgiving Break  
Christmas Break |
| **Sixth Rotation (12 weeks)** | January 1, 2018 - March 23, 2018 |  |
Tuition/Expenses:

Effective for enrolling students in or after 2015: $12,500 for full curriculum (see payment schedule below)

Tuition includes:

- Courses/Clinicals/Lab
- Books
- Medical Center Mandatory Training requirements which include TB mask fitting, hospital safety, HIPAA and universal precaution training

The following additional expenses are the responsibility of the student:

- Pre-enrollment Background Check through VUMC ($100)
- Health Insurance
- CPR Certification
- Immunizations
- Uniforms/Lab Coats
- Parking
- Travel to and from clinical assignments
- Meals

Tuition payments may be made in four (4) equal installments of $3,125 each according to the following schedule within the designated academic calendar:

- October 1st
- February 1st
- July 1st
- December 1st
Vanderbilt University Medical Center
Diagnostic Medical Sonography Program

Application for Admission

Application Dates/Deadlines:
Applications will be accepted in the Program Director’s office with postmarks dated on or before March 31 for admission each academic year. All supporting application documents must be secured by the applicant and included with the application for admission with delivery to the Program Director in one mailing envelope. Full submission of application materials by the applicant MUST include the following:
1) Completed application form and non-refundable $50 fee (make check payable to VUMC)
2) Official post-secondary transcripts/transcript translations in envelope(s) sealed by the institution(s)
3) Resume (must include all education, work and community services experiences)
4) Documents demonstrating three (3) electronic references were requested and/or completed
5) Personal essay reflecting the required information found on page 2 of the application form

Any applications or documentation received with a postmark date after March 31 will be processed only on an availability basis. Interviews will be scheduled with qualified applicants each year after the deadline listed.

Please type or print legibly in ink:

Name ___________________________________________ Date of application ____
Last        First        MI

Address (mailing) ___________________________________________ Apt. No.
Street and Number
City ______________ State _______ ZIP _____________

Address (home, if different than above) _____________________________

Daytime phone (___) ___________ Evening phone (___) ___________

Will you be at least 18 years of age at time of desired enrollment? ________
Date of Birth (optional): ____________________

E-mail address (required) _________________________________________

Gender (optional) _____ Male          _____ Female

Are you a U.S. citizen? _____        If no, what country? ____________________

Do you have a current visa/permanent residency? __________ (Please submit a copy with the application)

What year are you seeking admission for? ________________________

Which admission criteria are you applying under? (Check one)

_____ Two-year Allied Health Degree      _____ Bachelor’s Degree

Affiliate 3+1 Program:    _____ Austin Peay State University       _____ Middle Tennessee State University

DMS Application for 2016
Education:

Have you completed the six (6) pre-requisite courses identified in the Admission Policy?

_____ Yes  ____ No

If no, please indicate your plan of action to complete the pre-requisites prior to the September date of matriculation:

Please list all post-secondary education, including any previous sonography coursework (OFFICIAL TRANSCRIPTS ARE REQUIRED and must be included with the application in an envelope sealed by the indicated College or University. The applicant must arrange to have all international transcripts translated to the US equivalence and follow the same procedure for submission as official transcripts):

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<th>Institution</th>
<th>Dates attended</th>
<th>Degree(s) Awarded</th>
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If additional space is needed, please attach a separate sheet of paper.

Professional Licensure(s)/Credential(s) (A copy of most current card(s) must be submitted):

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<th>License/Credential</th>
<th>Identification Number</th>
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References:

Each applicant must request three (3) references using the link provided to an electronic reference survey. Two (2) must be references from educational and/or work experiences. The third may be anyone, other than a family member, who has known the applicant for at least six (6) months. References not meeting these criteria will be discarded in the selection process. References must use the electronic survey link provided with the application. Personally written letters of reference may be uploaded electronically with the survey, but not submitted as a substitute for the survey. Documentation demonstrating reference requests were made and/or completed must be mailed along with the application to the Program Director (Please see the reference instructions included in this packet). Please list all individuals who will be used as references for your admission into the program.

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<tr>
<th>Name</th>
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Work/Community Service Experience:
A Resume MUST be submitted with the application materials to identify all education experiences, work history including primary responsibilities and any community service activities.

Personal Essay:
Each applicant must submit a personal essay, of no more than 2 pages, along with the application to the Program Director for review by the Admissions Committee. The essay must clearly demonstrate the applicant’s perspective on the field of sonography by answering the following questions:

1. What is the current state of the sonography profession?
2. What is the future of sonography?
3. What contribution can you offer upon entering the field of sonography?

Please list any additional names that your work or education experience may be listed under:

________________________________________  ______________________________________

I, _____________________, understand that the submission of this application form, the non-refundable fee of $50 and the supporting documentation listed below is the first step in the application process. I acknowledge that all transcripts or transcript translations in envelopes sealed by the appropriate institution and reference requests and/or completion documents have been submitted. I understand that all documents will be retained permanently by the Program regardless of my admission status. I understand that any falsified or inaccurate representation of my educational background will result in disqualification of my eligibility for admission at any time during the admission and enrollment process.

My application submission includes the following documentation:

_____ Application form
_____ $50 non-refundable fee (check made payable to VUMC)
_____ Official transcripts or transcript translations for all post-secondary coursework in sealed envelope(s)
_____ Resume
_____ Three (3) reference requests/completion documents
_____ Personal Essay

My signature declares that I have read all documents in the Application Packet, including the Admission Policy, Student Health Policy, Academic Calendar, and Tuition/Expenses information. I acknowledge I will be subject to a Background Check if an offer of admission is made. To the best of my knowledge, I will meet all minimum requirements for admission and student health standards prior to matriculation, and will be prepared to attend all coursework while meeting the financial responsibilities.

________________________________________  ______________________
Signature      Date

In compliance with federal law, including the provisions of Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities; its admissions policies; scholarship or loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate on the basis of sexual orientation consistent with University nondiscriminatory policy.

Completed application AND supporting documentation must be sent to:
Vanderbilt University Medical Center
Allied Health Programs-DMS
Attn: Kristen N. Smith, AHP Assistant
B802-TVC
1301 Medical Center Drive
Nashville, TN 37232-5510

DMS Application for 2016
Applicant Reference Procedure

Each applicant must follow the steps below to obtain proper references for the application and selection process. *Please read this information carefully before proceeding with reference requests.*

Beginning with the Application Period in 2016, references will be obtained via an electronic survey ONLY. **NO PAPER references will be accepted!**

*Rationale:* The use of an electronic survey will make the application phase more efficient for potential candidates and provide confidence in the security and confidentiality of the reference feedback.

**Reference Procedures:**

1. Identify three (3) individuals to provide a reference for admission consideration. An applicant may select any individual, but is advised the selection process prefers, in order, the following types of references which have:
   a. Supervisory (academic or work-related) relationship to the applicant
   b. Professional (coworker or mentor) relationship to the applicant
   c. Maintained at least a six (6) months relationship to the applicant (longer is preferred)
   d. Friends/Family are strongly discouraged unless a supervisory or professional relationship has existed

   Please do not request more than three (3) references, as additional ones will not benefit you in the selection process.

2. After references are selected, a request should be made in writing. This request may be via email or a printed document. A suggested template for this request is included at the end of this document. (Hint: Email would be easiest and most efficient to use in order to provide a link directly to the website.)

3. Provide the appropriate link to those selected as references.  
   [http://www.mc.vanderbilt.edu/DMSReferences](http://www.mc.vanderbilt.edu/DMSReferences)

4. Secure a form of documentation for each request made and/or completed to submit with the other application documents. The following options may be utilized:
   a. A copy of a sent email demonstrating the request was made.
   b. A copy of an email received indicating a reference survey was completed. *(This may be requested at the end of its completion by the reference.)*
   c. Any form of written communication between the applicant and the reference which identifies the request/completion has taken place.
Suggested (not required) request templates (feel free to copy and paste directly into your document/email):

**Suggestion 1:**
I am submitting my application for admission consideration to the Vanderbilt University Medical Center’s Diagnostic Medical Sonography Program. The application process requires the submission of three (3) references through an online survey. I would like to ask you to take a few minutes of your time to provide a candid reference for me. The link below will take you directly to the survey, which is secure and confidential. Once you have completed the survey you will have an opportunity to request a confirmation email of its completion. I would also like to ask that you forward to me the confirmation email once you receive it. The application requires that I document reference requests and/or completion for submission with my application. You will be offered an opportunity to upload any personalized letter of reference, but the process does require completion of the survey in order to be considered.

The survey can be accessed on the Program’s website at:
http://www.mc.vanderbilt.edu/DMSReferences

I appreciate your attention to my request and the required deadlines for submission. My application documents must be postmarked no later than March 31, 2016. Your timely attention is requested for me to be considered a candidate for admission.

Regards,

**Suggestion 2:**
I am writing to ask that you complete a reference for my admission consideration to Vanderbilt University Medical Center’s Diagnostic Medical Sonography Program. The reference must be completed through a convenient, but secure and confidential online survey. At the time of completing the survey you will be permitted to upload any additional letter of reference, but I cannot submit a letter without the survey. In order to complete my application, I must submit documents regarding the references requested. I will be submitting a copy of this message, but would also like to ask you to forward the confirmation message you will be given an opportunity to receive. This confirmation will be an efficient method for me to know my submission is complete.

My application documents must be postmarked no later than March 31, 2016. I appreciate your timely attention to my request and your candid feedback on the reference survey.

The survey can be accessed on the Program’s website at:
http://www.mc.vanderbilt.edu/DMSReferences

Regards,