



**RUSH UNIVERSITY**  
COLLEGE OF HEALTH SCIENCES

**VASCULAR ULTRASOUND  
BACHELOR OF SCIENCE DEGREE  
PROGRAM**

**STUDENT  
HANDBOOK  
2017-2018**

VASCULAR ULTRASOUND PROGRAM  
Rush University

**STUDENT HANDBOOK**

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# NEW STUDENT ORIENTATION AGENDA FOR PROGRAM MEETING

## I. INTRODUCTIONS

A. Introductions

## II. ANNOUNCEMENTS

A. **EMAIL.** Rush email will be used from this point forward. Check it every day for announcements. DO NOT delete Rush emails without reading. There may be important information for you within a general email ie. registration reminders that may cost you money if you miss them..

B. **BOOKS.** Books listed in bookstore per course. Many books will be used for multiple semesters.

C. **TRANSCRIPTS:** Get any additional courses on transcripts from Spring and Summer 2017 to Registrar's Office for review and full disclosure.

D. **IMMUNIZATIONS:** Don't forget to continue your multiple shot (ie Hepatitis B) series and submit it to CastleBranch. Each of you should check Castlebranch to see what's missing or rejected and what to do to make it acceptable. Don't worry about flu shots since Rush typically offers those for free to students October(ish).

D. **REGISTRATION** information is online through RU Connected ([www.ruconnected.learning.rush.edu](http://www.ruconnected.learning.rush.edu)). It is your responsibility to register for courses before each semester. Deadlines for registration are listed on the Academic Calendar online in RUConnected under the University Resources and Registrar. You will be charged a late fee by the university if you miss the deadline.

E. **RUSH ID BADGES** must be worn above the level of the waist at all times while on the Rush campus.

F. **COURSE SCHEDULES/ROOMS** You should have received an excel sheet of all courses/ room numbers/ instructors/days/times via email from Eileen on August 22, 2017.

G. **CONVOCATION** is a medical profession ceremony that welcomes new students into the study of health care. It will be held on Wednesday, Sept 13 from 3-4:00 pm with a reception afterwards from 4-5:00pm. All new students are expected to attend. We will meet in the student lab that day at 2:45 and walk to the room together. Dress is business casual, emphasis on business. You will be meeting the Dean and there are a ton of pictures taken so look your best.

H. **CTA blue line** – Illinois Medical District station closed until first quarter 2018

I. **Forms to sign today:** Handbook review and student lab model forms

## III. STUDENT HANDBOOK

A. Faculty contact information and “office hours”

B. Department mission, goals, description, accreditation, and terminal objectives

C. Academic calendar, curriculum, attendance, and clinical site assignment procedure

D. Student laboratory and lab volunteer model forms

E. Academic policies and grading scale

F. Technical standards and accommodations

G. Community Service

## **SECTION 1.**

### **FACULTY CONTACT INFORMATION**

#### **PROGRAM DIRECTOR**

Eileen French-Sherry, MA, RVT, FSVU  
Suite 1001 AAC College of Health Sciences  
Phone: 312-942-7286  
Fax: 312-942-6464  
Email: [Eileen\\_French-Sherry@rush.edu](mailto:Eileen_French-Sherry@rush.edu)

#### **MEDICAL DIRECTOR**

Walter McCarthy, MD  
Phone: 312-942-8272  
Email: [Walter\\_McCarthy@rush.edu](mailto:Walter_McCarthy@rush.edu)

#### **CLINICAL EDUCATION COORDINATOR**

Jackie Ortiz, BS, RVT  
Phone: 773-771-5267  
Email: [Jacqueline\\_Ortiz@rush.edu](mailto:Jacqueline_Ortiz@rush.edu)

#### **CO-CLINICAL EDUCATION COORDINATOR**

Kimberly Gaydula  
Email: [Kimberly\\_A\\_Gaydula@rush.edu](mailto:Kimberly_A_Gaydula@rush.edu)

#### **ADMINISTRATIVE ASSISTANT**

Thyra Jackson  
Phone: 312-942-5281  
Fax: 312-942-6464  
Email: [Thyra\\_R\\_Jackson@rush.edu](mailto:Thyra_R_Jackson@rush.edu)

**OFFICE HOURS:** The faculty do not hold official office hours, but are generally happy to meet with students either before or after class OR can be contacted between classes via the contact information provided according to the information provided in their respective syllabi. Feel free to approach a faculty member with a concern at any time, but to assure time with a faculty member, you must make an appointment in advance. If you do not receive an email or phone reply from a faculty member within 48 hours, excluding weekends, please feel free to contact Eileen, Jackie or Thyra for assistance.

#### **CORE FACULTY**

Donna Blackburn, MS, RN, RVT  
Phone: 312-203-0670  
Email: [donna.blackburn@att.net](mailto:donna.blackburn@att.net)

George Hides, BS  
Phone: 312-654-1010  
Email: [ga.hides@gmail.com](mailto:ga.hides@gmail.com)

Laurie Lozanski, BS, RVT

Phone: 773-702-6261

Fax: 773-702-2839

Email: [Laurie\\_Lozanski@rush.edu](mailto:Laurie_Lozanski@rush.edu), or [laurie.lozanski@uchospitals.edu](mailto:laurie.lozanski@uchospitals.edu) if urgent

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Boris Shur, BS, RVT, RDMS, RDCS

Phone: at Rush 312-563-3037

Email: [Boris\\_M\\_Shur@rush.edu](mailto:Boris_M_Shur@rush.edu)

## **SECTION 2**

### **DEPARTMENT MISSION, GOALS, DESCRIPTION, ACCREDITATION, and TERMINAL OBJECTIVES**

#### **A. Rush University**

##### **Vascular Ultrasound and Technology: Mission and Goals**

###### **Mission**

The mission of the Vascular Ultrasound and Technology Program is to improve the quality and availability of diagnostic vascular ultrasound examinations for patients by educating students in the knowledge, skills and behavior necessary to competently perform vascular ultrasound examinations.

###### **Goals**

The primary goal of the program is to prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) competencies necessary to perform vascular ultrasound examinations. A secondary goal is to offer a broader understanding of the profession to the students through basic education in professional practices.

###### **Program Description**

Students in the Vascular Ultrasound and Technology Program are taught by vascular sonographers and physicians who are experienced practitioner-teachers in the field. The basic program is full time and consists of 20 months (5 semesters) of study. The first two semesters consist of classroom instruction, student laboratory practice with models and observation of patient examinations. The second-year students primarily perform the vascular examinations learned during the first year on patients under the direction of credentialed and experienced vascular sonographers at two or more vascular laboratories during the year. The clinical sites include university hospitals in Chicago, as well as some community hospitals and out-of-state sites. During the second year, students also participate in senior lectures, patient case presentations and vascular lab conference. Students earn a Bachelor of Science degree and are eligible to take the certification examination to become a registered vascular technologist (RVT) before graduation due to the program's status as an accredited ultrasound program through CAAHEP (Commission on Accreditation of Allied Health Educational Programs).

###### **Program Accreditation**

The program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) at 25400 U.S.Highway 19 North, suite 158, Clearwater, Florida 33763, or [www.caahep.org](http://www.caahep.org), (727) 210-2350, through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

#### **B. Rush University**

##### **VASCULAR ULTRASOUND BACCALAUREATE PROGRAM**

###### **TERMINAL OBJECTIVES:**

**At the end of this program, graduates will be able to...**

1. Identify and document pertinent symptoms, signs, risk factors and indications for the exam to establish its appropriateness for the patient's symptoms.

2. Follow laboratory protocol, adjusting the exam as needed based on the patient's symptoms, indication for the exam, and findings during the exam.
3. Perform the exam in a timely, respectful, and caring manner for all patients.
4. Produce a broad range of complete examinations with interpretable images and waveforms and accurate measurements.
5. Use the equipment intelligently, adjusting equipment controls in B-mode, Doppler, color, and other technology as needed to produce the best possible data.
6. Analyze the exam data for normalcy, presence, severity, location, and extent of pathology, and any changes compared to previous exams using established diagnostic criteria.
7. Clearly document the findings for interpretation by the physician.
8. Creates a preliminary report of the findings for the physician.
9. Interacts efficiently and respectfully as a team member in the work group and institution.
10. Demonstrate use of resources to develop as a professional by participation in professional societies, expansion of knowledge, leadership, management, and/or research.

**SECTION 3.****ACADEMIC CALENDAR, CURRICULUM, ATTENDANCE,  
and CLINICAL SITE ASSIGNMENT PROCEDURE**

**A. Academic Calendar** for 2017-2019 can be seen in its entirety online using RUConnected (ruconnected.learning.rush.edu.) Use the upper tab “University Resources” and then “Registrar” to find the “Academic Calendar”. The short version can be seen as the last page for this section. Please refer to this calendar to see when registration periods as well as semesters begin and end. This program is part of the College of Health Sciences (CHS).

**B. Professional Curriculum** can be seen below and in the online university catalog with course descriptions.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credit Hours</b>
	<b>1 CREDIT HOUR vs CONTACT HOURS</b> <b>1 CLASS = 1 HR/WK = 50 minutes</b> <b>1 LAB CLASS = 2 HR/WK = 100 minutes</b> <b>1 CLINICAL CLASS = 40 HRS/WK</b>	
	<b>FALL SEMESTER YEAR 1</b>	
VAS305	Vascular Anatomy, Physiology, and Pathophysiology	2
VAS310	Patient Care Class & Lab	2
VAS320	Ultrasound Physics, Physical Principles and Instrumentation I	2
VAS320L	Physics and Instrumentation LAB	1
VAS330	Venous Procedures	2
VAS330L	Venous Procedures LAB	1
VAS340	Arterial Physiologic and Duplex Procedures	3
VAS340L	Arterial Physiologic Procedures LAB	1
IPE	IPE Interprofessional Education	
	<b>SPRING SEMESTER YEAR 1</b>	
VAS325	Ultrasound Physics, Physical Principles and Instrumentation II	2
VAS345L	Advanced Duplex Ultrasound Procedures Lab	1
VAS350	Cerebrovascular Procedures (Car and TCD)	2
VAS350L	Cerebrovascular Procedures LAB (Car & TCD)	1
VAS360	Abdominal Vascular Procedures Class and LAB	2
VAS370	General Pathophysiology (online)	3
VAS380	Professional Practices	3
VAS390	Intro to Research Class and LAB	2
IPE	IPE Interprofessional Education	
	<b>CLINICAL YEAR</b> <b>SUMMER SEMESTER YEAR 1</b>	
VAS411	Clinical Skills I	11
VAS421	Professional Skills I	1
VAS441	Senior Cases / Lectures I	1
	<b>CLINICAL YEAR</b> <b>FALL SEMESTER YEAR 2</b>	
VAS412	Clinical Skills II	6



VAS422	Professional Skills II	1
VAS451	Cumulative Clinical Skills I	4
VAS442	Senior Cases / Lectures II	1
	<b>CLINICAL YEAR SPRING SEMESTER YEAR 2</b>	
VAS413	Clinical Skills III	7
VAS423	Professional Skills III	1
VAS452	Cumulative Clinical Skills II	4
VAS443	Senior Cases/ Lectures III/ Comprehensive Review and Exam	2
27	<b>TOTAL</b>	69

If curriculum changes are made, students will be informed.

### C. Attendance.

1. Students are expected to attend all classes. A course may or may not have attendance counted as a part of the grade. Clinical course attendance is outlined in the clinical handbook.
2. If a student misses a class it is the student's responsibility to check the course syllabus for information regarding missed classes and attendance, check RULearning AND contact the instructor regarding the missed materials, tests, or assignments.

### D. Clinical Site Assignments

1. AGREEMENTS. Students are accepted contingent upon the student's agreement to be placed at clinical sites outside the Chicago metropolitan area as assigned. This contingency of acceptance is explained in the interview, included in the admissions letter, and agreement to this contingency is confirmed by the student's signature on the admissions confirmation form including the statement that housing and transportation are the student's responsibility.
2. PREFERENCE LOTTERY. For these assignments, students will be given a current list of out of area site locations and asked to rank them according to their preference. A lottery system is used to assign the students to the out of area sites according to their preference list. For example, the first student pulled in the lottery will be assigned to his/her first preference, the second will get his/her first preference unless it is taken and then will get the second preference, and so on. Typically there are two halves of the year for each site so two students are likely to be able to attend each location at different halves of the year.
3. TIMING OF ASSIGNMENTS. Out of area clinical assignments are planned to be announced in late January. Clinical rotations begin in May so students have approximately 3 months to find housing.
4. CHICAGO METRO AREA. No students are allowed to request clinical sites within the Chicago metropolitan area.
5. FINAL ASSIGNMENTS. All final clinical assignments are made at the discretion of the program director, with input as needed from the clinical coordinator, depending on the following considerations and other considerations that may not be predictable.
  - a. Number of sites in and out of area per rotation.
  - b. Availability of type and number of clinical exams per site and student's progress in achieving the required patient exams for graduation.

- c. The program director has the final say in all clinical assignments and timing of each.
- d. Clinical site assignments may be changed at the discretion of the program. We do not like to make changes in assignments so make changes only when necessary.

**RUSH UNIVERSITY ACADEMIC CALENDAR**

<b>FALL SEMESTER</b>	<b>2017</b>	<b>2018</b>
University Orientation	<a href="#">Orientation Dates</a>	TBA
<i>Labor Day</i>	Mon., Sep. 4	Mon., Sep. 3
Classes Begin for All Students	Tue., Sep. 5	Tue., Sep. 4
Last Day for Late Registration	Fri., Sep. 8	Fri., Sep. 7
Spring Registration Begins	Mon., Oct. 23	Mon., Oct. 15
<i>Thanksgiving Recess</i>	Thu., Fri., Nov. 23, 24	Thu., Fri., Nov. 22, 23
Classes Resume at 8:00 A.M.	Mon., Nov. 27	Mon., Nov. 26
Classes End (CON, CHS)	Fri., Dec. 8	Fri., Dec. 7
Classes End (RMC, GC)	Fri., Dec. 15	Fri., Dec. 14
Final Exam Period (CON, CHS)	Mon. – Fri., Dec. 11 - 15	Mon. – Fri., Dec. 10 - 14
Final Exam Period (RMC, GC)	Mon. – Fri., Dec. 18-22	Mon. – Fri., Dec. 17 - 21
Grades Due (CON, CHS and Graduating Students)	Tue., Dec. 19	Tue., Dec. 18
End of Term for all Students	Fri., December 22	Fri., Dec. 21
Conferral of Fall Degrees	Sat., Dec. 23	Sat., Dec. 22
<i>Winter Break</i>	Sun. – Mon., Dec. 24 – Jan. 1, 2018	Sun. – Tue., Dec. 23 – Jan. 1, 2019
Grades Due (RMC, GC)	Thu., Dec. 28	Thu., Dec. 27
<b>SPRING SEMESTER</b>	<b>2018</b>	<b>2019</b>
University Orientation	TBA	TBA
Classes Begin for All Students	Tue., Jan. 2	Wed., Jan. 2
Last Day for Late Registration	Fri., Jan. 5	Fri., Jan. 4
<i>Martin Luther King, Jr., Holiday</i>	Mon., Jan. 15	Mon., Jan. 21
<i>Spring Break (</i>	<i>Mon. – Fri., Feb. 26 – Mar. 2</i>	<i>Mon. – Fri., Feb. 25 – Mar. 1</i>
Classes Resume at 8:00 A.M.	Mon., Mar. 5	Mon., Mar. 4
Summer Pre-registration begins	Mon., Mar. 5	Mon., Mar. 4
Classes End (CON, CHS)	Fri., Apr. 13	Fri., Apr. 12
Classes End (RMC, GC)	Fri., Apr. 20	Fri., Apr. 19
Final Exam Period (CON, CHS)	Mon. – Fri., Apr. 16 - 20	Mon. – Fri., Apr. 15 - 19
Final Exam Period (RMC, GC)	Mon. – Fri., Apr. 23 - 27	Mon. – Fri., Apr. 22 - 26
Grades Due (CON, CHS and Graduating Students)	Tue., Apr. 24	Tue., Apr. 23
End of Term for all Students	Fri., Apr. 27	Fri., Apr. 26
<b>Spring Commencement</b>	<b>Sat., April 28</b>	<b>Sat., April 27</b>
Conferral of Spring Degrees	Sat., Apr. 28	Sat., Apr. 27
Grades due (RMC, GC)	Thu., May 3	Thu., May 2
<i>Semester Break (</i>	<i>Sun. – Sun., Apr. 29 – May 6</i>	<i>Sun. – Sun., Apr. 28 – May 5</i>
<b>SUMMER SEMESTER</b>	<b>2018</b>	<b>2019</b>
University Orientation	TBA	TBA
Classes Begin for All Students	Mon., May 7	Mon., May 6
Last Day for Late Registration	Fri., May 11	Fri., May 10
Fall Pre-registration Begins	Fri., May 25	Fri., May 24
<i>Memorial Day Holiday</i>	Mon., May 28	Mon., May 27
Final Exam Period for 8-Week Term (RMC-M1)	Mon. – Fri., Jun. 25 – Jun. 29	Mon. – Fri., Jun. 24 – Jun. 28
Classes End for 8-Week Term (RMC-M1)	Fri., Jun. 29	Fri., Jun. 28
<i>Fourth of July Holiday</i>	Wed., Jul. 4	Thu., Jul. 4
Classes End (CON, CHS)	Fri., Aug. 10	Fri., Aug. 9
Classes End (RMC, GC)	Fri., Aug. 17	Fri., Aug. 16
Final Exam (CON, CHS)	Mon. – Fri., Aug. 13 – 17	Mon. – Fri., Aug. 12 – 16
Final Exam Period (RMC, GC)	Mon. – Fri., Aug. 20 – 24	Mon. – Fri., Aug. 19 – 23
Grades Due (CON, CHS and Graduating Students)	Tue., Aug. 21	Tue., Aug. 20
End of Term for All Students	Fri., Aug. 24	Fri., Aug. 23
Conferral of Summer Degrees	Sat., Aug. 25	Sat., Aug. 24
Grades Due (RMC, GC)	Thu., Aug. 30	Thu., Aug. 29
<i>Semester Break (No Classes during this period)</i>	<i>Sun. – Mon., Aug. 26 – Sep. 3</i>	<i>Sun. – Mon., Aug. 25 – Sep. 2</i>

Revised – October 13, 2017

Calendar dates are subject to change. The Rush Community will be notified of any changes.

## SECTION 4.

### VASCULAR ULTRASOUND STUDENT LABORATORY

#### I. ATTIRE.

- A. Attire should not distract others from learning in class or in lab. Keep it clean.
- B. When you are scheduled to rotate through the Rush vascular laboratory to observe patient exams being performed, proper attire is required such as business casual. No open toed shoes are allowed in the hospital.
- C. Clean gym shoes are acceptable.
- D. Student ID badges must be worn in sight above the level of the waist at all times.

#### II. CLEAN HANDS.

- A. Please get in the habit of washing your hands before and after contact with models and/or patients.
- B. There are gloves available in the lab, but hands still need to be washed after using gloves.

#### III. CLEAN TRANSDUCERS AND CORDS.

- A. Please clean the gel off the transducer with a towel and then clean the entire transducer and the cord with soap and water after you use it. Spray bottles that contain soap and water are available to clean the duplex probes. Then the next student does not have to work with a slimy probe or cord and germs are less likely to spread.
- B. DO NOT use alcohol or transceptic spray (which contains alcohol) on the transducers, according to manufacturer's directions.
- C. Transceptic can be used on pressure cuffs.
- D. Alcohol can be used on the transcranial Doppler (TCD) probes.

#### IV. EQUIPMENT USAGE.

- A. Scanning equipment must be plugged into an outlet with a green dot, so that we do not blow a fuse for the entire floor. Each scanner must be plugged into a different wall outlet for the same reason. There are four outlets available for duplex scanning equipment, one on each wall.
- B. Be careful to make sure there is enough slack in the power cord for you to pull it out to use so that you don't pull it out of the wall while it is ON. If this happens enough, it will cause problems with the equipment and require the company to come and fix it at a cost to the program.
- C. There are only **3** acceptable locations for cords and transducers:
  - 1) In the transducer holder of the machine with the cord off the floor.
  - 2) Transducer in your hand with the cord around the back of your neck if you're wearing a collar to avoid direct contact with your skin.
  - 3) Transducer in your hand with the cord secured either around your arm or under the patient's mattress but NEVER on the mattress alone.
- D. Cords must never be draped over the model or on the cart when not in use, because it is more likely that they will fall off and break.
- E. Cords and transducers should never be on the floor because multiple wires are in the cord for transmission of energy and data from the machine to the probe and vice versa.

**F. Take special care not to roll the wheels over the power cords. This equipment is extremely expensive to replace or fix.**

V. **Flashdrives.** You will need to purchase a flashdrive to start the lab classes. These will be used to submit your ultrasound images to the instructor. Check with your lab instructors to see how they want your images submitted ie through the Rush internet "RULearning." [www.rulearning.rush.edu](http://www.rulearning.rush.edu).

**VI. OBTAINING A LAB KEY.**

A. Due to the value of the equipment, the student laboratory is kept locked between classes, and there are a limited number of keys available for student use of the lab for practice. You can obtain a key from the department's administrative assistant, Thyra Jackson, in the College of Health Sciences, Suite 1001 in the academic building. If you have any questions you can contact her at 312-942-5281.

B. When opening the lab door, turning the key to the left (counterclockwise) will open the door but keep it locked when it closes. If you turn the key to the right (clockwise) it will open the door and keep the door UNLOCKED until you turn it to the left again. **YOU MUST LOCK BOTH LAB DOORS WHEN YOU LEAVE THE LAB.**

C. **You must sign the key out and return it with your signature the next day you are in class.** We will charge you \$5.00 for each day you are late in returning the key, and you will not be allowed to take a key for one day following the late day.

D. In the event that the key is unavailable through Thyra or Eileen (x27286) you may obtain entrance to the lab through Tom Pooley or Boris Shur at x 33037 in the outpatient vascular lab during the week.

**VII. MODELS.**

A. It is important for your education to experience the noninvasive procedures that you will be performing on patients. Therefore, even though we have scheduled some models for class, students will also take turns being models.

B. Participation as a model in the lab is a part of the student laboratory experience, as is setting up and cleaning up the lab, but **modeling is voluntary.** There will be no decrease in grade or evaluation due to no or restricted participation. You will need to sign a student volunteer form prior to participating in the student lab that attests to your knowledge of this policy. See model volunteer forms below.

C. We will be scanning legs, arms, neck and abdomen during the year. If you need to restrict your service as a model for any reason, (ie. neck only, arms only, not today) please discuss the restrictions with your instructor.

**VIII. MODELS for practice/assignments.**

A. Typically, two or three students plan to practice in the lab together, taking turns being the model and scanning. Please sign out only one key for a group.

B. If you have a family member or friend model for your practice know that you are entirely responsible for your model's behavior while in the lab. At no time can an individual under the age of 18 model for a student in the lab. You must take responsibility and may undergo disciplinary action if you or your model displays poor behavior or breaks something in the student lab.

C. Your non-student model is required to sign the volunteer form seen below on page 6. These are available in this handbook for printout AND on the file cabinet in the laboratory. The completed form should be handed in to Thyra Jackson when you return the key and only needs to be signed once per model per year.

- D. Should you find unexpected pathology during a practice session, you should document it and contact one of your instructors for direction. If you cannot contact an instructor, including Dr. McCarthy (pager 85- 9054), send the model to the emergency room if you suspect a DVT or other emergent situation. See the volunteer form in this section below.
- E. At **no time** should students scan a pregnant woman's fetus for the sole purpose of entertainment or otherwise. This lab must be used only for practicing the vascular exams learned in class.

**IX. EXPECTED BEHAVIOR while observing patient exams.**

- A. When you are observing patient exams in the Rush Vascular Lab, you are expected to act professionally. This means that you should just observe quietly and hold comments such as "That is the biggest clot I ever saw!" Also, write your questions down and ask the sonographer if he/she has time to answer them after the exam, rather than during the exam. It is not appropriate for the sonographer to discuss the findings of the exam with the patient, so do not prompt this type of discussion in front of the patient. In general, it is not appropriate to discuss **anything you see on the screen** or pathology in front of the patient.
- B. For the clinical observation phase please remember that it is the sonographer's primary responsibility to get the exam completed so he/she is in charge during the exam. If the sonographer has time and the ability to teach you something during the exam, it will happen. It is your job to observe what you can on the exam and come back to the lab for discussion. If the sonographer does not have time to answer your questions afterwards, please ask the instructor in the student lab. You will have plenty of time during the 4 senior clinical rotations to perform exams that you have initially learned in the student lab and observed in the Rush patient lab.

**MODEL FORMS FOLLOW THIS PAGE BELOW.**

Rush University

**VASCULAR ULTRASOUND  
STUDENT LABORATORY  
STUDENT VOLUNTEER FORM**

Quote from [www.svunet.org](http://www.svunet.org) (Society of Vascular Ultrasound website):

“Unlike x-ray, ultrasound is non-ionizing with no known side effects to either the technologist performing the examination or the patient being examined.”

I have voluntarily agreed to undergo ultrasound and/or other noninvasive vascular techniques as a model for other students to learn the techniques used by vascular technologists on patients. I understand that if any vascular pathology is found on the examination, and confirmed by the instructor, I will be referred to my physician with a letter describing the preliminary findings. I further understand that the student ultrasound laboratory exam in no way replaces a formal clinical examination or ultrasound examination that may be ordered by my physician.

I understand that my participation in the student laboratory is completely voluntary and my participation or non-participation will have no bearing on my evaluation or grades in the program. I may limit my participation as I see fit with no retribution.

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Signature

Date

Rush University  
VASCULAR ULTRASOUND  
**STUDENT LABORATORY**  
**CLASS MODEL VOLUNTEER FORM**

Quote from [www.svunet.org](http://www.svunet.org) (Society of Vascular Ultrasound website):

“Unlike x-ray, ultrasound is non-ionizing with no known side effects to either the technologist performing the examination or the patient being examined.”

I have voluntarily agreed to undergo ultrasound and/or other noninvasive vascular techniques as a model in student lab courses for students to learn the techniques used by vascular technologists on patients. I understand that if any vascular pathology is found on the examination, and confirmed by the instructor, I will be referred to my physician with a letter describing the preliminary findings. I understand that the student laboratory test in no way replaces a formal visit with my physician nor will it replace a clinical examination ultrasound examination that may be ordered by my physician.

---

Signature

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SSN (needed for pay): \_\_\_\_\_

DAYS AVAILABLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Rush University  
VASCULAR ULTRASOUND  
**STUDENT LABORATORY  
PRACTICE MODEL VOLUNTEER FORM**

Quote from [www.svunet.org](http://www.svunet.org) (Society of Vascular Ultrasound website):

“Unlike x-ray, ultrasound is non-ionizing with no known side effects to either the technologist performing the examination or the patient being examined.”

I have voluntarily agreed to undergo ultrasound and/or other noninvasive vascular techniques as a model for students in the vascular ultrasound program to learn the techniques used by vascular technologists on patients. I understand that if any vascular pathology is found on the examination, and confirmed by the instructor, I will be referred to my physician with a letter describing the preliminary findings. I understand that the student laboratory test in no way replaces a formal visit with my physician nor will it replace a clinical examination ultrasound examination that may be ordered by my physician.

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Signature

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **SECTION 5. ACADEMIC POLICIES**

### **Successful completion of courses for graduation:**

Students must complete all courses as required per quarter and pass each course with a minimum grade of C. There are also specific clinical skills that must be met for graduation as noted in the clinical site handbook. The cumulative GPA must be above 2.0. See Academic Policies for the department and the university below or online at [ruconnected.learning.rush.edu](https://ruconnected.learning.rush.edu). There are also university/college based requirements, ie paying tuition, no outstanding library holdings, 16 community service hours, mandatory training modules, etc.

**Department grading scale** is A 93-100%

B 84-92%

**C 75-83%**

D 66-74%

F Below 66%

### **Good Academic Standing**

High academic performance is expected in required courses. Students will be considered in good standing unless placed on academic probation. An annual cumulative GPA of at least 2.0 is required to be eligible to continue in the program. A grade of C or higher in the required courses is required to be eligible to continue in the program; a grade of D or F may result in dismissal from the program. The faculty reserves the right to request the withdrawal of a student whose conduct, health, or performance demonstrates lack of fitness for continuance in a health profession. Any such student not voluntarily withdrawing will be dismissed from the University.

### **Academic Probation**

Academic probation is assigned to any student who receives a quarterly grade point average below 2.0, or whose cumulative GPA falls below 2.0. Students placed on probation have one semester in which to regain good standing. Failure to do so may result in dismissal from the University.

### **Clinical Work**

A student may not be paid as an employee during clinical credit hours. Also, a student may not count any paid work as an employee for clinical credit hours in the program.

### **Blood Borne Pathogen and Communicable Disease Policy**

If a student is exposed to a blood-borne pathogen or communicable disease he/she should report to the emergency room for care.

### **Student Academic Appeals and Grievance Procedure**

A student wishing to appeal an academic decision should follow the College of Health Sciences appeal process in the CHS policies section of the university catalog at <https://ruconnected.learning.rush.edu>.

### **Leave of Absence: College of Health Sciences**

A student who must interrupt his/her studies for reasons of sustained ill health or compelling personal situations may apply for a leave of absence for a stated period of time, not to exceed three semesters. A Petition for Leave of Absence form (available from the Office of the Registrar

or from the RUConnected website address above must be submitted to the department chairperson or his/her designate.

If approved by the department chairperson and dean, the student must satisfy the conditions of the leave before re-entering and must comply with all policies, requirements, and course sequences in effect at the time of re-entry. The student will pay tuition and fees at the rate in effect at the time of re-enrollment.

### **Leave of Absence (LOA): Vascular Ultrasound**

A student may request a leave of absence following the College of Health Science Leave of Absence policy and procedure.

**LOA request during first two semesters:** The first two semesters of the program contain courses that are only offered once per year and must be taken in sequence. If a leave of absence is approved for a student during the first two semesters of the program, he/she must wait until the next year to make up that semester and the remainder of the courses in the program.

**LOA request during last three semesters:** If a leave of absence is approved during the last three semesters of the program, the student may make up the semester after the leave period ends, assuming that there is a clinical site available. If a clinical site is not immediately available, one will be assigned as soon as one becomes available.

**Clinical site assignments** If the student confirmed clinical placement at an out-of-area clinical site upon acceptance into the program, that status remains upon return from the LOA.

**RUSH UNIVERSITY WEBSITE. More resources including the University Catalog can also be found online. [www.ruconnected.learning.rush.edu](http://www.ruconnected.learning.rush.edu). College of Health Sciences/Rush University Academic Policies/ Procedures**

Please see the College of Health Sciences academic policies section of the university catalog. In addition, Rush University academic policies can also be seen in RUConnected online.

## **RUSH UNIVERSITY POLICY**

### **ACADEMIC HONESTY AND STUDENT CONDUCT**

Rush University students and faculty belong to an academic community with high scholarly standards. As essential as academic honesty is to the relationship of trust fundamental to the educational process, academic dishonesty violates one of the most basic ethical principles of an academic community, and will result in sanctions imposed under the University's disciplinary system.

Examples of conduct that would subject a student to disciplinary action include but are not limited to:

All forms of academic dishonesty including but not limited to: cheating; plagiarism; collusion; gaining or seeking unfair advantage in relation to any work submitted; helping others to gain an unfair advantage; removing examination materials from a secure examination area; the unauthorized downloading or copying of examinations that are given online; fabricating assigned academic work, including clinical assessments, and presenting them as authentic; facilitating academic dishonesty; unauthorized examination behavior.

## SECTION 6.

### Student Handbook

#### VASCULAR ULTRASOUND PROGRAM RUSH UNIVERSITY

##### TECHNICAL STANDARDS

Rush University is committed to diversity and to attracting and educating students who will make the population of health care professionals representative of the national population. Our core values — ICARE — Innovation, Collaboration, Accountability, Respect and Excellence translate into our work with all students, including those with disabilities. Rush actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful accountable culture through our confidential and specialized disability support. Rush is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

The following technical functions are required of all students enrolled in the *Vascular Ultrasound Program*:

##### **Acquire information:**

- Acquire information from demonstrations and experiences in courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in accessible images from paper, slides, videos with audio description, and transparencies.
- Identify information presented in images from paper, slides, videos, and transparencies.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

##### **Use and Interpret:**

- Use and interpret information from assessment techniques/maneuvers such as ultrasound and other noninvasive vascular techniques. Use and interpret information related to physiologic phenomena generated from diagnostic tools such as blood pressures, Doppler ultrasound waveforms, and other non-invasive vascular techniques.
- **Motor:**
  - Possess psychomotor skills necessary to provide or assist in holistic vascular ultrasound procedures and treatments.
  - Practice in a safe manner and appropriately provide vascular ultrasound patients with care and assessment in emergencies and life support procedures and perform universal precautions against contamination.

##### **Communication:**

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.

- Accurately elicit information including a medical history and other information to adequately and effectively evaluate a population's, client's or patient's condition.

### **Intellectual ability:**

- Measure, calculate, reason, analyze, and synthesize data related to the diagnosis and treatment of patients and populations.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the vascular sonographer's role.
- Synthesize information, problem solve, and think critically to judge the most appropriate theory, assessment, or treatment strategy.

### **Behavioral:**

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to rapidly changing environments inherent to the classroom and practice settings.

### **Character:**

- Demonstrate concern for others, integrity, accountability, interest, and motivation as necessary personal qualities.
- Demonstrate intent and desire to follow the Rush University and Vascular Ultrasound Code of Ethics.

The technical standards delineated above must be met with or without accommodation. Students who, after review of the technical standards, determine that they require accommodation to fully engage in the program should contact the Office of Student Disability Services <https://www.rushu.rush.edu/students-disabilities> to confidentially discuss their accommodations needs. Given the clinical nature of our programs time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

## **RUSH UNIVERSITY POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

Rush University is committed to attracting and educating students who will help to make the health care profession representative of the national population, including individuals with disabilities. Part of Rush University's mission is to promote diversity among its student population and to provide equal access to its facilities, programs, services and learning opportunities. In keeping with this mission, the University encourages students with disabilities to engage the Office of Student Disability Services as soon as they begin their program. Students should feel free to contact **Marie Ferro-Lusk, Manager, Office of Student Disability Services** at Rush University, to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. Accommodations are not provided retroactively at the University. Additional information can be found online at the Office of Student Disability website or by contacting the Office of Student Disability Services. In order to respect student's privacy and ensure a thoughtful interactive discussion,

students should not make accommodation requests to individual faculty members, lecturers, or course directors, instead, please contact:

Marie Ferro-Lusk, MBA, MSW, LSW

Manager, Office of Student Disability Services

Rush University

600 S. Paulina St. Suite 440

Chicago, IL. 60612

Phone: (312) 942-5237

Email: [Marie\\_S\\_Ferro-Lusk@rush.edu](mailto:Marie_S_Ferro-Lusk@rush.edu)

Website: <https://www.rushu.rush.edu/students-disabilities>

## **SECTION 8. Community Service**

### **I. Vascular Ultrasound Program**

#### **A. Graduation Requirement**

As a requirement for graduation from the College of Health Sciences, students must complete at least sixteen (16) contact hours of approved professional or community service. A minimum of eight service hours must be completed during the first year in the program and eight the second year.

#### **B. Process**

- a. If you want to do some community service hours, please ask Eileen via email to verify that the event will yield appropriate hours to meet the community service requirement.
  - b. **Complete a form and bring it with you to obtain the required signature** verifying that you have completed the event for a certain number of hours. It must be signed by the person running the event.
  - c. Submit the form to the Program Director (Eileen) for signature approval and she will give it to Thyra for your record.
  - d. It is YOUR responsibility to identify appropriate service activities for your participation, completing the form, obtaining the verification signature, submitting the paperwork to program director ON TIME.
  - e. The verification form is on the following page.
- C. Due dates. The first year activities are due April 30 of the first year in the program, and the second year activities are due December 31 of the second year in order to have enough time for processing.

### **II. Statement from the College of Health Sciences:**

#### **Rush University**

#### **College of Health Sciences**

#### ***Student Professional and Community Service Requirement***

Participation in service activities is an important attribute of the health science professional. A hallmark of outstanding Rush students and alumni is the desire and ability to make meaningful service contributions. Community service activities may include volunteer activities (health fairs and clinics, health education, provision of health services to at risk or disadvantaged populations, and other outreach education or clinical activities) and service on community boards,

committees, work groups and other service activities that promote the health and well-being of the community and its members. Professional service may include participation in the provision of state, national or international activities to advance the quality, access and effectiveness of health care services provided by allied health professionals.

Achievement of the College of Health Sciences Excellence in Service Goal is demonstrated, in part, through:

1. Student and faculty participation in community service activities
2. Student satisfaction with and appreciation for community service.
3. Students and faculty who provide leadership and support to professional associations, boards and committees.
4. Provision of community and professional continuing education to local, national, and international audiences.

In order to support achievement of the college's service excellence goals and objectives, the college has developed a professional and community service requirement for all CHS students as a part of their academic programs.

*As a requirement for program completion, each academic degree granting program will establish a minimum service requirement for each student enrolled in the program of at least sixteen (16) contact hours of approved professional or community service.*

*Examples of activities that may be used to meet this requirement include participation in community health fairs, community health screening and/or health services, provision of community health education, participation in approved professional service and/or continuing education activities and assistance with the delivery of seminars, lectures, workshops and related community or professional continuing education activities.*

*This program requirement will be required for satisfactory course completion for at least one course in the student's prescribed course of studies. As an alternative, the requirement may be listed as a graduation requirement for the program in the catalog and program handbook.*

**FORM IS BELOW.**

**Rush University**  
**College of Health Sciences**

**Professional and Service Requirement**  
(Documentation of Service Activity)

Student: \_\_\_\_\_ Service Hours Acquired: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

The student listed above has acquired professional and/or community service time by their participation in the following activity:

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**Date of Activity:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_

Phone: \_\_\_\_\_

Print Name and role:

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**Approved by** \_\_\_\_\_  
(Program Director, Vascular Ultrasound)

**Date:** \_\_\_\_\_

As a requirement for program completion, each student must complete at least sixteen (16) contact hours of approved community and/or professional service over the course of his or her enrollment at Rush. Examples of activities that may be used to meet this requirement include participation in community health fairs, community health screening and/or health services, provision of community health education, participation in approved professional service and/or continuing education activities and assistance with the delivery of seminars, lectures, workshops and related community or professional continuing education activities.

1 Satisfactory completion of the activity must be verified by the community/ professional service activity provider or supervisor.

2 Activities must receive final approved by your program director or other designated program faculty member.



Rush University  
Vascular Ultrasound Program

**STUDENT ORIENTATION**

My signature below verifies that I have received the Student Handbook for the Vascular Ultrasound Program and it was reviewed in its entirety at student orientation on August 29, 2017. I am aware of its contents.

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Student Signature

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PRINT NAME

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Date