



SOUTH SUBURBAN COLLEGE



Echocardiography Program

Student Handbook

Echocardiography Program and Career Expectations

The Echocardiography Program at South Suburban College is an intensive and demanding program designed to prepare students for a fast-paced and highly technical healthcare career. The curriculum covers complex cardiac anatomy, pathology, and advanced imaging techniques, requiring students to develop strong technical skills and critical clinical judgment.

Success in the program demands a significant commitment of time and effort. Students should expect a rigorous academic schedule with challenging coursework, regular assessments, and clinical rotations that simulate real-world patient care environments. Due to the program's accelerated pace and the substantial time required for studying and clinical hours, students may need to reduce their work commitments to meet the program's demands.

A career in echocardiography is equally demanding but highly rewarding. Echocardiographers play a vital role in diagnosing and monitoring cardiovascular conditions. The profession requires precision, adaptability, and strong problem-solving skills, as practitioners often work in fast-moving hospital settings or outpatient clinics. The ability to remain focused and compassionate while delivering quality patient care is essential.

Introduction

Welcome to the Echocardiography Program at South Suburban College. The Dean, program faculty, and personnel of South Suburban College's affiliated clinical education centers are excited to instruct and assist you in achieving your goal of becoming a cardiac sonographer.

Purpose of This Handbook

This handbook is designed to provide a comprehensive understanding of the Echocardiography Program. It includes essential information about the College, the Echocardiography Program, and the standards, procedures, and expectations that affect students at South Suburban College.

Contents of the Handbook

On the following pages, you will find details regarding:

- The College
- Echocardiography Program
- Standards and Procedures
- Expectations for the Student

Important Considerations

- **About this Handbook:** This handbook may not cover all South Suburban College and the Division of Allied Health Programs' standards and procedures. For more comprehensive information, refer to the South Suburban College Catalog.
- **College Standards:** As a student, you are subject to all standards, procedures, rules, and regulations established by South Suburban College. Refer to the Echocardiography webpage at <https://www.ssc.edu/academics/programs-ofstudy/allied-health-careers/echocardiography/> or the current College Catalog for detailed information.
- **Clinical Education:** Standards and procedures related to clinical education are detailed in the Student Clinical Education Handbook.
- **Questions and Clarifications:** Contact the program director if you have any questions or need additional information.

Handbook Amendments

This handbook is subject to change and may be amended at the discretion of the Echocardiography Program. To stay updated and ensure compliance with the latest standards and procedures, visit our webpage at

<https://www.ssc.edu/academics/programs-of-study/allied-health-careers/echocardiography/>.

We look forward to supporting you in your educational journey and helping you achieve your career goals.

Faculty and Administration

The faculty and administration would like to congratulate you on your acceptance into the Echocardiography program and wish you all the success.

- Dean of Allied Health & Career Programs: Megan Hughes, PH.D.
- Program Director: Michael Smarjesse BS, RDCS, AE, PE
- Department Chair: Dectric Fletcher, M.D.
- Medical Director: Dr. Mohamed Akram Arekat

Adjunct Faculty:

- Brian Earhart
- Chrystina Mirabella
- Erin Monahan
- Samantha Slager
- Rachel Wisniewski

****Clinical Education Centers***

Rush University Medical Center
1653 W Congress Pkwy, Chicago, IL 60612

Roseland Community Hospital
45 W 111th St. Chicago, IL 60628

Loyola University Medical Center
2160 S 1st Avenue, Maywood, IL 60153

Advocate Trinity Medical Center
2320 E 93rd St, Chicago, IL 60617

Palos Northwestern Hospital
12251 S 80th Ave, Palos Heights, IL 60463

Advocate Christ Medical Center

4440 95th St, Oak Lawn, IL 60453

Riverside Medical Center
350 N Wall St, Kankakee, IL 60901

Mount Sinai Hospital
1500 S Fairfield Ave, Chicago, IL 60608

Holy Cross Hospital
2701 W 68th St, Chicago, IL 60629

Loyola University Medical Center
2160 S 1st Ave Maywood, IL 60153
Advocate Lutheran General Hospital
1775 Dempster St, Park Ridge, IL 60068,

Advocate Good Samaritan Medical Center
3815 Highland Ave, Downers Grove, IL 60515,

Advocate Illinois Masonic Medical Center
836 W Wellington Ave, Chicago, IL 60657

Little Company of Mary Hospital and Healthcare Centers
2800 W 95th Street, Evergreen Park, IL 60805

*Clinical sites are subject to change and may be added or removed at any time. This list is not exhaustive and does not constitute a guaranteed clinical site placement.

Mission Statement

The mission of the Echocardiography Program at South Suburban College is to provide a comprehensive cardiac sonography education with an environment that facilitates clinical sense and critical thinking to prepare students to become successful entry-level cardiac sonographers.

Program Goals or Student Learning Outcomes

The goals for the SSC Echocardiography program are as follows:

- To provide a thorough updated curriculum.
- To enhance the student's problem-solving and critical thinking skills.
- To prepare students for Cardiovascular Credentialing International and/or Registry of Diagnostic Cardiac Sonography.
- To help students develop skills that allow them to continuously improve and grow in the field.
- To help students gain the skills needed to be competent entrylevel cardiac sonographers.
- To prepare students for the job market by providing ongoing assistance on job placement, preparing curriculum vitae, workshops, and more.

Echocardiography Program Overview

Accreditation

The Echocardiography Program at South Suburban College (SSC) is accredited through the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Program Description

The SSC Echocardiography Program is a full-time educational program designed to prepare students to become entry-level cardiac sonographers.

Admission and Course Sequence

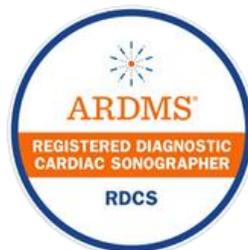
Qualified students are selected to begin the Echocardiography course sequence after successfully completing the required prerequisites. The program courses are sequenced as a continuous, full-time program of study, and students must follow the order published in the current college catalog. However, prerequisites can be studied on a part-time basis.

Curriculum

- Prerequisites: 26 credit hours
- Didactic Coursework and Clinical Training: 45 credit hours
- Total Credit Hours for Graduation: 71 credit hours
- Graduates are awarded an Associate of Applied Science (A.A.S.) degree in allied health.

Certification Eligibility

Graduates are eligible to sit for the certification examinations administered by the American Registry for Diagnostic Medical Sonography (ARDMS) and/or Cardiovascular Credentialing International (CCI). Students can contact the program director for more information on the national board exams for cardiac sonography.



Curriculum Design and Assessment

The syllabi's contents are designed per the guidelines established by the American Society of Echocardiography.

Assessment procedures include:

- Written and case study examinations
- Assignments
- Laboratory proficiencies
- Performance evaluations
- Competency-based clinical education system

Course Locations and Scheduling

- Academic Courses, Labs, and Seminars: Held on the South Suburban College campus
- Clinical Education: Takes place at the SSC Echocardiography lab and affiliated healthcare centers
- Class Schedule: Classes are scheduled during the day, with some clinical education rotations requiring attendance during the morning and evening shifts

Grading Requirements

- Didactic Courses: Minimum grade of “C” (75%) required to pass
- Clinical Education Courses: Must be passed with at least a “C” plus passing all proficiencies and the final proficiency assignment to continue in the program and graduate

Faculty Commitment

The program faculty is dedicated to facilitating student learning by developing appropriate educational objectives, learning materials, and classroom presentations. As outlined in the South Suburban College Catalog, advice, counseling, and support services are available to all students.

Contact Information

Students are encouraged to contact the program director for questions regarding the program or certification examinations.

Statement of Non-Discrimination

The Echocardiography Program recognizes the sanctity of individual rights. No person shall be denied admission to the program based on gender, race, color, creed, religion, age, sexual orientation, national origin, or disability. All students shall have the right to review any records maintained by the program that pertain to them according to the Buckley Act of 1991. Any action taken against a student shall follow due process with provisions for appeal, as outlined in the South Suburban College catalog.

Accreditation

The Echocardiography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

South Suburban College is accredited by the Commission on

Institutions of Higher Education, North Central Association of Colleges and Secondary Schools. The Illinois Community College Board, the Board of Higher Education, and the Board of Vocational Education and Rehabilitation also approve it.

South Suburban College is approved for veterans by the State of Illinois Approving Agency for Veterans Education.



- **Address:** 9355 - 113th St. N, #7709, Seminole, FL 33775
- **Phone:** (727) 210-2350
- **Fax:** (727) 210-2354
- **Email:** mail@caahep.org
- **Website:** www.caahep.org

Curriculum

Statement on advanced placement and experiential learning

South Suburban College's Echocardiography Program does not offer credit for experiential learning, nor do we have an advanced placement track. All students must complete the full program curriculum, including didactic coursework and clinical training, regardless of prior experience in the field. This ensures that all graduates meet the program's rigorous educational and clinical competency standards.

Prerequisites

ENG 101 Composition and Rhetoric (4 Credit hours)

BIO 185 Human Anatomy and Physiology I (4 Credit hours)

BIO 186 Human Anatomy and Physiology II (4 credit hours)

HIT 102 Medical Terminology (1 Credit hours)

PHY 115 Topics in Applied Physics (3 Credit hours) **SPE 108**

Oral Communication (3 Credit hours)

General Education requirements

Group II Humanities Elective (see current college catalog for list)

Must meet state of Illinois diversity requirement **PSY 101**

Introduction to Psychology

The full echocardiography curriculum, published in the South Suburban College catalog, requires five full-time semesters. The program lasts approximately 18 months, including a summer semester.

Semester I – Fall

ECG 100 Patient Care Skills (3 Credit hours)

ECG 101 ECG Fundamentals (4 Credit hours)

ECG 104 Echo Anatomy and Physiology I (4 Credit hours)

Semester II – Spring

ECG 108 Echo Anatomy II (4 Credit hours)

ECG 200 Echo Physics (4 Credit hours)

ECG 204 Echo Imaging I (4 Credit hours)

Semester III – Summer

ECG 126 Echo Clinical Education (4 Credit hours)

ECG 205 Echo Imaging II (4 Credit hours)

Semester IV – Fall

ECG 127 Echo Clinical Education II (4 Credit hours)

ECG 208 Echo Pathology (3 Credit hours)

MDR 115 Medical Law & Ethics (3 Credit hours)

Semester V – Spring

ECG 226 Echo Clinical Education III (4 Credit hours) ECG 230

Echo Certificate Review (3 Credit hours)

Total Credit Hours: 71

Program Course Descriptions

ECG 100 Patient Care Skills

Overview of the profession of echocardiography with an emphasis on its history, philosophy, and the nature of the profession. Explore the role of the cardiac technician.

ECG 101 Echo Cardio Fundamentals

The course will cover electrocardiography principles, the conduction system, electrophysiology, EKG waves, sinus rhythms, and common dysrhythmias, including tachycardia, bradycardia, atrial fibrillation, flutter, SVT, heart blocks, and ventricular arrhythmias.

ECG 104 Echo Anatomy and Physiology I

The course covers cardiac anatomy, including heart chambers, valves, blood vessels and pressure, the cardiac cycle, and the basic electrophysiology of the heart muscle cells and pacemaker cells. It also introduces cardiovascular adaptations to exercise and central cardiovascular-related pathology.

ECG 108 Echo Anatomy and Physiology II

The course covers cardiovascular anatomy and physiology and central-related pathology in more detail than ECG 104, which includes coronary supply, innervation of the heart, autonomic nervous supply of the heart, neurotransmitters and beta and alpha receptors in the cardiac muscle and blood vessels, major systemic diseases that affect the heart like hypertension, diabetes and dyslipidemia, also, heart failure pathophysiology and cardiovascular adaptation to exercise, pregnancy and more.

ECG 126 Echo Clinical I

This course covers cardiac ultrasound scanning techniques and protocols including 2D views, color flow, M-Mode, measurements and doppler of the normal heart. This course will begin to prepare you for on-site clinical and future jobs.

ECG 200 Echo Physics

The course covers the principles of ultrasound physics and instrumentation, including the principles of sound waves, description of sound waves and pulsed waves, sound propagation, axial and lateral resolutions, sound beam anatomy, transducers and instrumentation, principles of pulse-echo imaging,

hemodynamics, Doppler, color flow, color power imaging, quality assurance, artifacts and bio-effects, and safety.

ECG 204 Echo Imaging I

This didactic course covers the principles of cardiac ultrasound and modalities, as well as the typical echocardiographic planes, the standard echocardiography grey scale, m-mode, color, and Doppler views, both normal and abnormal. In addition, the course covers an introduction to valvular lesions, including aortic, mitral, tricuspid, and pulmonic, as well as an introduction to wall motion abnormalities and pericardial disease. The course includes lab activities.

ECG 126 Echo Clinical Education I

The course is clinical, and sessions are held at the lab. It covers cardiac ultrasound scanning techniques and protocols, starting with knobology, and it includes parasternal long and short axes in 2-dimensional, color flow, M-mode, and Doppler modes of the normal heart. Introduction to apical views 2D is also covered. Students will be trained at the lab using living subjects (volunteers and classmates), simulators, and education. DVDs (from the American Society of Echocardiography), and weekly proficiencies are given, and progress is assessed weekly.

ECG 127 Echo Clinical Education II

The clinical training course at the lab covers cardiac ultrasound scanning techniques and protocols, including two-dimensional views, color flow, M-mode, and Doppler of parasternal, apical, subcostal, and suprasternal notch views. Students will be trained at the echocardiography lab and given weekly proficiencies. The placement of students at clinical sites starts during the course. Students will be placed based on multiple factors.

ECG 200 Echo Physics

This course will cover ultrasound instrumentation and the physical principles of sound, ultrasound, and Doppler pertinent to sonography. Emphasis will be placed on propagation principles, transducer parameters, interactive properties of ultrasound with human tissues and quality control procedures.

ECG 204 Echo Imaging I

This course will cover the basic terminology, anatomy, instrumentation, and physical principles necessary for the student to begin twodimensional and M-

mode ultrasound scanning of the normal heart. In addition, students will practice applications of basic scanning techniques and protocols with emphasis on the normal heart.

ECG 205 Echo Imaging II

The course covers valvular pathologies in more depth, valve repair and replacement, heart muscle pathologies and motion abnormalities, myocardial infarction, pulmonary hypertension, pericardial disease, congenital heart disease, diseases of the aorta, cardiomyopathies, heart transplants, and other heart conditions commonly diagnosed and evaluated by echocardiography.

ECG 208 Echo Pathology

The course covers the pathophysiology of major cardiovascular pathologies commonly diagnosed by echocardiography, including coronary artery disease, myocardial infarction and ischemia, cardiomyopathy, clot formation, endocarditis, aortic aneurysm, pericardial disease, cor pulmonale, congenital cardiac anomalies, and more. It also briefly covers treatment and differential diagnoses.

ECG 226 Echo Clinical Education III

This course covers in-depth cardiac ultrasound scanning techniques and protocols as well as advanced echo techniques, including stress echo, as well as professional skills deemed paramount for work in any setting. Students will be able to shadow, observe, and have hands-on clinical internships in the school laboratory and clinical sites with hospitals where South Suburban College has affiliation agreements. Students must do a total of 800 clinical hours; 400 hours are done at an external clinical site.

ECG 230 Echo Certification Review

The course reviews all topics covered in the previous echocardiography program courses, ECG 127, ECG 204, ECG 200, and ECG 226, and prepares the students to take the licensing exams, Credentials for Cardiovascular International (CCI) and American Registry for Diagnostic Medical Sonography (AE RDCS).

Instruction Methods

Classroom Instruction

Most classroom presentations follow a standard lecture-discussion method. Each academic course is divided into units of study, and written objectives are provided for each unit.

Instruction is supplemented with various audio-visual aids and laboratory experiments as appropriate.

Assignments and Evaluations

Clinical Proficiencies: Students are required to complete clinical proficiencies, the details of which are determined by the instructor.

Presentations: Students may need to complete presentations as part of their coursework. **Other Assignments:** The instructor specifies additional required assignments.

Examinations: Comprehensive midterm and final examinations assess student knowledge and progress.

Laboratory Facilities and Equipment

The Echocardiography Program laboratory is equipped with:

- Multiple Ultrasound Machines.
- EKG machines, Ultrasound simulators
- Supervised Practice: Program faculty supervise students as they initially practice scanning on each other and then on models.

Competency Tests: Students must pass competency tests in the laboratory before practicing on patients in the affiliated clinical education centers.

The echocardiography program combines theoretical knowledge with practical skills to provide a comprehensive education preparing students for successful cardiac sonographer careers.

Resources

Textbooks, case studies approved by the American Society of Echocardiography, and ASE-approved DVD materials are available at the laboratory for students to use. A complete list of all materials available is posted in the classroom and distributed to all students enrolled in the program.

Admission Into the Program

Application Process

1. Apply to SSC: Applicants must first apply to South Suburban College (SSC).
2. Student ID and Counseling Appointment: After admission to SSC, applicants will receive a student ID number and an appointment to meet with an academic counselor.
3. Discussion with Counselor: During the appointment, the academic counselor will discuss prerequisites, requirements, and other important issues with prospective students.

Prerequisites and Requirements

- Program Prerequisites: Applicants must complete all program prerequisites.
- GPA Requirement: A minimum GPA of 2.7 or higher is required for consideration.
- Clinical Site Requirements: Applicants are responsible for meeting clinical site requirements, including criminal background checks, drug screenings, and immunization records.

Admission Considerations

Admissions are based on a points system as outlined below:

Qualification	Points
GPA 2.7-2.9	10
GPA 3.0-3.3	12
GPA 3.3-3.5	14
GPA >3.5	16
SSC resident	2
Healthcare Experience	2

- Reconsideration: Applicants who meet all requirements but are not initially admitted may be reconsidered if higher-ranked applicants decline admission.

Academic Concerns

Graduation Requirements

To graduate from the Echocardiography Program, students must:

- Pass all required academic courses with a “C” or higher grade.
- Pass all clinical courses with grades of “C” or higher, including passing all clinical proficiencies.
- Maintain a minimum cumulative GPA of at least 2.00 on a 4.00 scale.

Student Responsibilities

- **Adherence to Standards:** Students must carefully read and follow the graduation standards published in the College Catalog and provided in class.
- **Curriculum Review:** Students should review the entire curriculum to ensure all listed courses have been successfully completed.
- **Graduation Status:** Students unsure of their graduation status should meet with the program Director before the beginning of the last semester.

Academic Guidance and Student Counseling

- **Academic Advisor:** The Program Director serves as the academic advisor for students enrolled in the program. The Director will assist in selecting and registering for appropriate courses.
- **Meetings with the Program Director:** Students can meet with the Program Director during posted office hours or schedule an appointment.
- **Course-Specific Concerns:** Students should meet with the course instructor during posted office hours or by appointment if they have questions or concerns about progress in a specific course.
- **Early Engagement:** Students are highly encouraged to meet with counselors early in the course to maximize benefits and resolve any issues they may face.

By adhering to these guidelines and seeking assistance as needed, students can effectively manage their academic progress and ensure they meet the graduation requirements.

Tutoring

Lab Tutor Assistance

Service Availability: The Echocardiography Program at South Suburban College provides a lab tutor to assist students with hands-on training and any difficult topics.

Cost: This service is provided at no cost to the student through the College's Academic Assistance Center.

Contact for Tutoring: Students desiring tutoring should contact the program director to arrange for a tutor and set up a mutually convenient meeting time.

Academic Credit and Cost

Academic Credits

Program Curriculum: The number of academic credits required each semester follows the Echocardiography Program curriculum as published in the College Catalog.

Additional Credits: Students interested in additional credits should consult the program director.

Costs

Tuition and Fees: Tuition and fees are listed in the College Catalog and semester schedule but are subject to change without notice. Current rates are provided at registration and in the semester schedule.

Additional Costs:

Textbooks

Physical examination CPR
certification

TB testing

Uniforms

College emblems

Student identification badges Background
check

Annual Flu/COVID shot

Textbooks and Clinical Education Costs

Textbooks: Required textbooks for each course are available in the bookstore at the beginning of each semester.

Clinical Education Costs: The Student Clinical Education Handbook, which all students receive before beginning clinical education, details additional costs related to clinical education.

Students can effectively plan for and manage their educational expenses and academic requirements by using available resources and understanding the associated costs.

Fees

Fees are subject to change before every semester. Students will be informed should any change take place.

Course	Title	Cost
WECG-100	Patient Care Skills	50
ECG-101	EKG Fundamentals	50
ECG-104	Echo Anatomy and Physiology	50
ECG-108	Echo Anatomy II	50
ECG-126	Echo Clinical Education	100
ECG-127	Clinical Education II	50
ECG-200	Echo Physics	80
ECG-204	Echo Imaging I	100
ECG-205	Echo Imaging II	100
ECG-208	Echo Pathology	50
ECG-226	Echo Clinical III	400
ECG-230	Echo Certification Review	50
		1130

Textbooks

A listing of all required and recommended textbooks for echocardiography program courses is available in the College Book Store before each semester and in each course syllabus. Many of these books are used for more than one course. Students are advised to keep all books for future reference because of this and the need for study references in preparation for the CCI and/or ARDMS registry examination that follows graduation.

Withdrawal and Refunds

The standards and procedures for student withdrawal and refund of tuition and fees are published in the College Catalog. Generally, a student may withdraw up to two weeks before the beginning of final examinations by submitting a completed withdrawal form to the Admission and Records Office. Echocardiography Program students are strongly advised to see the Program Director before withdrawing from any course required by the curriculum master plan. Students who withdraw from the program are subject to readmission standards and procedures upon return.

Health Services and Insurance

No formal student health services are provided at the college. Emergency first aid is available in the Security and Safety Office in room 1122 at the north end of the building near the staff parking lot. Paramedics are called when needed for serious conditions. Students in need of emergency medical care while at the clinical education, center are treated in the emergency room and billed for services the same as any other patient. In order to cover the expense of such treatment, students are advised to carry health insurance. Verification of health insurance or a signed waiver must be on file prior to clinical education.

Attendance

Since attendance is very important for the student's learning progress, attendance is required in all courses.

In case of absence and/or tardiness, the student must explain the reason behind the incident and present documents for excusable absence. Excusable absences include:

- Sickness.

- Emergencies related to first-degree relatives, e.g., sickness, hospitalization, or funeral.
- Emergencies, e.g., traffic accidents.
- Jury duty.
- Extreme weather conditions.

For all other possible excusable conditions, the student must inform the Program Director and the course instructor before the absence and/or tardiness.

A student who shows tardiness and/or absence without a legitimate excuse will be given a written warning, and an appointment will be set up to discuss the reasons behind such tardiness and propose solutions to prevent further tardiness.

More than three unexcused absences in the fall/spring semester and more than two absences in the summer semester may result in an F grade in the class.

Weather/Emergency Closings

In the event that the college closes because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the college web page and the following radio and television stations for public broadcast:

- | | |
|-----------------|------------------------|
| • WGN-AM (720) | • WBBM-FM (96.3) |
| • WBBM-AM (780) | • WMIX-FM (101.9) |
| • WLS-AM (890) | • WGN-TV (channel 9) |
| • WUSN-AM (990) | • WFLD-TV (channel 32) |

These are the only radio and television stations authorized to broadcast closings for the college. On campus, the switchboard operator will be informed of any changes in the college schedule. If possible, the college's automatic answering service will be programmed to deliver updated information during hours when the switchboard is unattended.

Standards and Procedures

These standards and procedures are intended to provide the student with the best possible educational environment and a foundation on which the student may develop characteristics essential to a professional healthcare team. They serve as a guide in maintaining efficient operations in the clinical education center, affording the highest-quality medical care for the patient.

Standard of Professional Conduct

Echocardiography Program students shall conduct themselves professionally during all classes, labs, seminars, and clinical rotations as participants in a professional education program.

Procedure

Academic Professionalism: Includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars, and clinical rotations, and avoidance of any behavior that disrupts or interferes with academic proceedings.

Ethical Conduct: This requires adherence to ethical principles, such as not cheating on tests, degrading the character of others, or engaging in malicious behavior.

Academic Standing

Standard

To be considered in good standing in the Echocardiography Program, students shall not receive grades less than “C” in all courses required by the program and must maintain a GPA not lower than 2.0 on a 4.0 scale. All courses must be passed with a minimum of “C” to meet the program’s graduation requirements. **Procedure**

- Each semester, the Program Director reviews each student’s academic standing in the program.
- Students whose echocardiography or general education course grades or GPAs are found to violate this policy are notified by letter that they may not continue in the program until the inadequacy is corrected.
- Echocardiographic courses completed with grades less than “C” must be repeated before further echocardiographic courses can be taken. To repeat echocardiographic courses, students might need to be readmitted to the program.
- To be in good academic standing in the Echocardiography Program, students must pass all general education requirements. Students completing general education courses with less than a 75% must repeat the course(s) the following semester.

- No student will graduate from the Echocardiography Program until all required coursework is completed with a 75% or better.

Access to Facilities

Standard

Students enrolled in the program may, by arrangement with the program faculty, utilize the Echocardiography Program classroom (3158), laboratory (3157 & 3158), and equipment and learning materials for study purposes.

Procedure

- Students should inform a faculty member of their intentions and request permission to access program facilities or learning materials.
- Facilities and materials are available to the student during posted campus hours whenever classes are not in session.
- Students who utilize the facilities are expected to keep the rooms neat and orderly.

Admission

Standard

Qualified applicants shall be selected for admission into the Echocardiography Program based on grade point average and satisfactory completion of required prerequisite courses. Transfer and remedial students shall be considered individually. Students are admitted to the Echocardiography Program at the beginning of the fall semester of each year.

Procedure

Although South Suburban College has an “open door” policy for admissions, acceptance does not guarantee entrance into any course or program. Students must submit an Echocardiography Program application and meet the specific entrance requirements determined by the program.

To be considered for admission into the Echocardiography Program, applicants must be at least 18 years old, have a high school diploma or GED, complete all echocardiography program prerequisite courses as specified in the college catalog and website with grades of “C” or better, and have a cumulative GPA of at least 2.7 on a 4.0 scale.

During the spring semester of each year, the Program Director reviews the files of all individuals who have submitted applications. Qualified applicants who have met the abovementioned requirements are notified by email of acceptance. If there are more qualified applicants than openings in the program, admission is based on a point system detailed above.

Unqualified applicants are notified by letter of inadequacies that must be corrected before they can be considered for admission. At the student orientation meeting prior to the fall semester, students admitted to the program are required to sign the program demands form, which outlines the physical and mental requirements for the Echocardiography Program.

Advisory Committee Representative

Standard

A student representative will be selected from each class to serve on the Echocardiography Program Advisory Committee.

Procedure

The Echocardiography Advisory Committee consists of individuals from various aspects of the field of echocardiography (doctors, administrators, technologists, faculty, students, etc.) who share an interest in advancing and developing the Echocardiography Program.

Advisory meetings are held at South Suburban College at least once a year. Additional meetings are scheduled if committee recommendations for change or improvement warrant them.

Affirmative Action Student Grievance Procedure (Non-Academic Matters)

Step 1

Any student who has a complaint (grievance) against an employee of the College regarding a non-academic matter such as sexual harassment or discrimination based on race, color, national origin, sex, handicap, religion, or age is encouraged to attempt a resolution by informal means. To do so, the

grievant is encouraged to discuss the matter with the person against whom the complaint is made. Where the grievant deems the informal process impracticable, not in the grievant's best interests, or where said discussions do not resolve the matter, the grievant should proceed to Step 2.

Step 2

1. A complaint shall be made in writing to the Dean of Allied Health & Career Programs within ninety (90) days from the date of the occurrence.
2. The complaint must be completed in its entirety, must specify the relief requested by the grievant, and must be signed by the grievant.
3. In all cases, the Dean of Allied Health & Career Programs shall request a written response to the complaint from the person against whom the complaint is made. In no event shall the lack of a written response eliminate or diminish the Dean's right to investigate the matter.
4. The Dean of Allied Health & Career Programs and the Program Director shall review the complaint and investigate the matter. The investigation shall include but not be limited to interviews of persons with knowledge of the incident(s), including the party against whom the complaint is filed, witnesses, and others who may have information relevant to the inquiry. Additionally, the Dean of Allied Health & Career Programs may review any written documents that may be useful in ascertaining the validity of the complaint.
5. All parties to a complaint have the right to have a representative present during the Dean's interview(s).
6. Within twenty (20) school days from the date of the Dean of Allied Health & Career Programs' receipt of the complaint, or as soon thereafter as is necessary to complete the investigation, the results of the investigation shall be transmitted to the parties by certified mail, along with the Dean's decision. A copy of the results shall also be transmitted to the Program Director.
7. Any party not satisfied with the decision of the Dean of Allied Health & Career Programs shall proceed to Step 3. **Step 3**

1. Any party not satisfied with the decision of the Dean of Allied Health & Career Programs may file a written appeal with the Program

Director when the complaint involves a faculty member within that area within ten (10) school days from the receipt of the decision.

2. Upon receipt of a written appeal, the Dean of Allied Health & Career Programs or Program Director shall convene a meeting of the College Appeals Committee to provide a hearing of the appeal.
3. The hearing shall be convened within fifteen (15) school days from the applicable Dean of Allied Health & Career Programs' receipt of the appeal.
4. At the hearing, all parties may have a representative present who may advise the party but not question witnesses.
5. A decision shall be rendered in writing within ten (10) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.

6. Any party unsatisfied with the decision rendered by the College Appeals Committee shall proceed to Step 4. **Step 4**

1. Any party not satisfied with the decision rendered by the College Appeals Committee may appeal to the Program Director within seven (7) school days of receiving the decision.

2. Upon receipt of an appeal, the Program Director shall schedule a hearing with the Dean of Allied Health & Career Programs. At the hearing, the parties may present evidence and have counsel present. The Program Director will communicate the hearing decision to the parties in writing. The decision of the hearing is final. A decision shall be rendered in writing within thirty (30) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.

Complaints against students shall be addressed according to the procedures outlined in the Student Codes of Conduct. The Affirmative Action Officer shall assist in the investigation and consult with the officer or committee. Where the complaint also involves a grade complaint, students' academic appeals procedures shall be controlled. However, the Dean of Allied Health & Career Programs or Program Director shall participate in the meeting specified in Step 2, shall assist in the investigation, and shall consult with the committee. At any time before, during, or in conjunction with the aforementioned process, the student may elect to utilize additional grievance

procedures set forth by the U.S. Department of Education Office for Civil Rights.

Americans with Disabilities Act

STANDARD

The Echocardiography Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990. The Services for Students with Disabilities Office (SSDO) will provide information for all students seeking academic accommodations.

PROCEDURE

Contact the SSDO Student Manager at ext. 2691 or visit room 2268 for information about receiving accommodations. A TTY phone is available: 708-210-5732. This should be done as soon as possible. For more information about these services and procedures, see the current SSC Catalog pages 52-53 or visit our webpage at <https://www.ssc.edu/services/student-services/services-for-students-with-disabilities/>

Classroom Attendance

STANDARD

Students must consistently attend all scheduled classes, labs, and seminars on time. Absences or tardiness should be reported before the occurrence.

PROCEDURE

Records of attendance are maintained for all classes, labs, and seminars. Attendance is checked at every session. These records indirectly influence grades, and may fail due to missed exams, quizzes, or essential information. Attendance records become a permanent part of each student's academic record. Poor attendance can lead to poor performance and reflect on one's dependability and interest.

STANDARD

Students are expected to attend their assigned clinical sites and report promptly for clinical education on all scheduled clinical days.

PROCEDURE

Regular attendance is essential for providing quality patient care. If students cannot attend clinical education, they must call the clinical

education center and speak to the clinical instructor or designee. All absences are classified as excused, unexcused, or tardy. Excused absences include college-granted holidays and inclement weather cancellations. Students may have one excused absence per semester, which must be made up. Any time missed from the clinical site must be made up at that clinical site.

Unexcused Absence

PROCEDURE

Unexcused absences will result in corrective actions per semester:

The first unexcused absence is a verbal warning

The second unexcused absence was a written warning

Third unexcused absence - required advising with the Program Director and time missed from clinical education to be made up.

Fourth unexcused absence - failure of the enrolled clinical course with a letter grade of "F" and dismissal from the Echocardiography Program.

Tardiness

PROCEDURE

Tardiness is defined as more than five minutes late or leaving more than five minutes early. A tardiness of one hour or more is considered an unexcused absence. Excessive tardiness will result in the following corrective actions per semester:

The First tardy verbal warning is noted.

Second tardy - verbal warning, noted.

Third tardy - written warning, noted.

Fourth tardy - required advising with the program director and time missed from clinical education to be made up.

Fifth tardy - failure of the enrolled clinical course with a letter grade of "F" and dismissal from the Echocardiography Program.

Disciplinary Actions

STANDARD

Students who violate program or college policies shall be subject to disciplinary action.

PROCEDURE

There are four levels of disciplinary action:

1. Verbal warning.
2. Written warning with probation.
3. Suspension from the program (temporary).
4. Dismissal from the program (permanent).

Warnings are documented and signed by the Student, the Program Director, and the Instructor. Suspension or dismissal follows a hearing and recommendation by the college disciplinary committee. During suspension, the student remains responsible for academic material and clinical time. Dismissal is for serious offenses such as endangerment, theft, weapons, illegal substances, criminal activity, or being under the influence during program activities.

Dismissal

STANDARD

Following due process, students shall be dismissed for serious or repeated violations of program or college standards.

PROCEDURE

Students must adhere to the “Student Code of Conduct” and college standards. Dismissal follows the procedures under “Disciplinary Actions.” Clinical affiliates can terminate clinical rotations for unacceptable behavior, but only the college can dismiss a student from the program.

Eating, Drinking, and Smoking

STANDARD

Food and beverages are allowed in designated areas only. South Suburban College is a smoke-free facility.

PROCEDURE

Food and beverages are allowed in the cafeteria on the first floor. Classroom consumption is at the instructor's discretion and is never permitted in the laboratory. Smoking is not allowed.

Final Examinations

STANDARD

Final examinations shall be conducted per established college procedures.

PROCEDURE

Unless otherwise informed, examinations are administered in the regular classroom. Missing a scheduled examination results in a zero for the final examination.

Grading

STANDARD

A fixed percentage scale shall determine academic course grades.

PROCEDURE

Grades are accumulated through scores on tests, quizzes, assignments, etc., and converted to a percentage of total points possible. The grading scale is as follows:

A: 92.00 - 100.00%

B: 83.00 - 91.99%

C: 75.00 - 82.99%

D: 67.00 - 74.99%

F: 00.00 - 66.69%

Graduation

STANDARD

An Associate of Applied Science degree is awarded to students meeting all graduation requirements.

PROCEDURE

All degree curriculum requirements must be fulfilled with a minimum GPA of 2.00. Illinois state law requires knowledge of the Illinois and U.S. constitutions. An application for degree completion must be filed according to the college catalog.

Grooming

STANDARD

Students must maintain personal hygiene at all times at the clinical education sites.

PROCEDURE

Personal hygiene and a clean, wrinkle-free uniform are required. Cosmetics should be worn in moderation. Long hair should be tied back. Facial hair should be neat and trimmed. Visible, inappropriate undergarments and loud jewelry are prohibited.

Health Insurance

STANDARD

South Suburban College and clinical education centers are not responsible for medical expenses.

PROCEDURE

Students are recommended to obtain health insurance and must have verification or a signed waiver on file.

Malpractice Insurance

STANDARD

Before clinical education begins, all students must be covered under a malpractice insurance policy.

PROCEDURE

The college provides professional liability insurance for students during clinical activities, covered by course fees. This insurance does not cover outside employment.

Name Badge

STANDARD

The official Echocardiography Program name badge must be worn at all times at the clinical education center.

PROCEDURE

Students must wear the official name badge, which identifies them by picture and name. Badges are available for purchase and must not be worn outside the clinical center for employment.

Non-Discrimination

STANDARD

The Echocardiography Program adheres to institutional nondiscrimination policies.

PROCEDURE

No person shall be excluded from any program based on sex, color, race, creed, age, religion, or origin. Complaints of discrimination should be brought to the program Director. A grievance procedure is published in the handbook.

Official Uniform

STANDARD

The official uniform must be worn at all times during clinical education.

PROCEDURE

The uniform consists of a royal blue scrub top and pants with the official emblem. Failure to wear the appropriate uniform will result in corrective action.

Outside Employment

STANDARD

Students who work must modify their hours to avoid conflicts with program requirements.

PROCEDURE

Students must arrange their work schedule to avoid conflicts with classes and clinical assignments. Excessive work hours can affect grades and clinical performance.

Petitions

STANDARD

Students may petition for a variance to program standards or procedures.

PROCEDURE

Petitions must be typed or neatly written, clearly identify the policy of concern, describe extraordinary circumstances, and request a specific variance. The program Director will respond within two weeks.

Physical Examination

STANDARD

Students must have a physical examination by a qualified physician meeting clinical facility criteria.

PROCEDURE

Students are responsible for the cost of the examination and must submit a completed health form. A TB test and hepatitis B vaccination or waiver are required.

Readmission

STANDARD

Students who have withdrawn or not maintained good standing may petition for readmission.

PROCEDURE

Students must submit a formal letter expressing interest in re-enrollment, explaining the reason for withdrawal or unsatisfactory grade, and outlining a clear plan for improvement. Readmission is contingent upon space availability and prior academic performance. Standard readmission will be permitted one time only. Any additional requests for readmission beyond this will be reviewed on a case-by-case

basis and require approval through a formal vote by the Program Director, Dean, and Curriculum Coordinator.

Student Records

STANDARD

Student records are maintained per the Federal Family Educational Rights and Privacy Act.

PROCEDURE

Student records are confidential and kept in a locked file. Students may review their records during regular office hours.

Test Attendance and Make-up

STANDARD

Students shall make every effort to be present on scheduled test dates. Make-up tests are at the instructor's discretion.

PROCEDURE

Test dates are announced in advance. Students must prepare and be present. Make-up tests are allowed for qualifying absences reported in advance. Unreported absences negate the privilege of make-up.

Transfer

STANDARD

Transfer students may achieve advanced placement if their coursework is comparable and they can pass comprehensive exams.

PROCEDURE

The Office of Records and Admissions determines the transfer of general education courses. The Program Director determines the transfer of echocardiography coursework, which requires a grade of "C" or better.

Transportation

STANDARD

Students must provide their transportation to and from the college and clinical sites.

PROCEDURE

Reliable transportation is essential for maintaining good attendance. Students must be prepared to accept clinical assignments at any site.

Vacation/Leaves

STANDARD

During regular sessions, vacations or leaves shall not interrupt students' progress.

PROCEDURE

Vacations should coincide with breaks between semesters. Leaves of absence are not permitted. Students are expected to report for scheduled classes and clinical assignments.

These policies and procedures provide a comprehensive framework for the Echocardiography Program. You must adhere to them to ensure success and maintain the program's high standards. Please contact the program director or any faculty members if you have any questions or concerns.

Responsibility of Cardiac Sonographer

As a cardiac sonographer, you will be performing all modalities of cardiac sonography studies in various settings, including hospitals, emergency rooms, doctor's offices, and more. You will also assist cardiologists in performing transesophageal echocardiography. Additionally, it is part of your responsibility to explain the procedures you perform to patients, helping them understand and be informed.

This is an essential aspect of patient care that cardiac sonographers must provide. Full compliance with HIPAA regulations and the rules and regulations of the healthcare facility where the cardiac sonographer is employed is mandatory. More details will be provided throughout the program.

Code of Ethics

The Patient's Bill of Rights

Students are expected to cooperate with the American Hospital Association's Patient's Bill of Rights, designed to inform patients of their rights while in a hospital. As a student cardiac sonographer experiencing clinical education in several hospitals, you are obligated to respect these rights.

1.Right to Respectful Care

The patient has the right to considerate and respectful care.

2.Right to Information

The patient can obtain complete information concerning their diagnosis, treatment, and prognosis in understandable terms. If not medically advisable, the information should be made available to an appropriate person on their behalf. The patient has the right to know, by name, the physician responsible for their care.

3.Right to Informed Consent

The patient has the right to receive information necessary to give informed consent prior to any procedure and/or treatment, including the specific procedure, risks, and probable duration of incapacitation.

The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

4.Right to Refuse Treatment

The patient has the right to refuse treatment to the extent permitted by law and be informed of the medical consequences of their actions.

5.Right to Privacy

The patient has the right to every consideration of privacy concerning their medical care program. Confidentiality must be maintained during case discussions, consultations, examinations, and treatments. Only those directly involved in the patient's care can be present unless permission is granted by the patient.

6.Right to Confidentiality

All communications and records pertaining to the patient's care must be treated as confidential.

7.Right to a Reasonable Response

A hospital must respond reasonably to a patient’s service request within its capacity. The hospital must provide evaluation, service, and/ or referral as indicated by the urgency of the case. Transfers to another facility require complete information and explanation concerning the needs and alternatives. The receiving institution must accept the patient before the transfer.

8.Right to Information on Relationships

The patient has the right to obtain information about the hospital’s relationships with other healthcare and educational institutions as they relate to their care, as well as the existence of any professional relationships among individuals treating them.

9.Right to Refuse Participation in Research

The patient has the right to be advised if the hospital proposes human experimentation affecting their care or treatment and to refuse participation in such research projects.

10.Right to Continuity of Care

The patient has the right to expect reasonable continuity of care, including advanced knowledge of appointment times and available physicians. The patient must be informed by their physician or delegate of continuing healthcare requirements following discharge.

11.Right to Examine the Bill

The patient can examine and receive an explanation of their bill, regardless of the payment source.

12. Right to Know Rules and Regulations

The patient has the right to know the hospital rules and regulations that apply to their conduct as a patient.

Understanding and adhering to these responsibilities and ethical guidelines is crucial for maintaining professional conduct and ensuring optimal patient care as a cardiac sonographer. If you have any questions or need further clarification, please reach out to the program director or faculty members.



SOUTH SUBURBAN COLLEGE

Main Campus

15800 S. State St.
South Holland, IL
60473-1200

Oak Forest Center

16333 S. Kilbourn
Avenue

Oak Forest, Illinois 60452