

Associate of Applied Science  
Degree in Radiologic Technology  
&

Associate of Applied Science  
Diagnostic Medical Sonography



**School Catalog**  
**2023-2024**  
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**Operated by:**

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142 S Main Street Danville, VA 24541

**Accredited by:**

The Joint Commission (630) 792-5800

<http://www.jointcommission.org>

**Institutionally Accredited by:**

Accrediting Bureau of Health Education Schools (ABHES)  
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**For:**

**Associate of Applied Science Degree in Radiologic Technology  
Program**

**Associate of Applied Science in Diagnostic Medical Sonography –  
General Sonography**

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**Programmatically Accredited by:**

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
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**Programmatically Accredited by:**

Commission on Accreditation of Allied health Education Programs upon the  
recommendation of Joint Review Committee of Diagnostic Medical Sonography

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[www.caahep.org](http://www.caahep.org)

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## **School of Health Professions Mission Statement**

*The mission of the School of Health Professions is to **Make Communities Healthier by educating caring, competent, entry level healthcare professionals with eligibility to take program specific licensure/certification examinations.***

The didactic and clinical education experiences that you receive are integral components of the programs; you will complete approximately 1,800 hours of clinical education in Radiography, in addition to the didactic component of this program. All didactic Radiography courses are delivered using the residential method (courses are delivered with instruction and interaction between the student and the instructor occurring primarily in a physical classroom/lab setting). The Sonography Program consists of approximately 1900 hours combined in clinical and didactic instruction. All didactic instruction is delivered using a blended/hybrid format (course instruction is provided using a combination of on-campus and distance education formats).

The school's goal is to provide you with the necessary training to allow you to enter the workplace as a competent entry level Radiologic Technologist or Sonographer. This handbook provides you with information regarding the expected educational performance, competency requirements and the educational grading system. You are expected to have a thorough understanding of all objectives and competency requirements. The programs' delivery of the educational materials is both residential and blended in nature. Any questions regarding these requirements should be directed to a member of the faculty.

Additional program information and access to an electronic copy of our program catalog can be found by visiting <https://www.sovahhealth.com/school-of-health-professions>

The School of Health Professions main campus is located in the city of Danville, VA. It is owned and operated by SOVAH Health. The School of Health Professions is accredited by the **Accrediting Bureau of Health Education Schools (ABHES)**. This institution is also certified to operate as an **Institution of Postsecondary Education by the State Council of Higher Education for Virginia (SCHEV)** and is **approved to offer GI Bill® educational benefits by the Virginia State Approving Agency**. The Radiologic Technology Program is a two-year Associate of Applied Science Degree awarding program that is accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)**. The Diagnostic Medical Sonography Program is a two-year Associate of Applied Science Degree awarding program that is accredited in abdomen, OB/GYN, Cardiac, and vascular by the **Joint Review Committee of Diagnostic Medical Sonography (JRCEDMS)**. Based on the standard credentialing requirements established by the ARRT, ARDMS, and CCI, all Sovah programs meet the mandated criteria to ensure that graduates are eligible to apply for specific certification/licensure requirements. A copy of the JRCERT/JRCEDMS or ABHES "Standards" is available from the school upon request.

See the links below to research additional specific information on credentialing/licensure requirements:

<https://www.arrt.org/>

<https://www.ardms.org/how-to-become-a-sonographer/>

<https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm#tab-4>

## **Extended Campus Programs**

### **Sovah School of Health Professions-Diagnostic Medical Sonography (General) Satellite Location Roanoke Higher Education Center**



The Sovah SOHP administers undergraduate Diagnostic Medical Sonography General Program in partnership with the Roanoke Higher Education Center in Roanoke, with didactic courses being delivered by two-way interactive video and the Internet in support of the extended campus program. Labs are conducted on site in Roanoke for the General Sonography Program. Clinical Experiences are conducted within Carilion, HCA Lewis Gale and the Salem VA Medical Center. For specific information and assistance related to RHEC:

Roanoke Higher Education Center (540) 767-6190

<https://www.education.edu/>

#### **Physical Address:**

108 N. Jefferson St.  
Roanoke, VA. 24016

#### **School of Health Professions**

The school opened in 2002 in response to the growing need for well- trained technologists in the Dan River Region. We are the sole occupants of the of the 2<sup>nd</sup> floor, 137 South Main Street, Danville, Virginia, 24541.



PROPERTY OF THE SCHOOL OF HEALTH PROFESSIONS

**CONFIDENTIAL INFORMATION:**

This information is to be neither copied nor disseminated. If found, please return to:  
137 S. Main Street, Danville, Virginia 24541



## **History**

For many years, the ownership of the educational programs was a hospital. The hospital has grown and changed over the years, beginning in 1884 with the “Home of the Sick”, and progressing through names such as Danville General Hospital, The Memorial Hospital, and then as it is known today, Sovah Health - Danville. The changes in modernization and service expansion brought a need for additional health technology programs. The Radiologic Technology Program opened in February of 2003 due to an increased demand for Radiologic Technologists.

Due to the shortage for sonographers, Sovah School of Health Professions (SOHP), in conjunction with the Tobacco Region Revitalization Commission (TRRC), planned to provide a formal education in Diagnostic Medical Sonography. Students would attend classes and labs as well as rotate to various clinical sites. Program completion prepares the students to be entry level Diagnostic Sonographers in the areas of Abdomen, OB/GYN, Vascular and Adult Echocardiography.

Sovah Health – Danville, LLC, owns and operates the School of Health Professions and its programs, which is a wholly owned subsidiary of LifePoint Hospitals, Incorporated, a publicly traded company, of Brentwood, Tennessee. The school is currently composed of the Radiologic Technology Program and the Diagnostic Medical Sonography Programs.

Today, the Sovah School of Health Professions has a faculty of 7 and an annual student body of up to 56 men and women. The faculty is qualified by professional preparation and experience and committed to creating successful learning experiences. The students will find our school fosters a warm and innovative learning environment where they are challenged to provide excellence in health care in a variety of health care settings. The school and faculty provide mentorship for accountability and responsibility for professionalism and for valuing life-long learning. Many graduates become members of Sovah Health’s highly motivated and progressive staff.

Additionally, the strong clinical background obtained during enrollment can be utilized as a basis for advanced educational opportunities.

### **Communities of Interest:**

Regional employers have all reported high demand and inadequate supply of sonographers, along with numerous travel sonographer positions currently at the LifePoint facilities. The local cardiology offices, and outpatient clinics have reached out to Sovah Health to help find qualified credentialed employees for their offices. Sovah Health has demonstrated a protracted need for entry level sonographers and desire for a local program and working together with the Tobacco Region Revitalization Commission (TRRC) determined funding to build a program to not only provide job placement for the citizens of the community, but positions to fill a need within the local healthcare provider community. Fulfilling the need for credentialed sonographers will enhance patient care on the local level. Currently, patients needing these studies are sent over an hour away for these testing procedures or have a scheduling delay due to the lack of staffing in the rural area.

## Special Considerations

The School of Health Professions is located within the city of Danville, VA. Danville is an independent city of more than 42,000 residents located in the foothills of the Blue Ridge Mountains in the Piedmont region of Virginia. Our central location is within a day's drive to more than two thirds of the United States population. History abounds in Danville and the Victorian architecture of the Main Street mansions is proudly displayed. This is the site of the Museum of Fine Arts and History, fourteen Civil War sites and the American Armored Foundation Tank Museum. Outdoor recreation can be enjoyed all year thanks to Danville's mild, four-season climate. The Dan River is a natural resource for fishing and the Dan Daniel Memorial Park offers many activities. This park covers 150 acres along the Dan River and contains picnic grounds, a variety of hiking trails, bicycle trails, athletic fields, and other facilities, including the home of the Danville Otterbots.

Danville and Martinsville Virginia, home of two LifePoint Hospitals, the owner of Sovah Health is two of the highest unemployment areas within the state of Virginia. Within 2021, the unemployment rates for Danville were 7.7% and Martinsville 5.2%. The median household income in Danville, Virginia is \$37,147. Based on 2020 census data, the average age of Danville citizens is 41. Forty two percent of Danville's citizens are married, with 37% of families with children under the age of 18. Out of the families with children, 57% have children between the ages of 6-17 years of age (Information gathered by the United States Census).

In looking directly at Danville's health, we see that the rate of premature death in this area is twice as high as the rest of Virginia. The main contributing factors from highest to lowest are malignant neoplasms, heart disease, accidents, diabetes mellitus and assault (Information gathered by County Health Rankings and Roadmaps).

Due to the low income of the region, and the need of the community, Tobacco Region Revitalization Commission (TRRC) has partnered with Sovah Danville to establish a DMS program. The expected growth within the field of sonography, including all branches, is around 17%, which is must faster than other career paths. There is an expected addition of jobs, within the United States of 21,000. The average pay for a sonographer is between \$55,000 and \$74,999 (Information gathered by the Society of Diagnostic Medical Sonography).

## Officers, Faculty & Staff Members

<sup>1</sup> Dean of the School of Health Professions	
<i>Stephen Heatherly</i> Master of Health Administration University of North Carolina	December 2006 Chapel Hill, NC
<sup>1</sup> Assistant Dean of the School of Health Professions	
<i>Leslie Sturdivant, FACHE, CPPS, CDP</i> Master of Science, Healthcare Management Old Dominion University	August 2005 Norfolk, VA
<sup>1</sup> Director, School of Health Professions, Radiologic Technology Program	
<i>Holly D. Reese, MS, RT(R)</i> Master of Sciences in Radiologic Technology Southern Illinois University	August 2022 Carbondale, IL
Bachelor of Applied Science Degree in Radiologic Technology Elon College	May 1990 Elon, NC
Certificate in Radiologic Technology The Memorial Hospital School of Radiologic Technology	June 1988 Danville, VA
<sup>1</sup> Director, Diagnostic Medical Sonography Program	
<i>Elaine D. Nichols, EdD, RDCS, RDMS, RVT, RTR, ACUE</i> EdD of Leadership Studies University of Lynchburg	May 2022 Lynchburg, VA
Master of Strategic Sciences Mountain State University	June 2010 Beckley, WVA
Bachelor of Radiologic Sciences (Sonography) College of Health Sciences	May 2003 Roanoke, VA
Certificate in Radiologic Technology Roanoke Memorial Hospital School of Radiologic Technology	August 1992 Roanoke, VA
<sup>a</sup> Didactic Faculty/Title IX Coordinator/Financial Aid	
<i>Mary H. Thomas, BSHS, RT(R)</i> Bachelor of Science Degree in Health Science Old Dominion University	2008-2010 Norfolk, VA
Certificate in Radiologic Technology Danville Regional Medical Center's School of Radiologic Technology	2003-2004 Danville, VA
<sup>1</sup> Didactic Faculty, Clinical Coordinator (Radiologic Technology)	
<i>Meghan S. Price, BS, RT(R)</i> Bachelor of Science Southern Illinois University	December 2020 Carbondale, IL
Associate of Applied Science in Radiologic Technology Sovah School of Health Professions	May 2016 Danville, VA

<sup>1</sup> Didactic/Clinical Faculty (Radiologic Technology)	
<i>Karley B. Lester, BS, RT(R)</i> <i>Bachelor of Health Administration</i> <i>Southern New Hampshire University</i>	January 2023 Manchester, NH
Associate of Applied Science in Radiologic Technology Sovah School of Health Professions	August 2016 Danville, VA
<sup>1</sup> Clinical Faculty (Radiologic Technology)	
<i>Sarah C. Cassada, AAS, RT(R)</i> Associate of Applied Science in Radiologic Technology Sovah School of Health Professions	August 2018 Danville, VA
<sup>1</sup> Didactic Faculty, Clinical Coordinator/Concentration Coordinator (Diagnostic Medical Sonography)	
<i>Emily Bouffard, BS, RDMS</i> Bachelors of Diagnostic Medical Sonography Rochester Institute of Technology	January 2017 Rochester, NY
<sup>1</sup> Didactic Faculty, Clinical Coordinator (Diagnostic Medical Sonography)	
<i>Marita Jones, AAS, RDMS, RVT</i> Certificate in Ultrasonography DCD Regional Medical Center	September 2005 Tuscaloosa, AL
* Didactic Faculty, Clinical Coordinator (Diagnostic Medical Sonography)	
<i>Spring O'Keefe, BS, RDCS (AE)</i> Bachelor of Science Diploma-Cardiovascular Sonography (Adult Echocardiography)	May 2000 Raleigh, NC July 2020 Winston Salem, NC
<sup>1</sup> Didactic Faculty, Clinical Coordinator (Diagnostic Medical Sonography)	
<i>Julia Green, AAS, RDMS, RVT</i> Associate of Applied Science in Diagnostic Medical Sonography	December 2010 Palm Harbor, FL
* Didactic/Clinical Faculty (Radiologic Technology)	
<i>Erin M. Fowlkes, BS, RT(R)</i> Bachelor of Science – Radiologic Technology Averett University	May 2014 Danville, VA
Certificate in Radiologic Technology Sovah School of Health Professions	December 2012 Danville, VA
* Didactic/Clinical Faculty (Radiologic Technology)	
<i>Kevin L. Murray, MS, RT (R)(QM)</i> Master of Science in Education Virginia Polytechnic Institute	August 1992 Blacksburg, VA

To contact a member of the faculty, call 1-434-799-2271. 1 = Full Time Employee a = Part Time Employee \*=PRN employee

## Sovah School of Health Professions Policies

## School Policies

### Application Deadlines:

*The deadlines for application are:*

*Radiologic Technology Program is June 1<sup>st</sup>.  
Sonography Program is September 1<sup>st</sup>.*

#### NOTICE OF NON-DISCRIMINATION

The School of Health Professions does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries and/or concerns regarding the non-discrimination policies of The School of Health Professions may be addressed by contacting our **Title IX Coordinator** by:

Phone: 434-799-2271

Email: Mary.thomas1@lpnt.net

Mail: Title IX Coordinator, SOHP  
137 S. Main Street  
Danville, VA 24541

#### ADVANCED PLACEMENT and EXPERIENTIAL LEARNING

The School of Health Professions currently has no process for awarding advanced placement or experiential learning.

#### CRIMINAL BACKGROUND and FEDERAL EXCLUSIONS

**Radiologic Technology Program:** All candidates who have been accepted for admission or readmission must submit a Criminal History and Federal Exclusion check prior to final acceptance and enrollment. Any applicant who has been convicted of a crime, **other than minor traffic violations**, should seek pre-approval from the American Registry of Radiologic Technologists (ARRT) by completing the ARRT's Ethics Review Pre- Application by visiting the following link:

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication> The Radiologic Technology Program reserves the right to dismiss students who have unsatisfactory criminal history and federal exclusion checks or who have been found to be fraudulent in their application. Persons who fail either review will not be allowed to enter the program. For more information, please contact the Rad Tech Program Director.

**Sonography Program:** All candidates who have been accepted for admission or readmission must submit a Criminal History and Federal Exclusion check prior to final acceptance and enrollment. Any applicant who has been convicted of a crime, **other than minor traffic violations**, should seek pre-approval from the American Registry of Diagnostic Medical Sonography by completing the ARDMS's Pre-application Determination of Eligibility for ARDMS Certification by visiting the following link:  
<https://www.ardms.org/wp-content/uploads/pdf/Pre-application-Criminal-ARDMS.pdf> The Diagnostic Medical Sonography Program reserves the right to dismiss students who have unsatisfactory criminal history and federal exclusion checks or who have been found to be fraudulent in their application. Persons who fail either review will not be allowed to enter the program. For more information, please contact the DMS Program Director.

## Attendance

Class and clinical attendance is **MANDATORY!**

Attendance is expected in both the classroom and clinical assignments. Successful completion of this program is directly dependent upon classroom and clinical attendance and participation in all activities. Clinical rotations are **NOT observation rotations** and do require direct patient contact and exam performance.

Students are expected to be in their assigned areas **on time and ready to work**.

Anyone not present at the start of class will **be counted tardy**. (No Exceptions!) Class time can **NOT** be made up. **Three (3) tardy occurrences** equal one absence and will be calculated as such.

Students are allowed a maximum of **two (2) days** absence in any class or clinical assignment without penalty regardless of the reason.

**The third (3<sup>rd</sup>) absence will result in a reduction of their final course grade by five (5) points for each class a day was missed. Each additional absence will result in a further reduction by five (5) points, all of which could result in the student's academic dismissal.**

Jury Duty (with documentation), Bereavement (Immediate Family) are currently the only **excusable events**. (See **Bereavement** on the next page for definitions of immediate family.)

**Excusable events** will not count against you, nor will they be deducted from your 2 days of allowable absences. Students leaving prior to 12:00 noon will have one (1) full day deducted, after 12:00 noon will be one-half (1/2) day deduction. (*The time will be 4:00 p.m. for those working noon-8:00 p.m.*) **Deductions will be made in half and whole day increments ONLY.**

The student is responsible for ALL missed work. Make-up tests are allowed under extreme circumstances as described below:

Hospitalizations and qualified medical illnesses (i.e., COVID related illness) will be addressed based on the **Medical Leave of Absence** policy. Decisions of the faculty are final!

### **If a student MUST miss or be late for clinical:**

**The student must report his/her absence 30 minutes prior to the start of his/her assignment by calling: Clinical Coordinator or Program Director.**

If a clinical assignment is completed, all students must call the assigned area Clinical Instructor or Supervisor. It is the student's responsibility to contact their clinical facility. Students who are going to be tardy to clinical must also notify the clinical coordinator and assigned clinical facility of the anticipated arrival time. **Three (3) tardy occurrences** equal one absence and will be calculated as such. Absences on the last day of class WILL be factored into the final grade.

**Failure to call BOTH the assigned clinical site AND the Clinical Coordinator due to an absence or tardy occurrence will result in an additional deduction of points from the final grade tabulation (up to 5 points).** These deductions are final.

The didactic and clinical learning experiences our students receive are integral parts of both programs. The student is expected to apply him/herself in a diligent, professional manner to acquire the skills necessary to develop into a competent, professional technologist or sonographer. **The typical scheduled week for the program is Monday through Friday.** Routine class and clinical hours are from **8:00 am-4:30 pm Monday through Friday**. Some evening and weekend clinical rotations may be required throughout our educational program and students will be advised of this schedule in advance.

### Sample Radiologic Technology Schedules:

Normal 1 <sup>st</sup> Year Schedule						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Class	Clinical 8:00 am – 4:30 pm	Class	Clinical 8:00 am – 4:30 pm	Class	Off	Off
Normal 2 <sup>nd</sup> Year Schedule						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Clinical 8:00 am – 4:30 pm	Class	Clinical 8:00 am – 4:30 pm	Class	Clinical 8:00 am – 4:30 pm	Off	Off
<b>Weekend shift schedules:</b> 1 <sup>st</sup> year students 8:00 am – 4:30 pm 2 <sup>nd</sup> year students 8:00 am – 6:00 pm Students will not be required to be in clinical the weekdays prior to their scheduled weekend. See example below!						
Normal 1 <sup>st</sup> Year Weekend Schedule						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Class	<b>Off</b>	Class	<b>Off</b>	Class	8:00am – 4:30 pm	8:00am – 4:30 pm
Normal 2 <sup>nd</sup> Year Weekend Schedule						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Off</b>	Class	<b>Off</b>	Class	<b>Off</b>	8:00am – 6:00 pm	8:00am – 6:00 pm
<b>Absences on the weekend will be deducted from the student's attendance record based on the following schedule:</b> <b>If scheduled for 8 hour shifts one day will be deducted per occurrence.</b> <b>If scheduled for 10 hour shifts one and one half 1 ½ days will be deducted per occurrence.</b>						



**Sample DMS Schedules are as follows: General/Cardiovascular Program**  
**Spring Semester 2024 (January – May 2024)**

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> Year Students	DMS 100: 10 am-12 pm DMS 101: 1 pm – 3 pm DMS 210: 3:15 – 5:15 pm	DMS 100L: 9 am - noon DMS 101L: 1 pm – 4 pm DMS 210L: 1 pm – 4 pm	Patient Care- as needed	Patient Care- as needed	Patient Care- as needed
2 <sup>nd</sup> Year Students	DMS 233	DMS 233	DMS 233	DMS 104: 9 am-11 am DMS 302: 11:15 am-12:15 pm DMS 202: 1 pm – 3 pm DMS 213: 3:15-6:15 pm	DMS 202L: 9 am – 12 pm DMS 104L: 1:00 pm -4:00 pm DMS 213L: 1:00 pm -4:00 pm

**Summer Semester 2024 (May – August 2024)**

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> Year Students	DMS 300: 9 am – 12 pm DMS 103: 12 pm - 2 pm DMS 211: 12 pm - 3 pm DMS 102: 3:15 pm - 5:15 pm	DMS 103L: 9 am – 12 pm DMS 211L: 1 pm – 4 pm DMS 102L: 1 pm - 4 pm	Open Lab Day- As scheduled	DMS 131	DMS 131
2 <sup>nd</sup> Year Students	DMS 234	DMS 234	DMS 234	DMS 303: 9 am - 10 am	

**Fall Semester 2024 (August - December 2024)**

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> Year Students	DMS 201: 9 am - 11 am DMS 301: 12 pm - 2 pm DMS 105: 2:15 pm – 4:15 pm	DMS 105L: 9 am – 12 pm DMS 212L: 9 am – 12 pm DMS 201L: 1 pm – 4 pm	DMS 232	DMS 232	DMS 232

## **Bereavement**

In the case of a death in the immediate family, students are allowed three (3) consecutive scheduled class/clinical days leave from school for bereavement. These days will be up to and including the day following the funeral service. All additional time will be subtracted from your allowable absences. Immediate family is identified as parents or legal guardian, stepparents, brother, sister, current spouse, children, stepchildren, grandparents, grandchildren, current mothers and fathers-in-law, current brothers and sisters-in-law and current sons and daughters-in-law.

## **Vacation/Holidays**

Classes will not be in session for one calendar week between Spring and Summer semesters and Summer and Fall semesters. Students will also be on break beginning with the end of Fall semester and ending on the first Monday after New Year's. The following days are also recognized as holidays:

**Memorial Day**

**Labor Day**

**July 4<sup>th</sup>**

**Thanksgiving (Wednesday- Friday)**

No other days are currently recognized by the school.

# **Inclement Weather**

## **I. Sovah Health-Danville Campus**

***IF SCHOOL HAS NOT YET BEGUN FOR THE DAY:*** In the case of inclement weather the school will recognize the decisions made by Danville Community College. If DCC is closed for in-person classes due to weather, then the School of Health Professions will be also. **If they are operating on a delayed schedule, then the delay will be from 8:00 am unless a specific time is given for opening. *Faculty members may require students to be present for Virtual Classes!*** Students working weekend assignments will be expected to be in clinical on time unless otherwise directed by the Program Director or Clinical Coordinator. Decisions for schedule changes on weekends will be at the discretion of the clinical coordinator and will not be influenced by decisions made during the week prior.

Example: A two-hour delay means that students must be present by 10:00 am.

(8:00 am + 2 hours = 10:00 am)

If classes are scheduled to begin at 10:00 am there will be no delay!

### **Students scheduled to report to clinical at noon will be on time.**

If it is stated that the college will open at 9:00 am, then so shall we. Students should check the DCC website <https://www.danville.edu/> and monitor local radio and television stations for information about the College's operation. Information is provided to radio stations WAKG, WBTV, and WHLF, and television stations WSET (13), WSLs (10), WDBJ (7), and WFMY (2). All of the television stations also have web pages showing closing or delay information.

***IF SCHOOL HAS BEGUN FOR THE DAY (Students already reported to class/clinical):*** Decisions will be made by the Program Director/Faculty as to whether to close or remain in session. This decision will be made with the students' safety in mind.

**SONOGRAPHY:** Due to the potential longer drive for class and clinical experiences, the decision will be left to the Sonography Program Director. Students will be advised to regularly check the Crew app for updates on delays or closures.

## **II. Sovah Health-Roanoke Campus**

Except in the case of extreme weather conditions (i.e., severe snow, ice storms, floods, etc.) the Roanoke Higher Education Center (Center) will be open. In the event of inclement weather, the participating educational institutions represented at the Center may cancel their respective classes. When a participating educational institution closes their main campus, this does not automatically result in the cancellation of all of their classes at the Center. Classes originating from the main campus that use distance learning for instruction may be cancelled. Notices about the cancellation of classes by participating educational institutions at the Center will be available by calling the respective educational institution or listening to the local and regional media outlets outlined below. Information about the closure of the Center can be obtained through the mediums outlined below.

When the Roanoke Higher Education Center is closed, announcements will be officially made through the [RHEC Alert System](#), and to the news media for dissemination to the public. The local and regional radio and television stations that will provide this information include – [WVTF 89.1 FM](#), [WFIR 960 AM](#), [WDBJ Channel 7](#) and [WSLS Channel 10](#). This information will be provided to these media outlets in the event that a decision is made to close the Center.

For the Sonography Program, we will follow not only the lead of the RHEC, but also the Danville Community College closing announcements.

### **BLOOD DONATIONS**

It is the intent of this policy to encourage blood donations by our students. Therefore, students may donate blood every 56-60 days if they so desire. If a student cannot donate, he/she may have a friend or family member donate in his/her name. You CANNOT go to the donor center or Sovah SOHP clinical affiliates and solicit someone to donate in your name. This is unprofessional and defeats the purpose of this initiative. The purpose of this is intended to increase the number of donations which assist in meeting the needs of our community and supports the Sovah SOHP program mission of making communities healthier.

Students may be awarded with a day off from clinical for each blood donation given at Sovah Health - Danville's Blood Donor Center or the Roanoke Red Cross Blood and Platelet Donation center, **not to exceed one day per semester**. These days MUST be requested and approved in writing a minimum of 24 hrs. in advance. **Only donations received by the Sovah Health - Danville Blood Donor Center or the Roanoke Red Cross Blood and Platelet Donation Center will be honored.** A requested day off will be awarded only after the proper documentation is received by the faculty (**The blood donation form must display the official blood donation sticker, signature of phlebotomist performing procedure and date of donation**). **Blood days cannot be used on weekend rotations.** This time will NOT be retroactively applied to days previously missed. NO EXCEPTIONS!

#### **Sovah Health Blood Donor Center Address/Telephone number:**

159 Executive Drive, Suite K  
Danville, VA 24541  
434-799-2262

#### **Days/Hours of Operation:**

Monday/Wednesday/Thursday 8:30 am – 4:00 pm  
Tuesday 11:00 am – 6:00 pm  
Friday 7:30 am – 3:00 pm  
Closed weekends and holidays

<https://www.sovahhealth.com/blood-donor-center>

#### **Roanoke Red Cross Blood and Platelet Donation Center Address/Telephone number:**

352 Church Avenue SW  
Roanoke, VA 24016  
540-985-3535

#### **Days/Hours of Operation:**

Monday/Tuesday 11:30 am – 7:45 pm  
Wednesday 10:30 am – 6:45 pm  
Thursday 8:00 am – 4:15 pm  
Friday/Saturday/Sunday 7:30 am – 3:45 pm

**Please note: students are encouraged to pre-register online with the Roanoke Red Cross Donation Center for scheduling a donation. Use the link found below to pre-register and schedule an appointment online.**

<https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html>

## **General/Medical Leave Of Absence**

If a student is not capable of attending class or clinical assignments due to personal or immediate family condition(s), regardless of nature, which requires his/her absence for longer than three (3) consecutive calendar days, the student may request a Leave of Absence. **This would require the student to contact the Program Director and request a Leave of Absence from the program in writing.**

### **Option #1 Short Term Leave of Absence**

**Three (3) consecutive calendar days – 12 weeks (Radiologic Technology)**

**Three (3) consecutive calendar days – 5 weeks (Sonography)**

- The student is unable to be physically in class and/or clinical but maintains **direct contact** with **all instructors** a **minimum of twice a week** in order to complete class activities and assignments.
- Failure to maintain this contact and/or complete assignments will result in the students' dismissal from the program.
- **If in the case of extenuating circumstances, the student is unable to request a leave of absence, he/or she will be placed on Leave of Absence for a time period not to exceed one calendar week (7 consecutive days) or until such time that the student is able to communicate with the program director.**
- The Clinical time **MUST** be made-up during the first and subsequent scheduled program breaks, as necessary. The student may make up clinical time in advance when appropriate not to exceed 40 hours per week.
- If a LOA occurs near the end of the program and class/clinical requirements need to be completed, the student may be allowed to walk at graduation, but will need to complete all class/clinical requirements in order to officially fulfill the requirements of the program.
- If Clinical Competency Requirements are not met due to a LOA, the competencies **MUST** be completed upon return in a time period determined by the Clinical Coordinator. Persons going out on medical leave will have only a total of 15 weeks of attendance to meet these requirements.
- **If the leave of absence is due to medical reasons (including pregnancy) a written medical release from the student's physician will be required for return to clinical.**

### **Option #2 Long Term Leave of Absence**

**Three (3) consecutive calendar days – 1 calendar year**

- **This option would require a student's or appointed guardian's formal written request for Long Term Leave of Absence from the program.**
- This would allow the student to be freed from current obligations to the program.
- This option would allow the student to return to school at beginning of the semester in which the leave began during the **next school year**.
- Students requiring greater than one year will be removed from enrollment and will be required to re-apply at such time they are fit to return to school.
- This determination will be made by the faculty and all decisions are final.
- **This option would also require written communication from the student no less than 60 days prior to his/her anticipated return** in order to make appropriate accommodations.
- Failure to inform the program director of anticipated return will result in dismissal from the program.
- **If the leave of absence is due to medical reasons (including pregnancy) a written medical release from the student's physician will be required for return to clinical.**

## **General/Medical Leave Make-up Time**

### **Policy:**

**Radiologic Technology Program** students **will not routinely make up time missed**. It is also our policy that students cannot be required and will not be scheduled to attend class and/or clinical for more than forty (40) hours in any given week.

**Sonography Program** students **MUST MAKE UP ALL** missed time due to the number of hours and competencies which must be completed for eligibility to sit for certification examination.

**Make-up time will not be allowed for vacations, excessive absences or personal time. If in the case of extenuating circumstances, the student is unable to request a leave of absence, he/or she will be placed on Leave of Absence for a period not to exceed one week or until such time that the student is able to communicate with the program director.**

The student will also be required to communicate a **minimum of twice a week with each instructor** to complete class activities and assignments.

Failure to maintain this contact and/or complete assignments will result in the students' dismissal from the program. The Clinical time **MUST** be made-up during the first and subsequent scheduled program breaks, as necessary. The student may make up clinical time in advance if possible.

Clinical competency requirements **MUST** be completed during the 15-week schedule to which assigned. Persons going out on medical leave will have only a total of 15 weeks of attendance to meet these requirements.

**Once make-up time has been scheduled ALL policies/rules regarding clinical rotations will apply.**

By signing this policy, I am stating that I have read and fully understand this policy and the attendance policy and am wishing to "make up" time on a volunteer basis. I further understand that all "make up" time must be pre-approved by the Program Director. I also understand that time must be documented on this form and the form turned in to the Program Director. Make-up time must be "made up" in the area where time was missed or in an area where similar experience will be gained.

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"Make Up Time Information"

Area in which time is being "made up" \_\_\_\_\_

Total Hours/Days: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Satisfactory Academic Progress

**All courses in a semester must be passed in order for the student to progress.** This includes the program courses offered by School of Health Profession's faculty and any required college courses provided by another educational institution. **The maximum period allowed for a student to complete all aspects of the program will be no longer than 150% of the published length\*.**

*\*USDOE Guidelines: **Maximum timeframe means** - (1) For an undergraduate program measured in credit hours, a period that is no longer than 150 percent of the published length of the educational program, as measured in credit hours. **(Credit hours required 70 + 150% = 105 total required credit hours attempted.)***

*In addition, due to constant advancements in technology and certification requirements, we also have in place a calendar timeline of 150% of the published completion time. Students are scheduled to be enrolled in core and support courses for 2 consecutive years. Therefore, the maximum timeline for program completion is 3 years. **(Time of attendance required 2 years + 150% = 3 years)***

A grade of C (2.0) or higher is required for passing didactic courses. The Sovah School of Health Profession's Programs are two (2) years in length, 6 semesters, inclusive of the first Fall semester of prerequisite courses. Students who are found to be in jeopardy of failing a course will be scheduled for a counseling session with the instructor and/or program director. Students that do not achieve the minimum required grade, in any course, will be notified in person and in writing by the program director.

For all program courses, students will be evaluated at the end of each semester. Due to the nature of SOHP programs, all courses must be completed sequentially. A failing grade will result in academic failure, inability of the student to progress to the next course, and dismissal from the program and the School of Health Professions. At this time the student will no longer be eligible to receive Title IV aid.

An *Incomplete (I)* may be given when, for unavoidable reasons, the student has been unable to complete all course requirements within the allotted time frame. However, if granted an *Incomplete (I)*, all remaining course work **must** be completed within fifteen weeks of the conclusion of the semester in which the *Incomplete (I)* was given. Work not completed within this time frame will result in a grade of "F" for the course.

For all required **support (general education) college courses**, a grade of C (2.0) or higher is required and must be completed within the 150% required completion length\*. Failure to complete the support college courses minimum grade of "C" within the 150% timeframe\* will result in academic failure and dismissal from the program.

## School Of Health Professions Grading Scale

94-100 A	4.0 grade points	Frequently Exceeds Minimum Requirements
87-93 B	3.0 grade points	Exceeds Minimum Requirements
80-86 C	2.0 grade points	Meets Minimum Requirements
00-79 F	0.0 grade points	Does Not Meet Minimum Requirements

### Graduating with Honors & Final GPA

Cum Laude (With Honors)	3.4-3.59
Magna Cum Laude (With High Honors)	3.6 -3.79
Summa Cum Laude (With Highest Honors)	3.8



## **Readmission Policy**

A student that has withdrawn voluntarily from the program **may** be considered for readmission on an individual basis. A student may only be accepted for readmission once. To be considered for readmission the applicant must submit a new application and complete the entire application/interview process and if selected will begin as a new student.

**Any student who has been dismissed from the program is NOT eligible for re-admission.**

## **Completion Requirements**

**Credit is NOT provided for life or work experience.** Upon successful completion of ALL program requirements, graduates will be awarded either an Associate of Applied Science Degree (AAS) in Radiologic Technology or an Associates of Applied Science in Diagnostic Medical Sonography. Failure to maintain a “C” in each required didactic class and clinical course will result in the student being dismissed from the program.

## **Transfer Of Credit**

### **Transfer to other programs:**

Semester equivalent credit hours have been applied, based on academic semesters, to facilitate transfer of credits to institutions which may offer credit for such course work. **However, an A.A.S. Degree is deemed a TERMINAL occupational /technical degree and the degree and/or credits MAY or MAY NOT transfer to other institutions of higher learning. These credits are not generally applicable to other degrees.** The decision on transferability will be determined on a case-by-case basis according to the policies of the **institution considering the receipt** of such transfer credits.

### **Transfer into the Sovah School of Health Professions:**

Sovah School of Health Professions will consider all applicable courses from institutions recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Currently, the Sovah School of Health Professions does not accept credits from foreign nations. This program will consider transfer students as space comes available and requests for transfer are received. Consideration will be given based on the following.

- Availability of space
- Academic level when transfer is requested
- Grade point average
- Completed clinical competencies
- Results of a required faculty interview

### **A minimum of 30% of the required CORE credit hours must be completed through the Sovah School of Health Professions.**

- All required general education (gen ed) courses must be completed prior to graduation.
- A transfer application must be completed, with all transcripts attached.
- Any students receiving VA benefits must include military transcript, if applicable



## **Military Service Reinstatement Policy**

Any student who has been called to military service (active duty or reserves), thereby withdrawing from the program will be allowed to re-enroll without re-application if the student meets the guidelines below:

- The school had advance notice of the student's military obligation.
- A copy of the students orders for military deployment will be required to justify the leave or deferment.
- The student has been away from this school five years or less due to military obligations (excluding exemptions).
- The student returns to school in a timely manner as defined under USERRA.
- The student will be required to notify the school no later than three (3) years after completing the service period of his/her intent to re-enroll.
- The student has not been separated from uniformed Services with a disqualifying discharge or under other than honorable conditions.
- This student will have to show continued competency in the subject matter completed or will have to restart from the programs beginning.
- Counseling will be provided for this student to assist with the reinstatement or change in career choice if so needed/requested.
- If an applicant is accepted into the school and is then called to military service, the student will be allowed to defer enrollment if the student provides documentation (copy of orders) to the school prior to deployment.
- A copy of the separation orders for release from active duty showing good standing or a copy of his/her DD-214 will be required for reinstatement.
- Once released from military obligations, the student must complete ALL requirements/competencies to graduate.

## **Clinical Probation Policy**

Students enrolled in the SOVAH School of Health Professions **MUST** meet minimum standards of performance as identified in the clinical handbook. Students who are identified by the program faculty as not meeting the minimum standards **WILL** be placed on clinical probation for a period of not less than six (6) weeks. The following conditions may warrant the need for a clinical probationary period:

- Continued less than satisfactory written and/or verbal assessment of a student's performance from the clinical site/technologist, and/or
- Failure of three or more proficiencies/competencies, and/or
- Clinical observation by the program faculty/coordinator revealing repeated less than satisfactory performance.

During this time, a more focused level of instruction will take place with the clinical coordinator or clinical instructor. Additional training and evaluation of the student's performance, based on the student's educational level at the time of probation, will be performed. A Probationary Assessment Evaluation will be completed daily by clinical faculty (See note below). At the end of six weeks the Program Director, based on input from faculty members, may either:

- Release the student from probationary status, if so deemed that the student has reached a minimum standard of performance in accordance with his/her level of education,
- Recommend the student's withdrawal from the program due to inability to reach a minimum standard of performance.
- Dismiss the student from the program due to his/her inability to reach a minimum standard of performance.

### **NOTE:**

**Any Radiologic Technology student receiving greater than three "Unacceptable" assessments during the probationary phase will automatically be dismissed from the program.**

## **Termination/Cancellation Of A Program**

### **Program Termination/Cancellation Grounds**

The School of Health Professions ("School") reserves the right to cancel or terminate a program for any reason. Examples of reasons for termination include but are not limited to:

- Lack of demand in the community workforce for graduates of a program
- The school's inability to secure needed resources (i.e., clinical facilities, faculty)
- Insufficient financial resources
- Insufficient enrollment

### **Program Termination/Cancellation Procedure:**

In accordance with applicable law and accrediting agency requirements, the school will prepare and implement a plan to address matters related to program termination/cancellation. With respect to currently enrolled students, the plan may include offering courses needed to complete the program of study and/or assisting with the transfer of students to other programs (e.g., teach-out agreement) as required by applicable law or accrediting agency requirements.

## Academic Curriculum Development Policy

The purpose of the curriculum is to facilitate and enhance student learning. Curriculum standards, integrity, and clarity of both purpose and results are highly important outcomes in the process of curriculum development and revision. Curriculum procedures are designed to achieve the program goals and assure that educational faculty members are primary participants in the development and revision of curriculum.

The School of Health Professions uses the **American Society of Radiologic Technologists' (ASRT) Radiography and the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) Curricula** as its guide. The Program also uses the **Virginia Community College Systems' (VCCS)** numbering system and course descriptions as a reference/model for identifying our courses. This more easily enables our students to transfer to other institutions of higher learning upon completion of our program. This would also allow for transfer to another program should the need arise. Courses are evaluated at the end of each semester by the students and faculty to determine whether the course is delivering the necessary information in a way that is conducive to learning.

Credit hours are assigned based on the **USDOE** and **National Association of Student Financial Aid Administrators' (NASFAA)** standards.

### Definition of Academic Credit Hour

The School of Health Professions' definition of credit hour is congruent with requirements of the U. S. Department of Education and with the Accrediting Bureau of Health Education Schools. A Credit Hour is: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work of this definition for other academic activities including simulation and skill laboratory work (practice and check-off), clinical experiences, projects, and focus sheets. Due to the nature of the practicum experience of established SOHP programs regarding "down time" or time not actively engaged in patient care/examination, the Sovah – School of Health Professions' programs follows the process established by the Virginia Community College System (VCCS) for awarding of credits for clinical experience (practicum). For every eighty (80) hours in the clinical setting (practicum) the student will be awarded one (1) credit hour. For a sixteen (16) hour/week (240 hrs./semester ÷ 80 = 3 credit hours) practicum the student will be awarded 3 credit hours and for a twenty-four (24) hour/week practicum (360 hrs. ÷ 80 = 5 credit hours) the award will be 5 credit hours.

The school's conversions to establish a minimum number of clock hours of instruction per credit hour is based upon the requirement of at least 30 clock hours of instruction combined with required work outside of class is minimally 37.5 clock hours per semester credit hour. The work outside of class may include, but is not limited to, the following:

- Homework with specific requirements such as reading and/or writing assignments,
- Practice and practical application,
- Laboratory research,
- Projects or other equivalent learning experiences,
- Preparation for clinical experiences,
- Studying for quizzes, tests, and exams

<b>*OUTSIDE PREPARATION TIME:</b>	
Class Prep.....	2 hrs/wk
Tests.....	.8 hrs ea
Quizzes.....	1 hr ea
Exam (Mid-term or Final).....	2 hrs ea

## Academic Calendar

<b><u>Spring 2024</u></b> Orientation Begins Classes begin Tuition due no later than Spring Break (no classes) Classes end Clinical ends Exams	January 3 January 8 January 12 March 4-8 April 26 May 3 April 29-May 3
<b><u>Summer 2024</u></b> Classes begin Tuition due no later than Memorial Day (no classes) Summer Break (no classes) Classes end Clinical ends Exams Graduation (Class 2024)	May 13 May 17 May 27 July 1-July 5 August 9 August 16 August 12-August 16 <b>August 16</b>
<b><u>Fall 2024</u></b> Classes begin Tuition due no later than Labor Day (no classes) Thanksgiving Break (no classes) Classes end Clinical ends Exams	August 26 September 30 September 2 November 27-29 December 6 December 13 December 9-December 13
<b><u>Spring 2025</u></b> Orientation Begins Classes begin Tuition due no later than Spring Break (no classes) Classes end Clinical ends Exams	December 31- January 3 January 6 January 10 March 3-7 April 25 May 2 April 28 - May 2
<b><u>Summer 2025</u></b> Classes begin Tuition due no later than Memorial Day (no classes) Summer Break (no classes) Classes end Clinical ends Exams Graduation (Class 2025)	May 12 May 16 May 26 June 30- July 4 August 8 August 15 August 11-15 <b>August 15</b>
<b><u>Fall 2025</u></b> Classes begin Tuition due no later than Labor Day (no classes) Thanksgiving Break (no classes) Classes end Clinical ends Exams	August 25 August 29 September 1 November 26-28 December 5 December 12 December 8-12

## **Tuition Policy**

Students attending the School of Health Professions must satisfy each semester's financial obligations within the first five class days of each semester or within five class days of being informed of the charge, whichever occurs last. Failure to comply with the **Payment Policy for Student Accounts** will result in the student's suspension from school. Transcripts, diplomas etc. will not be presented to any student whose account is delinquent. **(Veterans refer to page 28: Veterans Benefits and Transition Act of 2018)**

Updated fees may be found on the school's web site and under the respective program section later in this document.

A fee schedule will be provided to students upon acceptance into the program. These fees and tuition costs are subject to change upon recommendation and approval of the school's administration. (See Payment Policy for Student Accounts) Details of the payment schedule will be provided by the Financial Aid Office. Tuition is always due by the end of the first (1<sup>st</sup>) full week of classes unless otherwise indicated.

**Neither grade transcripts nor diplomas will be issued to graduates, or on behalf of graduates, whose account is not fully satisfied on time.**

**Fees for uniforms, class materials, meals, travel, or any associated expenses are the responsibility of the student.**

**Radiographic markers are provided for you at no expense for use during your clinical rotations, however, if lost you must notify the program director and the student must pay for replacement.**

**For additional information or any questions regarding financial aid, please contact our Financial Aid Officer at 434-799-2117.**

## **Textbooks**

Textbooks are normally purchased by the program and passed on to students on the first day of class. This is done since we have no bookstore, and we can ensure that all students have the same edition. The school only purchases new textbooks and does not purchase used books. **Textbooks are charged to the students at the purchase price with no mark-up.**

If a student so chooses, he/she may make this purchase themselves. **The student may purchase new or used books but must understand that missing/damaged items in the textbooks are not the fault of the program.** A list of required textbooks can be found on the program webpage. The fees associated with the costs of textbooks are included in the program tuition/fees. **If a student elects to self-purchase, the program director must be notified by no later than the first day of October.** This is to ensure that unnecessary purchases are not made by the program! However, the student must be certain to have the books no later than the first day of the scheduled class. Textbooks must be the currently utilized title and edition as significant changes do occur at times with different editions.

### COPYRIGHTED MATERIAL POLICY

Music, movies, and other copyrighted material is someone else's property. When put on personal or system computers without a license or other permission from the copyright owner, it is copyright infringement and theft.

Unauthorized copying, distribution and certain other use of copyrighted material is illegal and can expose the student, school, and Sovah Health - Danville to severe civil and criminal liability under the copyright law.

School respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the school to comply with the copyright law.

Sovah Health - Danville provides access to computer systems and the Internet to allow completion of course assignments. Students shall use Sovah Health - Danville computer systems and networks solely for school purposes and make no more than insubstantial use of Sovah Health - Danville's computer systems and networks for personal purposes.

Students shall not store or otherwise make unauthorized copies of copyrighted material on or using computer systems, networks or storage media.

Students shall not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Sovah Health - Danville's computer systems, networks, Internet access or storage media.

Students shall not use or operate any unlicensed peer-to-peer file transfer service using Sovah Health - Danville's computer systems or networks or take other actions likely to promote or lead to copyright infringement.

The School is responsible for carrying out this policy. Questions concerning whether a student may copy or otherwise use copyrighted material should be raised with appropriate school personnel before proceeding.

Sovah Health - Danville reserves the right to monitor its computer systems, networks, and storage media for compliance with this policy, at any time, without notice, and with or without cause.

Sovah Health - Danville reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Students who violate this policy are subject to discipline as appropriate under the circumstance and will be referred to the Integrity Committee. Such discipline may include termination from the program.

Unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities. Penalties for violation of Federal copyright laws may include impounding and disposition of infringing articles, payment for damages and loss of profits, cost and attorney's fees, imprisonment up to 10 years or fines or both. More detailed information may be found at [www.copyright.gov](http://www.copyright.gov).

## **Financial Aid Code Of Conduct**

The Financial Aid Office of School of Health Professions is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA adopted a Statement of Ethical Principles that governs the conduct of its members. As a member of the association, that statement is included into this policy.

### **NASFAA Statement of Ethical Principles**

NASFAA's *Statement of Ethical Principles* provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this *Statement* provides that the financial aid professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interest at the institutional, state, and federal levels.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate based on race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.



***Task Force on Standards of Excellence  
Adopted by NASFAA's Board of Directors, April 1999***

The School of Health Professions has adopted NASFAA's *Code of Conduct for Institutional Financial Aid Professions* which states:

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

*Adopted by NASFAA Board of Directors, May 2007*

In keeping with the NASFAA *Statement of Ethical Principles* and *Code of Conduct*, School of Health Professions will abide by the following:

- Revenue/Gift Restrictions. The school and its employees and officers may not receive anything of value from any lending institutions in exchange for any advantage sought by the lending institution. This includes gift, travel, and compensation for serving on lender advisory boards. Lenders may not pay for a place on the school's preferred lender list.
- Preferred Lender Guidelines. The school's preferred lender lists must be based solely on the best interests of the students who may use the list, without regard to the financial interests of the school.
- Preferred Lender Disclosure. The school must clearly and fully disclose the criteria and process used to select preferred lenders. Students must also be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list. No employee will refuse to certify or delay any loan based on the borrower's selection of a particular lender.
- Loan Resale Disclosure. The school may not permit a lender to appear on the preferred lender list if the lender has an agreement to sell its loans to another lender without disclosing the fact.
- Call-Center Restrictions. The school may not permit employees of lenders to identify themselves to student as employees of the school. No employee of a lender may work or provide staffing in the Financial Aid Office.

The school's Code of Conduct will be reviewed by all school employees and officers annually. The Code of Conduct is published on the school's website, school catalog, and employee handbook.



## **Financial Assistance**

**Financial Aid Verification:** The Financial Aid Officer conducts 100% verification of ALL financial aid applications for subsidized federal aid. The Free Application for Federal Student Aid (FAFSA) must be completed to conduct verification and determine eligibility. You may complete the FAFSA at <https://studentaid.gov/>. Students and/or parents should use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web. If unable to do so, IRS Tax Return Transcript(s) will need to be submitted. A Verification Worksheet along with other documents may be required depending on the individual situation and type of aid.

Financial aid will not be disbursed to the student until verification has been completed.

### **School of Health Professions students may be eligible for financial aid including the following:**

#### **Veterans Benefits and Transition Act of 2018**

The Sovah School of Health Professions is proud of all veterans and participants with the United States Department of Veterans Affairs and the Virginia Department of Veterans Affairs in the educational opportunities for our veterans and their families. “This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <http://www.benefits.va.gov/gibill> .”

Upon acceptance, the student will be required to provide the school a copy of his/her certificate of eligibility (COE) or “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes no later than the 1<sup>st</sup> day of class. All VA educational benefit disbursements will be directly applied toward the balance of the student’s account upon receipt.

Once the proper documentation (above) has been received by our financial aid officer, any veteran or other person(s) receiving benefits under this status **will not** be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

#### **Grants**

**Pell Grant Program** – Eligibility is determined based on financial need as determined by the U.S. Department of Education. No repayment is required.

#### **Loans**

##### **Federal Direct Loan**

Subsidized loans (based on need) and Un-subsidized loans are available to eligible students. Repayment begins six months (grace period) after last day of attendance. Subsidized loans are loans for which the borrower is not responsible for the interest while the student is enrolled at least a half-time basis, but interest will accrue during the grace period. Interest on unsubsidized loans begins to accrue after the first disbursement.

**To apply for a Direct Loan:**

- File the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/>
- Contact the Financial Aid Officer to obtain a Loan Request Form.
- Complete online entrance counseling and sign an electronic Master Promissory Note (MPN). These may be completed at <https://studentaid.gov/> You will use your PIN that you used for your FAFSA to electronically sign the note.

**Debt Management and Financial Literacy**

Managing debt is very important, while in school and after your education is completed. There are several key steps that you can take to ensure successful debt management:

**Know your lender/servicer.** You can always review your federal student loan history on the website of the National Student Loan Data System (NSLDS): <https://nsldsfa.ed.gov/login>. The U.S. Department of Education will assign your loan to a servicer after the first disbursement.

**Borrow responsibly.** Borrow only what you reasonably need to meet your costs of education here at Sovah Health-Danville.

**Maintain financial literacy.** Understand the consequences of managing money and credit by engaging one of the many options for financial literacy:

**FSA Financial Literacy**

<https://fsapartners.ed.gov/knowledge-center/library/functional-area/Financial%20Literacy>

**Mapping Your Future**

<http://mappingyourfuture.org/money/>

**Educational Credit Management Corporation Financial Awareness Basics**

<https://www.ecmc.org/students/financial-awareness-basics-FAB.html>

## **Scholarships**

**Health Focus of Southwest Virginia** – Awarded to students who demonstrate a need and are approved by the Health Focus of Southwest Virginia Scholarship committee. If program is not completed, repayment is required. Repayment is managed through Health Focus of Southwest Virginia.

**J.T.-Minnie Maude Charitable Trust** – This trust provides higher educational opportunities through financial assistance to deserving and needy students in Danville/Pittsylvania County and surrounding areas. Applications are available online at <https://jtnmm.org/> Click on the “Scholarship” tab for complete guidelines and requirements.

**Sovah Health – Danville Auxiliary/Volunteers Scholarship** – Open for Sovah Health – Danville current employees and volunteers and their immediate families (current spouses, children, stepchildren or grandchildren) who are pursuing a career in the medical field. Applications are available online at <https://www.cfdr.org/>

**Susan L. Edwards Memorial Scholarship** – Open for students who are pursuing the field of radiologic technology. Applications are available online at <https://www.cfdr.org/>

Contact the Financial Aid Officer for information on other scholarships that may be available.

### **Other**

The school is approved for participation in programs such as Workforce Investment, Trade Act, and Veterans' Benefits when students eligible for such programs are accepted by the school. Any repayment is managed through the individual agency.

### **Rights and Responsibilities of Student Financial Aid Recipients**

#### **If a student is a financial aid recipient, the student has the right to:**

- Know the correct procedure for applying for student financial aid, cost of attendance, and the types of aid available.
- Know how financial need is determined.
- Know the type and amount of assistance he/she will receive and how and when he/she will receive the aid funds.
- Know financial records are confidential.
- Know the school's refund policy.
- Know what portion of the financial aid received is a grant and what must be repaid (loan). If the aid is a loan, the student has the right to know the interest rate, total amount that must be repaid, when repayment begins, and available options for repaying the loan(s).

#### **If a student is a financial aid recipient, the student has the responsibility to:**

- Complete all application forms accurately with correct information and submit them on time to the appropriate location.
- Provide all additional documentation necessary for verification.
- Complete entrance counseling and sign Master Promissory Note (MPN) if receiving federal loans. Comply with the provisions of the MPN.
- Read all materials sent from the Financial Aid Office and other agencies awarding aid.
- Report any additional financial resources received during the award year to the Financial Aid Officer.
- Complete exit counseling if you receive federal student loans(s).
- Attend an exit interview at graduation or withdrawal if receiving federal student loan(s).
- Repay all student loans received.

## **Student Payments Policy**

<b>DEPARTMENT:</b> <i>School of Health Professions</i>	<b>POLICY DESCRIPTION:</b> Student Payments
<b>REPLACES POLICY DATED:</b> 03/2006	<b>APPROVED:</b> 3/2008
<b>RETIRED:</b>	<b>EFFECTIVE DATE:</b> 03/2008
<b>REFERENCE NUMBER:</b>	
<b>I. SCOPE</b> The School of Health Professions will actively collect outstanding debts from students for semester charges including but not limited to tuition, all mandatory fees and entrance fees.	
<b>II. PURPOSE</b> To collect funds from students in a timely manner.	
<b>III. POLICY</b> This Payment Policy becomes effective immediately and supersedes any previously published policy. Students attending the School of Health Professions must satisfy each semester's financial obligations within the first five class days of each semester or within five class days of being informed of the charge, whichever occurs last.	
<b>IV. PROCEDURE</b> Financial obligations include the School of Health Professions' tuition and fees. Satisfy financial obligations is defined as: <ul style="list-style-type: none"> <li>• Payment by Check,</li> <li>• Charge to Master Card, VISA, Discover or American Express</li> <li>• Written authorization to deduct payment from verified financial aid, or</li> <li>• It is the student's responsibility to schedule arrangements with the Financial Aid Officer to sign all necessary paperwork within the specified time period. Paperwork cannot be signed prior to the semester for which the charges are due.</li> </ul> <p>The First day of scheduled classes is considered the first day of each semester, inclusive of orientation time.</p> <p>The following action will be taken for enrolled student accounts that are not satisfied in accordance with the Payment Policy.</p> <ul style="list-style-type: none"> <li>• After the fifth-class day: Past Due Memo is given to the student.</li> <li>• After the tenth-class day: Second Past Due Memo stating failure to pay by fifteenth day may result in dismissal is given to the student.</li> <li>• After the fifteenth-class day: Failure to meet financial obligations may result in dismissal from the program. Program Director is notified.</li> </ul> <p>Neither grade transcripts, certificates or school pins will be issued to students whose account is not fully satisfied. (See Academic Transcripts and Certificate Policy.)</p> <p>First year accounts must be fully satisfied prior to the beginning of the second year. Second year accounts must be satisfied prior to graduation.</p> <p>Returned (bounced) check fee is \$35.00 and will require immediate settlement of the account.</p>	
<b>V. REFERENCES:</b> Federal Regulation 34 CFR Part 668.22 and the Higher Education Reconciliation Act of 2005	

## Refund Policy

<b>DEPARTMENT:</b> School of Health Professions	<b>POLICY DESCRIPTION:</b> Refund Policy for Students
<b>REPLACES POLICY DATED:</b> 05/2009	<b>APPROVED:</b> 3/2013
<b>RETIRED:</b>	<b>EFFECTIVE DATE:</b> 03/2013
<b>REFERENCE NUMBER:</b>	
<b>I. SCOPE:</b> The School of Health Professions will have a fair and equitable Refund Policy under which the school makes a refund of unearned tuition, fees and other charges to the appropriate entity or the student.	
<b>III. PURPOSE:</b> To comply with all applicable state and federal regulations regarding refunds to students attending a postsecondary institution.	
<b>IV. POLICY AND PROCEDURES:</b> <p><b>A. Effective Date</b>  This Refund Policy supersedes any previously published policy.</p> <p><b>B. Application of Policy</b> This policy shall apply to:</p> <ol style="list-style-type: none"> <li>1. Students who are Title IV (federal financial aid) recipients</li> <li>2. Service members receiving Tuition Assistance (TA)</li> <li>3. <u>All</u> other students who: <ol style="list-style-type: none"> <li>a. Do not register for the period of enrollment for which the student was charged; or</li> <li>b. Withdraws, takes an approved leave of absence, is terminated from the school, or otherwise fails to complete a program on or after his or her first day of class of the period of enrollment for which he or she was charged.</li> </ol> </li> </ol> <p><b>C. Non-refundable Charges</b></p> <ol style="list-style-type: none"> <li>1. The following charges are nonrefundable from the date of payment: <ol style="list-style-type: none"> <li>a. Application Fee</li> <li>b. Re-Application Fee</li> <li>c. Admission Fee</li> <li>d. Re-Admission Fee</li> <li>e. Transcript Fee</li> <li>f. Criminal Background Check</li> </ol> </li> <li>2. The following charges are nonrefundable after the first day of orientation: <ol style="list-style-type: none"> <li>a. Liability Insurance Fee</li> <li>b. Drug Testing Fee</li> <li>c. Technology Fee</li> </ol> </li> </ol> <p><b>D. Refund Contingencies</b></p> <ol style="list-style-type: none"> <li>1. Cancellation Clause: A full refund of all refundable monies paid will be made if the signer cancels the Enrollment Agreement within three business days of signing. Notification of cancellation must be given by certified or registered mail. If the cancellation occurs within three business days of signing the agreement and prior to any class attendance, the Application Fee will be refunded, less a maximum fee of 15% of the stated costs of the course or program or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes.</li> </ol> <p><b>E. Cancellation:</b> If a student fails to attend at least one day of class for the semester in which that student was charged, a full refund of monies paid in advance for that semester shall be made, less a maximum fee of 15% of the stated costs of the course or program or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes. If a student attends at least one day of class, the refund policy here will be followed.</p> <p><b>F. Mandatory Charges</b>  All charges posted to the student's account are mandatory. The School of Health Professions does not have any optional charges.</p>	

### **G. Refund Calculation**

1. The U.S. Department of Education mandates a school to calculate the amount of Title IV funds it is eligible to keep and the amount it must return for each student that received Title IV funds. If a student withdraws or takes a leave of absence prior to the 60% point of the semester, the Financial Aid Officer will calculate the percentage of unearned Title IV that must be returned. If a student withdraws on or after the 60% point of the semester, the student is considered to have earned the entire eligibility and no refund shall be made. The School of Health Professions will use the U.S. Department of Education's software to calculate the amount of refund necessary. The School of Health Professions will use that student's last day of attendance as the withdrawal date. If a student withdraws before a disbursement, the student is eligible for a grant in the amount earned and must be applied to the student account first. Federal loans will be offered to the student within 30 days of withdrawal. The student has 14 days to respond to accept or decline the loan funds. Any credit balance will be credited to the student within 14 days of the R2T4 calculation. If the calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.
2. The Military Department requires a return of unearned Tuition Assistance (TA) funds during an enrollment period through at least 60% of the period for which the funds were provided.
  - a. The schedule for unearned TA for fall and spring semesters, which are 16 weeks in length, is listed below:
    - before or during weeks 1-2, 100% return,
    - during weeks 3-4, 75% return,
    - during weeks 5-8, 50% return,
    - during week 9, 40% return (60% of course is completed at 9.6 weeks),
    - during weeks 10-16, 0% return.
  - b. The schedule for unearned TA for summer semester, which is 12 weeks in length, is listed below:
    - during weeks 1-2, 100% return,
    - during weeks 3-4, 75% return,
    - during weeks 5-6, 50% return,
    - during week 7, 40% return (60% of course is completed at 7.2 weeks),
    - during weeks 8-12, 0% return.
3. All students who are obligated for a quarter, semester, trimester, or other period not exceeding 4 1/2 calendar months shall be as follows:
  - a. A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
  - b. A student who enters a school but withdraws after completing 26% - 50% of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
  - c. A student who withdraws after completing greater than > 1/2 (50%), of the period is not entitled to a refund.

### **H. Allocation of Refunds**

1. If the student to whom the refund is owed received assistance under Title IV a portion of the refund calculated, not to exceed the amount of Title IV assistance that the student actually received for the period of enrollment, must be returned to the applicable federal program. Allocation of refunds will be in the following order:
  - a. Unsubsidized Federal Stafford Loans
  - b. Subsidized Federal Stafford Loans
  - c. Parent PLUS Loans
  - d. Federal Pell Grant
  - e. To repay required refunds of other Federal, State, private, or institutional student financial assistance received by the student
2. If the student to whom the refund is owed did not receive assistance under Title IV the allocation of refunds will be in the following order:
  - a. Other Federal or State agencies (e.g., Trade, Act, Workforce Investment)
  - b. Other private sources of financial assistance
  - c. The student
3. In the case of a student receiving a scholarship that stipulates "any unused portion be returned directly to the agency," that agency will be moved up the list and will be refunded directly after all Federal and/or State agencies.
4. A student will in no instance receive a cash refund larger than the amount actually paid by the student.

### **I. Timely Payment**

1. The date used for refund computation purposes is the "last day of attendance." **The school will pay a refund that is due a student within 45 days of the "determined date of withdrawal."**
2. If the student takes an approved Leave of Absence, the refund will be paid within 45 days after the school receives the student's written request for a Leave of Absence.



<b>DEPARTMENT:</b> <i>School of Health Professions</i>	<b>POLICY DESCRIPTION:</b> <i>Refund Policy for Students</i>
<b>REPLACES POLICY DATED:</b> 05/2009	<b>APPROVED:</b> 3/2013
<b>RETIRED:</b>	<b>EFFECTIVE DATE:</b> 03/2013
<b>REFERENCE NUMBER:</b>	

**J. Responsibilities and Division of Duties**

1. It is the student's responsibility to notify the Director, in writing, of any withdrawal or request for a Leave of Absence.
2. The Director will forward a copy of the student's written request to the Financial Aid Officer who will then calculate a pro rata refund along with a Return to Title IV calculation if applicable.
3. If a student is administratively terminated, the Director will notify the Financial Aid Officer who will then calculate a pro rata refund along with a Return to Title IV calculation if applicable.
4. The Financial Aid Officer is responsible for initiating the Expense Statement to refund money to the applicable program and/or to the student.

**K. Appeals Process**

The School of Health Professions recognizes it is impossible to encompass in this Refund Policy the variety of personal circumstances that may exist or develop. Students or parents who believe that individual circumstances warrant exceptions from this policy may submit a written appeal, with supporting documentation, to:

Director, Sovah School of Health Professions 109  
Bridge Street – Suite 200  
Danville, Virginia 24541

The Director will schedule a meeting with the Dean of the School within two weeks of receiving the appeal. The Dean of the School will review the appeal and inform the student of the decision in writing no later than five working days following action. The decision of the Dean of the School is final.

**L. Dissemination of Information**

This Refund Policy shall be published in the School of Health Professions Catalog. The Catalog is available upon request and on the School's Web Site. Additionally, the Financial Aid Office will also provide copies of the policy, free of charge, upon request.

**M. Definitions**

**Last day of attendance:** This is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

**Determined date of withdrawal:** This is the date the student communicates to the Director that he/she is withdrawing; if there is no communication, this is seven days past the last day of attendance.

**POINTS TO REMEMBER**

Complies with Federal Regulation 34 CFR Part 668.22 and the Higher Education Reconciliation Act of 2005. Students are encouraged to understand this policy. The Financial Aid Officer is willing to explain.

Any requests for a refund must be in writing and addressed to:

Financial Aid Officer  
School of Health Professions 137  
South Main Street Danville,  
Virginia 24541

**IV. REFERENCES:** Federal Regulation 34 CFR Part 668.22 and the Higher Education Reconciliation Act of 2005

DEPARTMENT: School of Health Professions	<b>POLICY DESCRIPTION: Academic Transcripts and Diplomas/Certificates</b>
<b>REPLACES POLICY DATED: N/A</b>	<b>APPROVED:</b>
<b>RETIRED:</b>	<b>EFFECTIVE DATE: 08/2009</b>
<b>REFERENCE NUMBER:</b>	
<b>I. SCOPE</b> The School of Health Professions ("School") maintains academic records for all students enrolled in the school: the school releases student academic transcripts upon proper request and procedure or withholds according to specific reasons; the school awards or holds degrees according to procedure.	
<b>II. PURPOSE</b> This policy identifies the proper request and procedure for release of Official and Unofficial Transcripts, withholding of transcripts and for awarding or holding degrees.	
<b>III. POLICY</b> This Policy takes effect immediately and supersedes any previous policy. An Official Transcript includes the student's complete academic record at School of Health Professions and carries the school seal, is contained in a sealed envelope, and will be labeled "Official." An Unofficial transcript includes the student's complete academic record at School of Health Professions, but will not bear the school seal and will be labeled "Unofficial."	
<b>IV. PROCEDURE</b> Official Transcripts may be released directly to the student/graduate or to a third-party. It is released to a third party only upon request from the individual. This request may be made by phone or email. (Email is preferred). If request is to release to a third-party, it must include: <ul style="list-style-type: none"> <li>• Complete name at time of graduation.</li> <li>• DOB</li> <li>• Complete mailing address.</li> </ul> Official Transcripts released (whether addressed to a third party or directly to the student/graduate) is done at a cost of \$10.00 per request. An Unofficial Transcript is released to students after the end of each semester and at graduation at no cost. If the School has knowledge that a student/graduate has an outstanding debt owed (or payments are not current) or has failed to pay a proper financial obligation due to the School or Sovah Health - Danville, or if the individual is in default on federal financial aid loans for that were incurred during and for enrollment at School of Health Professions: <ul style="list-style-type: none"> <li>• The school reserves the right to <b>not</b> release an Official Transcript.</li> <li>• The school reserves the right to <b>not</b> grant the Degree to the graduate.</li> <li>• The school will release one copy of an Unofficial Transcript to the student upon his/her request</li> </ul> Examples of "Default on Financial Obligations" include but are not limited to: <ul style="list-style-type: none"> <li>• Unpaid tuition and fees as designated on Financial Requirements Sheet</li> <li>• In default on federal financial aid loans (Title IV Student Loan Programs) for the student incurred during enrollment at the school.</li> <li>• In default on other financial obligations owed the school.</li> <li>• Failure to return the Sovah Health – Danville Parking decal, Student ID badges, radiation badge, Student Handbook, or the fee assessed for non-return.</li> </ul> When financial obligations are met and transcripts can be processed, the student/graduate is responsible for re-submitting a Request for an Official Transcript. The school will not withhold an Official Transcript or Degree if it is confirmed the student/graduate has filed a bankruptcy petition or after the discharge of education debts under either Chapter 7 or Chapter 13. All transcript requests are processed in the order in which they are received. Normal processing time is between two and four days once payment is received. Please note that a request to send a transcript by fax or overnight does not expedite the processing of your request, although it will significantly reduce delivery time.	
<b>V. REFERENCES:</b> This policy follows regulations mandated by the Family Educational Rights Privacy Act (FERPA) of 1974 [20 USC 1232g and 34 CFR 99], provisions of the Bankruptcy Code [11 USC 362, 11 USC 524 & 11 USC 525], and Education Code, section 72237.	



## **Professional Conduct**

It is the students' professional responsibility to maintain a positive attitude and one of interest in all phases of his/her work. When on duty the student's professional image, which includes appearance, attitude and technical skills, must be perfect. A competent person must possess an even temperament, patience and understanding in all situations.

1. **Clinical rotations are participatory in nature and not observation assignments. Therefore, students are expected to participate in all procedures possible. Sitting is discouraged and should not happen in work areas unless there is no work to be done. This means there are no patients, and all rooms have been cleaned and stocked.**
2. Courteous treatment and respect will be extended to **all** patients, hospital employees, fellow students, technologists, and faculty members regardless of age, gender/sexual orientation, race, color or financial status.
3. Verbal attacks, bullying, harassment, abusive or blatant disrespectful behaviors will not be tolerated and will be dealt with promptly. Students guilty of such behaviors **will** be subject to suspension or termination. **Students guilty of fighting (assault and/or battery) will be dismissed immediately and may be subject to legal action.**
4. **All** patient information is strictly confidential, and **any** information released without permission of the patient may result in dismissal and/or legal action.
5. Patients will be addressed by first and last name. Students should refrain from using terms of endearment such as "sweetie" or "honey" as these terms are offensive to many individuals.
6. Students should always understand and practice the ALARA principle. (See **Radiation Monitoring and Radiation Safety Policies**)
7. Chewing gum, clowning and horseplay will not be tolerated in the clinical setting. Loud talking and boisterous laughter are also unacceptable.
8. All clinical facilities are now smoke free environments and prohibit smoking on the premises due to patient and employee sensitivities. Therefore, smoking during clinical hours is strictly prohibited. Any student found in violation of this program policy will have a Policy Violation form completed by the Clinical Instructor/Staff which will result in the loss of points and may result in suspension from clinical.

### **SMOKE BREAKS ARE NOT ALLOWED DURING CLINICAL HOURS!**

Students who smoke before arriving at the clinical destination must be aware of the scent of smoke on their clothing/person (hair) and must take appropriate measures to minimize or eliminate this issue. If the scent is found to be offensive to a patient or a member of the staff, **the student may be asked to leave that clinical site until the issue has been resolved. Attendance WILL be adjusted accordingly.**

### **ACADEMIC INTEGRITY**

Students are expected to always complete their own work. Honesty is always expected, and dishonesty will be dealt with in a swift and severe manner. Plagiarism and cheating of any sort are strictly prohibited. Any student caught cheating or **allowing another to cheat from his/her work, WILL BE EXPELLED** from our programs.

Materials, including text, authored by Artificial Intelligence (AI) and presented as your own constitutes plagiarism. Instructors reserve the right to use AI detection software to identify instances of AI-generated work found within student submissions. Moreover, instructors reserve the right to permit or restrict the use of AI-generated work in their classes. The use of AI-generated work without instructor consent constitutes cheating. Any allegations of an academic integrity violation will be reviewed and addressed in accordance with the academic integrity policy.

## **Professional Attire**

Students will present a professional, service-oriented image to our patients, visitors and public always and will always adhere to the dress code while on the premises:

1. **The school identification badge MUST ALWAYS be worn when on school, hospital, or clinical premises, whether in uniform or street attire for both class/lab and clinical education.** No attachments may be placed directly onto the front of the identification badge.
2. **Classroom/Labs:** The dress code for classroom participation is neat dress - **business casual is preferred.** The following **will not be allowed at any time:**
  - a. Military style clothing and/or clothing that promotes any political, social, or racial agenda is prohibited.
  - b. Low cut or revealing blouses/shirts, bare midriffs, mesh outfits.
  - c. Torn or tattered clothing.
  - d. Pajamas/Sleepwear/Bedroom slippers.
  - e. Hats/caps are not allowed at any time.
  - f. Use of colognes, perfumes, body sprays or scented lotions etc., is discouraged in the classroom.
3. **Classroom/Labs: Sonography** - Students will be likely to get gel on their clothing. So, it is preferred that students wear clothing that is ok to be stained, as the color from the gel may leak into the clothes permanently.
4. **Clinical:** The prescribed clinical uniform for this program is:
  - a. Males: Approved uniform to include the school approved uniform shirt, and pants with appropriate undergarments, white shoes, and white socks.
  - b. Females: Approved uniform to include the school approved uniform shirt, pants, white clinic shoes and white socks; with appropriate undergarments (**thongs are prohibited**).
  - c. Solid long sleeve **White or Black** t-shirts, with **NO** logos or prints are allowed, to be worn under uniform shirts. Thermal undergarments are NOT allowed.
  - d. Uniforms will be neatly pressed, clean and in good repair.
  - e. Shoes will be polished frequently and in good repair. **Shoes MUST be solid white or black. Shoes with multi-colors and/or colored logos are not permitted.**
  - f. ONLY approved white lab coats or solid white/black cardigan sweaters, may be worn for cover garments.
  - g. Hair must always be neatly trimmed. **Shoulder length hair must be worn off the collar and MUST be pulled back (ponytail) or worn up – no exceptions.** Hair ornaments must be modest.
  - h. Mustaches or beards are allowed if **neatly** trimmed. **Men must always be clean shaven** unless a note is provided by a dermatologist requesting otherwise.
  - i. Nails must be **conservative in color and length** (no longer than ¼” past the tip of the finger), and neatly manicured. If nail polish is worn, it must be free of cracks and/or chips. **Artificial nails of any type are strictly prohibited.**
5. All cosmetics must be used **conservatively!**
6. Due to possible patient sensitivity **Wearing of colognes, perfumes, body sprays or scented lotions etc., in the clinical setting is NOT permitted.** Many areas of the hospital are classified as “fragrance free areas.” Students who report to clinical with any detectable scents, including smoke, will be sent home and an absence will be applied.
7. Jewelry that may be worn with the uniform is limited to:
  - a. Class ring, wedding and/or engagement ring
  - b. Watch
  - c. Single chain/necklace that does not lay on the uniform front.
  - d. One matching pair of small post style earrings, **one worn in each earlobe.**
  - e. **Students are prohibited from wearing ANY forms of visible body piercing, other than acceptable items listed above. No gauges are allowed to be worn in the clinical setting.**
8. Tattoos are allowed but must not be offensive or vulgar. If tattoos are determined to be offensive, they must be covered while in the clinical setting at the discretion of the clinical coordinator.

This prescribed dress code must be adhered to for infection control and for the safety and well-being of the patient and hospital personnel. Any questions regarding interpretation of this policy should be directed to a member of the faculty. Students reporting for clinical assignment out of prescribed uniform will be sent home. Any time missed will be applied in accordance with our attendance policy.

### **TELEPHONES, ELECTRONICS and/or COMPUTER/INTERNET USAGE**

The use of cell phones or any other personal electronic devices (iPads, Laptops, Smart Watches, etc.) during class/clinical is strictly prohibited unless it is for a patient emergency! Distracting you from your patient care responsibilities could also be potentially harmful for your patients. Photography in clinical, accessing the internet playing video games, texting, e-mailing, or similar activities during class/clinical times is also prohibited. It is not only distracting, but **it is also rude and disrespectful**.

Anyone found engaging in the use of these type devices while in class/clinical will be reprimanded and will have a deduction of **5 points** from his/her final grade and may also be asked to leave for the day resulting in the awarding of an absence for that course.

**Persons found using these devices in the clinical setting will have a Policy Violation form completed by the Clinical Instructor/Staff which will result in the loss of points and MAY RESULT IN SUSPENSION FROM CLINICAL. TELEPHONES, ELECTRONICS and/or COMPUTERS are prohibited in the clinical area. No Exceptions!**

Students must remember that the telephone is a very important business tool. Students should always be helpful, courteous, and tactful when using the phone.

1. **Personal phone calls during clinical or class are restricted to emergency calls only.**  
Please ask family and friends **not** to call while in the clinical setting. Do not tie up phones at the reception desk or in the clinical areas. If it is necessary to make a personal call, please use the phones located in the lounge area.
2. The department phones should be answered promptly. State the name of the department and your name. Example: "Radiology, Ms. Jones. May I help you?"
3. Be aware of the qualities of a good voice:
  - a. Alert   b. Distinct   c. Pleasant   d. Expressive   e. Natural

## **INTERNET AND SOCIAL MEDIA USAGE**

The School/Hospital supports work-related access to the Internet and certain social media sites by authorized individuals. Internet access (at work) and use is a privilege and must be carried out in a manner that is consistent with clinical/job responsibilities, policies, and guidance addressing appropriate use of scheduled work time and resources. Authorized access to the Internet and social media sites is provided through the Information Technology and Systems department. Students engaged in personal or professional social media communications who reference School/Hospital-related content shall do so in a manner consistent with the mission, values, and all applicable policies and procedures, including those designed to ensure the privacy and security of patient-identifying information, as well as School/Hospital proprietary business information. It is the School/Hospital's expectation that any use of social media sites while on personal time for non-work-related activities will not violate School/Hospital policies. At no time shall students/workforce members utilizing personal or professional social media, including blogs, share patient-identifying information or proprietary business information without proper written authorization for the use and disclosure of the information from the Facility Privacy Officer. All uses and disclosures of patient-identifying information shall be carried out in a manner compliant with applicable HIPAA privacy and security policies, regulations, and standards. Students must remember that they are representatives of this institution, and all actions can be reflective upon the institution. The inappropriate use of social media shall be subject to corrective action, up to and including termination. Care should be taken regarding posts relating to school or hospital activities.

### **It is forbidden for Students to use social media or any other mechanism while in the clinical setting:**

- To harass, intimidate, or threaten another person.
- To access or distribute obscene, sexually explicit, abusive, libelous, or defamatory material.
- To distribute copyrighted materials which are not authorized for reproduction or distribution.
- To impersonate another user or mislead a recipient about your identity.
- To access another person's e-mail if you are not specifically authorized to do so.
- To bypass system security mechanisms.
- To transmit unsecured confidential or restricted information.
- To initiate or forward chain letters or chain e-mail.
- To send unsolicited mass e-mail ("spamming") to persons with whom the User does not have a prior relationship.
- To participate in political or religious debate.
- To automatically forward messages (*e.g.*, with mailbox rules) to Internet e-mail addresses.
- To communicate the School/Hospital's official position on any matter, unless specifically authorized to make such statements on behalf of the School/Hospital.
- To pursue business interests which are unrelated to the School/Hospital.
- To conduct any type of personal solicitation.
- To deliberately perform acts that waste computer resources or unfairly monopolizes resources.
- For any purpose which is illegal, against School/Hospital policy, or contrary to the School/Hospital's best interest.

In addition, breach of patient identifying information may also be subject to legal proceedings and/or criminal charges. Contact Human Resources for additional social media guidance. Although activities after hours are not under the direct regulation of the school, many of the above items may still be deemed unethical by the program and could result in dismissal from the program. **Posts found to be libelous, defamatory or unethical will be addressed and may also be dealt with legally.** Common sense should prevail and if something is questionable, it is best left alone. Seek input from your faculty or director if unsure!



## **Campus Safety And Security**

(Statistical data may be found on our web site at <https://www.sovahhealth.com/sovah-health-campus-safety-security-clery-act> )

Safety regulations apply to both the main location of Sovah School of Health Professions (SOHP) and the extended satellite location in Roanoke, VA. The Security staff provide routine security for the School of Health Professions. This includes rounds through associated buildings and grounds. The Security staff are not empowered law enforcement officers. They have no rights to arrest or detain beyond that of any citizen.

The Security staff have the authority to communicate with the local law enforcement agencies concerning reports of criminal activity on the Sovah SOHP campuses.

Safety should never be taken for granted. To ensure a safe working environment, each student should be aware of the policies and procedures of the school and medical centers. In addition, each student must be familiar with his/her personal safety responsibilities. Students should notify a school faculty/staff member or Security staff of any potentially hazardous or unsafe condition as soon as possible.

Each student or employee of the Sovah School of Health Professions who is a victim of a crime or witnesses a crime against another person or their property is required to report such to the Security staff. Each student or employee who is a victim of a crime is expected to cooperate with the local police during the investigation and prosecution of any crime committed on the campus. More detailed information can be found on our school web page.

Students participate annually in the required Medical Center's (RE-ED) safety program, which consist of but not limited to a fire plan, back safety, infection control, hazardous materials and chemical spills, electrical safety, workplace violence/keeping the environment safe, body mechanics, radiation safety, and substance abuse.

### **Campus Security Act**

On-campus crimes must be reported annually by the school and each student and employee is entitled to see this report (See Above). The school cannot prevent criminals from committing a crime on School property. Security patrols that are random and staggered are used in hopes that such patrols will deter criminal activity. A security system requiring use of an ID badge for access to the building is also utilized. However, there is no guarantee that there will be no criminal activity on School property. Annually, the school offers education on the following topics:

- Crime Prevention
- Campus Security procedures and practices
- Chemical substance abuse



### IMMEDIATE EMERGENCY RESPONSE

To ensure all students/faculty/staff are in a safe environment and to communicate expectations of actions to be taken in the event of a hostile person or other emergency incidents on School of Health Professions Property a detailed plan is in place. The plan includes immediate notification of Security or local law enforcement and how that communication is made. The plan is part of the student catalog and is verbalized to first-year students during orientation.

- I. Sovah Health-Danville Campus -Emergency Alert System  
[Crew | The leading digital workplace for frontline teams \(crewapp.com\)](#)
- II. Sovah Health-Roanoke Campus-Emergency Alert System  
[Sign up for a new Omnilert account](#)

Sovah School of Health Professions Students /faculty must follow appropriate evacuation and shelter in place procedures based on the identified emergency.

### EVACUATION

Evacuate
Leave using the nearest exit, or alternate if nearest exit is blocked
Never use elevator
Take personal belongings but do not delay your exit to retrieve them
Follow procedures to secure hazardous materials or equipment before leaving
If unable to exit, move to designated area of refuge
Once outside, go the designated assembly area
Do not reenter until instructed by authorities

In the event of the following emergencies, faculty/students must **EVACUATE**:

- Fire
- Explosion
- Hazardous Materials Release
- Suspicious Object
- Suspicious Person

### SHELTER IN PLACE

Shelter In Place
Evaluate the situation and choose the most appropriate shelter location
If severe weather, find the lowest interior space away from windows
If escaping a violent act, find a secure, enclosed space behind solid objects and away from door
Follow procedures to secure hazardous materials or equipment before leaving
Move to a shelter
Remain sheltered until instructed it is safe to leave
Monitor news sites for the latest information

In the event of the following emergencies, faculty/students must **SHELTER IN PLACE**:

- Tornado
- Earthquake





## School of Health Professions

# Hostile Persons Policy

**PURPOSE:** To ensure all students/faculty/staff are in a safe environment and to communicate expectations of actions to be taken in the event of an observed/perceived hostile person on the Sovah Health property, within the School of Health Professions space, or any public space in the immediate vicinity.

**ACTIONS:** When it becomes known that any person is considered hostile, creating a dangerous environment which threatens bodily injury or death of other persons, the following action plan will be enacted immediately: **(Anyone knowledgeable of the hostile person/dangerous environment should activate the plan.)**

If the hostile person is identified within or on the property of Sovah Health, its parking areas or adjacent public spaces:

- a. Seek a safe environment out of sight of the intruder as quickly as possible.
- b. Dial 9-911 on Sovah Health – Danville/RHEC phone or direct dial 911 using a cell phone (This should be your **FIRST** call for all emergencies)

Provide the following information:

- Your name and location.
- The situation and location of situation taking place, such as *“an armed person in the director’s office of Radiologic Technology Program on second floor Room XXX.”*
- A description of the violent person(s) involved (physical description, clothing, vehicle information) and the individual’s exact location or direction of travel.
- Any injuries and the location of injured person(s).
- If weapons or specific contraband is known, report it.
- Stay near the phone or use cell phone and give police that number in order to establish a contact number for further communications.

**Stay on the primary line with the police or keep that line open.**

- c. Using a secondary phone, contact the director, if not present.
- d. The director will then contact Administration
- e. Using the **TEXT ALERT SYSTEM**, a faculty member within the lockdown area **MUST** send a text alert to everyone in order to direct those not on campus to stay away until informed by the **Police or administrator on site** that the situation is under control, and it is safe to enter the premises. Faculty responsible for initiating the text alert system are program directors; financial aid officer, clinical instructor/coordinator.
- f. If inside, remain inside lockdown areas until word has been given that all is clear or an order to evacuate the premises is given by a **law enforcement officer or program official**.
- g. Stay away from all entry doors and remain out of sight of these doors.
- h. Upon direction of the City Police or administrator on site, quietly evacuate all persons to a distant area if movement is safe.
- i. Persons in classrooms, offices, or other sections of the building **will not** approach the hostile person and will stay in their current location. If in the hallway, seek shelter in the nearest office or classroom. Lock the door if possible or block the entrance; close all windows and blinds; turn off all lights; crouch down in an area that is out of sight from the doors and windows; remain quiet; stay put until an all-clear notice is given by the **law enforcement officer or program official in charge**. Maintain communication with officials until the crisis has ended.





- j. No other person will be allowed to enter the hostile area or its surroundings other than to provide medical attention.
- k. Once the police arrive on the scene, they have legal responsibility and final authority.
- l. Once the situation is under control, **ONLY** the **Police** will give the all-clear and appropriate parties will be informed. The director of the program/school will make the decision regarding class/clinical activities for the remainder of the day.
- m. In the event of a hostile person while on clinical property, follow the lead of the technologist you are working with and abide by the policies of the specific clinical facility.

## **Explosion Preparedness**

In the event of an explosion, faculty/students must adhere to the **EVACUATE** protocol and follow the guidelines listed below:

- a. Evacuate, if smoke is present, stay low to the floor
- b. Watch out for falling debris, take cover and protect head
- c. If you become trapped, tap on a wall or pipe to alert rescuers
- d. Call 911 when safe to do so

## **Suspicious Object**

In the event of a suspicious object, faculty/students must adhere to the **EVACUATE** protocol and follow the guidelines listed below:

- a. Do not touch or disturb the object
- b. Call 911
- c. Prepare to evacuate if instructed

## **Suspicious Person**

In the event of a suspicious person, faculty/students must adhere to the **EVACUATE** protocol and follow the guidelines listed below:

- a. Do not confront, stop, or apprehend the person
- b. Note the person's description and suspicious activity
- c. Call 911

## **Tornado Preparedness**

In the event of a tornado emergency, faculty/students must adhere to the **SHELTER IN PLACE** protocol and follow the guidelines listed below:

- d. Seek shelter immediately, go to internal, lowest area of safety away from windows and glass
- e. Close all doors, including main corridors
- f. Crouch near the floor or under heavy well supported objects and cover head
- g. If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover your head
- h. Call 911 to report inquiries, fire, gas, debris, etc.

## **Earthquake Preparedness**

In the event of an earthquake emergency, faculty/students must adhere to the **SHELTER IN PLACE** protocol and follow the guidelines listed below:

- a. If inside, stay there. Shelter In Place...drop, cover, and hold on.
- b. If there is nothing to hide under, crouch near an interior wall and cover head
- c. If outside, stay outside and move away from buildings, streetlights, and utility wires
- d. Only evacuate if additional hazards threaten your safety

## **Fire/Evacuation Procedure**

**Each student will be required to know where the nearest “pull-box” and fire extinguisher is located. Students must familiarize themselves with the exit plans placed near each exit for the school.**

In the event of a fire:

- Activate nearest fire alarm
- Evacuate and if smoke is present stay low to the floor
- Call 911 when safe to do so

If the order is given to evacuate the SOHP facility, all faculty and students should **evacuate** the building at the nearest exit. As soon as all persons are accounted for, further instructions will be given by the faculty member in charge.

### ***The Hostile Person’s and Fire/Evacuation Procedures will:***

- *Be publicized annually during the week of new student orientation.*
- *Be tested annually as either an announced or unannounced event.*
- *Be made available upon request to all pertinent parties.*
- *Be disseminated to our student and faculty population by way of our text messaging system in order to alert those who are not on campus at the time of the event to ensure their safety.*

## **Possession Of Weapons**

Possession or carrying of **any weapons** by any person, except a law enforcement officer or those deemed allowable by administration on any school, hospital or clinical property is prohibited.

Any person found to be possessing a weapon will be asked to remove it from the property immediately. Failure to do so may result in disciplinary action up to and including arrest. Persons who continually violate this policy will be terminated from the School of Health Professions.



## School of Health Professions

# Workplace Hazards And Communicable Diseases Policy

Due to the nature of our environment, students, faculty, patients, and visitors may encounter communicable diseases, hazardous materials and other potential hazards. Students should always be observant and use caution!

### **Communicable Diseases:**

All students are required to comply with any mandatory infection control measures implemented by LifePoint/Sovah School of Health Professions and all clinical affiliates. This may include, but is not limited to, requirements for the mandatory wearing of masks, social distancing, screening, or the use of other PPE.

During certain communicable disease outbreaks such as a large epidemic or pandemic, all students may be required to undergo mandatory health screenings and/or health status reporting on a regular basis. Such provisions will be activated upon direction from LifePoint/Sovah School of Health Professions and its clinical affiliates based on medical guidance including recommendations from federal, state, and local public health authorities.

Any Student who believes he or she has contracted a communicable illness that may be transmitted must contact the Clinical Coordinator/Sovah Employee Health to report the symptoms or illness. (Students who are assigned to clinical outside of normal business hours should report symptoms of communicable diseases to the Clinical Coordinator).

Students who know they have a communicable illness or who have a reasonable basis for believing that they have been exposed to a communicable illness have an obligation to conduct themselves responsibly for their own protection and the protection of patients and others. Students with communicable illnesses must not knowingly engage in any activity that creates a material risk of transmission to others. Decisions affecting Sovah School of Health Professions and its clinical affiliates regarding restrictions on or modifications of academic duties/activities and access to facilities as a result of a communicable illness will be made in accordance with existing Sovah Employee Health and Infection Prevention policies.

Where applicable, review may be performed on a case-by-case basis, when indicated, depending on the type and nature of the communicable illness, and the risk to the health of the individual or others. Such restrictions may include removing the individual from the clinical/academic setting. Sovah School of Health Professions shall make efforts to implement such decisions as discreetly and confidentially as possible, with as little harm as possible to the student.

Employee Health, in conjunction with the Infectious Diseases leadership, will establish clinical guidelines which govern reporting, screening, treatment, safety protocols and return-to-work standards for specific communicable illnesses. For the health and safety of all, students of the Sovah School Health Professions are expected to comply with these provisions.

The appropriate use of PPE (masks, shields, gloves, gowns, etc.) should occur when the student is at risk for exposure to bodily fluids or identified communicable diseases. All personal protective equipment (PPE) is provided in appropriate sizes at no cost to the student. Personal protective equipment is always readily available and maintained, disposed of, and replaced by the clinical facility. All PPE must be removed prior to leaving the patient room/work area. When removed it shall be placed in a designated area for storage, laundering, or disposal.



Students should pay close attention to the directions of clinical staff and observe the Standard Precautions notification on patient charts and patient room doors or walls. Students are encouraged to review “Standard Precautions” information provided during the orientation “Infection Control” presentation and annual re-education requirements information.

**Whenever in doubt ask a Clinical Instructor or Staff Technologist for direction.**

### **Exposure to Blood and Body Fluids**

1. An exposure to blood or body fluids is defined as:
  - a. Any injury with a sharp object contaminated with blood or body fluid. Sharps would include needles, scalpels, glass, etc.
  - b. Splashes of blood or body fluids into non intact skin, i.e., cuts, dermatitis, any open area of skin or mucous membrane
  - c. Blood exposures, covering a large area of apparently intact skin
2. The student/faculty's injury will be immediately washed with soap and copious amounts of running water.
3. Appropriate first aid or medical treatment will be provided, depending on the extent of the injury, by the supervisor and Employee Health or the Emergency Department.
4. **ANY EXPOSURE SHOULD BE REPORTED IMMEDIATELY** to the Clinical Coordinator, Director, supervisor, Clinical Manager. An Occurrence Report must be completed. Report immediately (maximum 1-2 hours) to Employee Health if incident occurs on weekdays during hours of operation. After hours, the Clinical Coordinator/Director should be notified. If wound care is necessary (due to splash to mucous membrane or laceration), the clinical supervisor will accompany the student to the ED for treatment. Bring name and medical records number, and any other clinical information available on the source patient.
5. All occurrence/exposure forms are maintained in Employee Health.

### **Hazardous Materials:**

All the hazardous materials are cataloged and have Material Safety Data Sheets (MSDS) associated with them. Material Safety Data Sheets (MSDS) are available on the internal web for review and for assistance whenever an exposure to hazardous materials occurs.

How to respond to a Hazardous Materials Release:

- Move away from the site of the hazard to a safe location
- Call 911
- Call Security
  - Sovah Danville-Dial 4507
  - RHEC-Dial 767-6001
- Alert others to stay clear
- Notify emergency personnel if you have been exposed or have information about the release

### **Clinical Related Injuries and Reporting:**

1. Any injury occurring during clinical placement required by Sovah School of Health Professions should be reported immediately to the Clinical Coordinator. If it is not possible to report the incident immediately, it is to be reported no later than the end of the student's clinical shift.
2. Student must report to Employee Health for assessment and determination of necessary treatment. If the injury/incident occurs after hours the student must report to the Emergency Department for assessment and treatment if necessary.
3. An “Employee Occurrence Report” (green form) must be completed, and the incident must also be submitted electronically into the safety incident reporting system (SIM).
4. If medical attention or treatment is needed, the student should be directed to the Emergency Department, or an outpatient facility based on the extent of the injury.
5. Any costs incurred due to an injury/incident occurring during clinical placement are the sole responsibility of the student and will not qualify for worker's compensation.



## Magnetic Resonance Safety Policy

One of the modalities that students and the public may encounter is Magnetic Resonance Imaging (MR). There are potential dangers for students and the public if these individuals have implants or foreign bodies within their bodies because of accident or surgery. Due to this possibility, all students will complete a safety protocol that assures that students are appropriately screened for magnetic wave or radiofrequency hazards. If during enrollment the student's status should change, the student is required to notify program faculty immediately to ensure the safety of the student. The MRI Safety Sheet will be updated annually.

### Sovah - School of Health Professions MRI Safety Protocol Screening Form

Name: \_\_\_\_\_

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

Please complete the following questions: (Check the appropriate box)

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| 1. Do you have a Pacemaker, Cardiac Defibrillator or artificial heart valve? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Have you ever worked with grinding metals?                                | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you ever had metal in your eye?                                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Do you have aneurysm clips?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Do you have ear (Cochlear/Otologic) implants?                             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Do you have a hearing aid?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Do you have any type of prosthesis? (eye, limb, penile)                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. If yes Type? _____  |     |                          |    |                          |
| 8. Do you use any medical patches?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Please check if you have or have had any of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Heart Surgery                           | <input type="checkbox"/> Eye Surgery or Implants     | <input type="checkbox"/> Radiation Therapy                |
| <input type="checkbox"/> Implanted Cardioverter Defibrillator    | <input type="checkbox"/> Ear Surgery or Implants     | <input type="checkbox"/> Radiation Seeds or implants      |
| <input type="checkbox"/> Brain Surgery                           | <input type="checkbox"/> Eyelid springs or wires     | <input type="checkbox"/> Diaphragm or Pessary             |
| <input type="checkbox"/> Shunts                                  | <input type="checkbox"/> Neurostimulator system      | <input type="checkbox"/> IUD                              |
| <input type="checkbox"/> Stents                                  | <input type="checkbox"/> Metal Mesh Implants         | <input type="checkbox"/> Body Piercings                   |
| <input type="checkbox"/> Intravascular Coils/Filters             | <input type="checkbox"/> Wire Sutures or Staples     | <input type="checkbox"/> Tattoos or permanent make-up     |
| <input type="checkbox"/> Vascular Access Port                    | <input type="checkbox"/> Insulin or Infusion Pump    | <input type="checkbox"/> Dental Implants                  |
| <input type="checkbox"/> Electrical/Mechanical/Magnetic Implants | <input type="checkbox"/> Artificial Limb             | <input type="checkbox"/> Dentures or Partial              |
| <input type="checkbox"/> Internal Electrodes or Wires            | <input type="checkbox"/> Joint Replacement           | <input type="checkbox"/> Gunshot wounds, Shrapnel or BB's |
| <input type="checkbox"/> Orthopedic Pins/Screws/Rods/Plates      | <input type="checkbox"/> Back/Neck Surgery           | <input type="checkbox"/> Hair Piece, Extensions or wig    |
| <input type="checkbox"/> Bone Growth-Bone Fusion stimulator      | <input type="checkbox"/> Breast Implants or Expander | <input type="checkbox"/> Hair Pins                        |
| <input type="checkbox"/> Implanted Drug Infusion Device          | <input type="checkbox"/> Chemotherapy                |   |

Explain any items checked above: \_\_\_\_\_

List any previous surgeries or operations below: ☐ None

1. Type: \_\_\_\_\_ Year: \_\_\_\_\_

2. Type: \_\_\_\_\_ Year: \_\_\_\_\_

**Warning:** Because of the strong magnetic field used with the MRI system, you must remove all METALLIC objects including hearing aids, dentures, partial plates, keys, electronic devices, cell phones, hair pins/barrettes, jewelry including all piercings, credit cards, coins, magnetic strip cards, coins, pens, knife/tools, and wigs/hairpieces. Damage to the MRI system or personal injury may result if this warning is not followed. Please consult with the MRI Technologist if you have any questions before you enter the examination room.

I have answered the above questions to the best of my knowledge and understand the information presented to me. I understand if there are any changes in my medical history this form will need to be revised and I will notify my supervisor and/or MRI supervisor.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Faculty Signature\_\_\_\_\_  
Date





## **Drug And Alcohol Policy And Implementation Program**

### ***Drug and Alcohol Policy***

School of Health Professions is firmly committed to maintaining an environment free of the influence of illegal or federally regulated drugs and alcohol. In keeping with this commitment, the school maintains the right to require any student to undergo testing to determine his or her fitness for enrollment in the school. Students will be dismissed from the school for any illegal or unauthorized involvement with drugs or alcohol. Illegal or unauthorized involvement includes, but is not limited to:

- Illegal or unauthorized possession, use, manufacture, dispensation, distribution, or purchase of illegal drugs and/or alcohol
- Being under the influence of drugs and/or alcohol
- Violation of any applicable federal or state criminal drug and/or alcohol statute
- Positive laboratory testing for drugs in which the student does not have a legal prescription, or which the student is using in a non-prescribed manner.

***\*ANY POSITIVE DRUG/ALCOHOL TEST WILL BE REVIEWED BY AN INDEPENDENT MEDICAL REVIEW OFFICER (MRO). THE MRO WILL DETERMINE VIABILITY OF THE TEST RESULT. THE DECISION OF THE TEST RESULTS FOUND BY THE MRO IS FINAL.***

### ***Illegal Drug and Alcohol Implementation Program***

Drug Screen testing will be done at the following times:

- Upon enrollment
- Upon re-enrollment
- At randomly chosen time(s)
- Any Student "For Cause"

**IF A STUDENT REFUSES OR FAILS TO BE TESTED AT THE REQUIRED OR "FOR CAUSE" TIMES AS REQUESTED, OR, IF A STUDENT ATTEMPTS TO TAMPER WITH ANY PART OF THE TESTING PROCESS, HE/SHE WILL BE DISMISSED FROM THE SCHOOL OF HEALTH PROFESSIONS.**

**Post-Accident Drug Test** – Work related accidents involving students MUST be reported immediately to the Clinical Instructor and the Program Director. Students involved in a work related "accident" must not be allowed to leave the facility and **will be required** to undergo an immediate drug screening. Students involved in such accidents that leave without permission of a Faculty Member or Program Director will be disciplined and may be terminated from the program.

Upon report of an accident during clinical hours, the Program Director shall review the circumstances of the work related "accident" and will immediately schedule the student for a **mandatory** drug screening. Typically, an "accident" is any event, incident, or judgment resulting in:

- A. **Bodily injury** (including a needle stick and a blood splash) to the student that requires medical attention other than simple First Aid/one time treatment for minor scrapes, scratches, cuts, burns, splinters, etc.
- B. **Bodily injury** of any kind to another person.
- C. **Death to any person.**
- D. **Damage to any property.**

Students who are required to undergo a post-accident drug screening, based on the above criteria, will be suspended from clinical rotations pending the results of such test. If the results are positive for an illegal substance the student will immediately be dismissed from the program. If the student tests



## School of Health Professions

positive for a prescribed drug more than the prescribed amount, the student may be disciplined, up to and including termination retroactive to the date of the accident. A refusal to undergo the test will be grounds for dismissal. The test should be administered as soon as practical following the work-related incident and prior to the student leaving the work location.

### “For Cause” Testing

“For Cause Testing” provides the faculty with a means to identify drug and/or alcohol affected students who may pose a danger to themselves, others, or patients under their care, in the performance of their duties in the clinical area or affiliating agencies. In addition, the testing may be requested when the student is attending class/clinical or present on Campus or the properties of any clinical affiliate(s).

- a. If a student exhibits behaviors indicative of the possibility of illegal or unauthorized involvement with drugs or alcohol, or a noticeable odor of drugs or alcohol on the student is noticed, the school will conduct the investigation deemed appropriate to determine whether corrective action is needed.
- b. Instructor(s) will maintain records of observations of student behaviors, which indicate the possibility of illegal or unauthorized involvement with drugs and alcohol. It may be appropriate to meet with the student, discuss the observations, and consider various explanations for the behaviors.
- c. **Drug and alcohol** testing will be required if the behaviors and observations of the student are indicative of the possibility of illegal or unauthorized drug/alcohol use. The student will be confronted with the allegation and requested to undergo immediate drug and/or alcohol testing.
- d. The student will not be permitted to return until the Program Director or designee receives the testing result.
- e. Any student who tests positive for an **illegal drug** or a legal drug which the student is using in a non-prescribed manner will be dismissed and will not be eligible for admission / re-admission to the school at any time.
- f. If a student is deemed to be under the influence during clinical or class, the faculty member(s) will request the student’s keys to prevent him/her from driving. The faculty in this case reserves the right to contact the students’ parents, guardian or significant other to request that the student be provided transportation home to prevent harm to the student or others. If a student refuses, the Program Director will notify local law enforcement of the time and location so that they may deal with this student officially.
- g. **It is our goal to protect the student and the public from potential harm.**





### ***Conviction of any Drug Statute***

A student who is convicted of violating any drug statute must notify the Program Director within 5 days of the conviction. Within 10 days of receiving this notice from the student or otherwise learning of the conviction, the school will give notice of the conviction to the federal agency involved in any applicable grant program. After receiving such notice from a student or otherwise learning of such a conviction, the school will take the corrective action appropriate, up to and including dismissal.

### ***Notification of Illegal Drug and Alcohol Policy and Implementation Program***

At the beginning of this program, each student will be given a copy of this Illegal Drug and Alcohol Policy and Implementation Program. As this policy may be modified from time-to-time students will be provided with updates. The student will be required to sign the attached form acknowledging receipt of the copy, understanding of the program, understanding of the requirements of adherence, and understanding of the possibility of corrective action, up to and including dismissal from the school.

### ***Drug-free Awareness Program***

The School of Health Profession's Drug-Free Awareness Program includes the following elements:

- education related to the health risks associated with chemical substance abuse, social effects of chemical and substance abuse, and the applicable legal sanctions under local, state, and federal law for illegal involvement with drugs and alcohol.
- publication and discussions on Illegal Drugs and Alcohol at least annually. Thus, students and employees are informed and reminded regularly of the school's policy, the expected standards of behavior, and the potential for corrective action for violations of the policy.
- efforts to inform and remind students about the availability of rehabilitation and counseling services.

#### References: (For more in-depth description)

Federal Register 34 CFR Part 86 (August 16, 1990). Washington, DC: U.S. Dept. of Education. Wilson, H., & Kneisl, C. (1988). *Psychiatric nursing*. Menlo Park, California: Addison-Wesley.  
U.S. Department of Justice, Drug Enforcement Administration. (1989). *Drugs of abuse*. U.S. Government Printing Office.



## LEGAL SANCTIONS FOR ILLEGAL INVOLVEMENT WITH DRUGS AND ALCOHOL

There are several federal, state, and local laws controlling or prohibiting the possession and distribution of drugs and alcohol. Violations of these laws can lead to lengthy imprisonment, substantial fines, or both.

### ***ALCOHOL***

Virginia State laws concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages include the following:

- Any sale of alcoholic beverages requires an ABC license.
- Alcoholic beverages are not to be given or sold to persons less than 21 years of age. Alcoholic beverages are not to be given or sold to persons who are intoxicated.
- State law prohibits; drinking in unlicensed public places; possession of alcoholic beverage by person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is less than 21 years of age.

### ***DRUGS***

The Federal Controlled Substance Act and, in some cases, the Virginia Control Act penalizes for unlawful manufacturing, distribution, use and possession of controlled substances, including marijuana, cocaine, and LSD. The penalties vary based on the type of drug involved, possession, and intent to distribute. Federal law sets penalties for the first offense ranging from one year to life imprisonment and/or \$100,000 to \$4 million fines. Penalties may include forfeiture of properties, including vehicles used to transport or conceal controlled substance or denial of federal benefits such as student loans. Convictions under state law may be misdemeanor or felony crimes with sanctions from six months to life imprisonment and/or \$250 to \$100,000 fines.

### ***MARIJUANA***

Although the Commonwealth of Virginia and other states have legalized the use of marijuana. Marijuana is considered **a mind-altering (psychoactive) drug**. THC (delta- 9-tetrahydrocannabinol) is believed to be the main ingredient that produces this psychoactive effect, and its effects vary from individual to individual. As healthcare professionals, we work in situations that many times find us in a life altering or lifesaving activities. In these activities we need to be alert and in total control of our actions and responses. It is therefore the stance of the Sovah School of Health Professions that we have a zero-tolerance policy for marijuana or any other substances containing THC or other psychoactive ingredients.

Generally, employees (students) who work in positions that are safety-sensitive or otherwise regulated by outside authorities, including employees specifically performing work under federal contracts or for certain federal contractors, will not be protected when it comes to marijuana use in any form. Safety-sensitive jobs are heavily regulated by federal agencies, as they greatly depend on employees being always fully alert and aware of safety risks and potential hazards. Due to the sensitive nature of these positions, **federal regulations permit employers to lawfully ban employee marijuana use.**

Virginia's 2021 marijuana statutes acknowledge these potential restrictions and provide a safe harbor for Virginia employers to **drug test employees who work in certain regulated jobs.** Such testing can occur regardless of whether the employee shows signs of impairment at work or whether the employee has been certified to use medical marijuana.

12/02

Revised 7/16, 9/17, 11/22, 02/23, 06/23, 8/23



Federal law holds that any person who: distributes, possesses with intent to distribute, or manufacture a controlled substance in, or within one thousand feet of an educational facility, is subject to a doubling of the applicable maximum fine and punishments. Virginia state law carries sanctions of up to five years of imprisonment and up to \$100,000 fine for similar violations.



### ***INDICATORS OF SUSPECTED CHEMICAL SUBSTANCE ABUSE***

**APPEARANCE:** Inattention to personal appearance and hygiene. Has an odor of alcohol on the breath and a flushed appearance, glassy red and/or watery eyes, frequent runny nose, tremors, unsteady gait, **weight loss**, hyperactivity and hyper-vigilance or drowsiness.

**SOCIAL CHANGES:** Increased isolation, eat alone, avoids peers, and has a decreased interest in school and other social activities.

**GENERAL BEHAVIORS:** Frequent inappropriate responses; elaborate excuses for behaviors; grandiosity; **decrease in grades**; late to class and leaves early; frequent trips to the bathroom during class and clinical times; lying and blames others for problems; increasing irritability; mood swings and erratic behavior. Involvement in an accident on School or any affiliates property resulting in an injury or significant damage to property.

**MENTAL STATUS:** Forgetfulness, memory loss, confusion, euphoria, disorientation, and has difficulty following directions and instructions. Makes repeated mistakes due to inattention and exercises poor judgment. Has difficulty remembering one's own mistakes.

**ABSENTEEISM:** Repeated absences and tardiness, particularly if they follow a pattern. Unbelievable excuses for absences. Frequently absent for respiratory problems and gastritis. Leaves class or the clinical area without permission.

**ANY and ALL of the above indicators are grounds for “for cause” testing.**

### **DRUG AND ALCOHOL TREATMENT-VOLUNTARY DISCLOSURE**

The school sincerely desires to assist any student who seeks help with a drug or alcohol abuse problem. If a student confides in faculty discussing any drug or alcohol abuse, the student will follow the school's Voluntary Disclosure of Substance Abuse policy. Free resources for the Danville community are:

- Danville-Pittsylvania Community Services – (434) 799-0456
- Alcoholics Anonymous – (434) 799-4111
- Counseling and Psychological Services – (434) 792-2277

These services are not a shield from corrective action for students who violate the school's program on Illegal Drugs and Alcohol.

### **HEALTH RISKS RELATED TO THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL**

The use of illicit drugs and the abuse of alcohol (chemical substance abuse) pose numerous health risks to individuals. Chemical substance abuse strikes all ages, cultural groups, and socioeconomic classes. Studies show that one out of every ten American workers is a substance abuser. Chemical substance abuse is a major public health issue. It affects the abuser physiologically and psychologically, as well as socially.

### **SOCIAL EFFECTS OF CHEMICAL SUBSTANCE ABUSE**

Chemical substance abuse is a major issue with grave ramifications. It increases the crime rate, auto accident deaths, number of teenage pregnancies, and the suicide rate. The abuser and their family members are destroyed by chemical substance abuse. Substance abuse in the work setting increases accidents, workman's compensation claims, absenteeism, and theft.

**THE ARRT STANDARDS OF ETHICS ETHICAL VIOLATIONS:**

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state or federal laws, or regulatory rules
- Failure to report violations or errors

What ethics violations do I need to report and when do I need to report them?

If you have concerns about a potential ethics violation—and you are more than six months away from graduation—consider requesting an ethics review before you apply for ARRT certification and registration. This is called an ethics review preapplication.

An ethics review preapplication is optional, however, it may be a good option if you have faced:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations

The ARRT Ethics Committee can impose a variety of sanctions, which are defined here. If you have questions about anyone whose name appears on the ARRT sanctioned list—including whether that person is eligible to represent himself or herself as an R.T. or R.R.A.—contact ARRT at 651.687.0048. Choose the option for ethics information.

- **Reprimand:** This form of discipline declares that specific conduct was improper, but it does not limit the person's right to use the ARRT credential. There are public and private reprimands. The ARRT publishes public reprimands on their website's sanction list for one year; they do not publish private reprimands.
- **Ineligible for Certification and Registration:** This person is not eligible for certification and registration.

For more information visit the ARRT web site at [www.arrrt.org/pages/resources/ethics-information](http://www.arrrt.org/pages/resources/ethics-information)

**THE ARDMS STANDARDS OF ETHICS ETHICAL VIOLATIONS:**

At any time during the program, you find yourself in the position of an incident that could impact the ability of taking boards such as any criminal matter, you are instructed to discuss the issues with the Program Director.

There is a pre-application review procedure that can assist an individual in assessing the potential of the impact of criminal matters on his/her eligibility for ARDMS certification prior to submitting an ARDMS examination application. Under the pre-application review procedure, ARDMS will review only actual **(not hypothetical)** cases in which a conviction, plea of guilty or plea of nolo contendere has already occurred with respect to a crime (felony and/or misdemeanor), other than a speeding or parking violation. ARDMS will also consider matters involving deferred or withheld adjudication, suspended, or withheld sentences and military court marshals. The procedure is not available, for example, for matters involving arrest only, or during a period when a criminal trial or plea bargain is pending.

For purposes of the ARDMS application process “crimes” may include, but are not limited to, rape, sexual abuse; violence or threat of violence; driving while intoxicated (e.g., alcohol and drug related driving offenses); the unlawful sale, use or distribution of controlled substances; and use or distribution of fraudulent medical records, prescription blanks or health insurance claims.

Please note that the pre-application review procedure is available only for criminal matters, not other issues of eligibility.

If you believe that you qualify for the pre-application review procedure and wish to request a determination by ARDMS of your eligibility for ARDMS certification before you apply. There is a non-refundable pre-application fee of \$125.00. The pre-application form can be found at:

<https://www.ardms.org/wp-content/uploads/pdf/Pre-application-Criminal-ARDMS.pdf>

Please note that you will still need to submit a completed examination application once you have fully complied with the educational and clinical requirements of one of the prerequisites.

**Code of Ethics for the Profession of DMS:**

<https://www.sdms.org/about/who-we-are/code-of-ethics>



## **Student Consent to Drug Testing & Authorization for Release of Information**

I, \_\_\_\_\_ understand and  
(name, printed)  
agree that a requirement of my admission includes a urine/blood test for the presence of drugs/alcohol.

I understand that by checking the box marked "consent" below and signing this form, I will be giving my consent to Sovah School of Health Professions, or its assigned agent, to collect and test a urine/blood sample from me for drugs/alcohol. This test will be performed during the admission/orientation process and may be performed randomly or "for cause" during my enrollment period. If Sovah School of Health Professions designates another laboratory or health care provider to collect or test the sample, I will be giving my consent to that process, and I will be authorizing the laboratory or health care provider to release the results of the tests to the Medical Center.

I understand that if I decline to indicate my consent on this form or in any other way refuse to take the test, I will not be admitted as or continue as a student. I also understand that if the test results indicate the presence of illegal or unauthorized drugs/alcohol in my system, I will not be permitted to continue as a student.

I understand that in addition to positive test results for illegal drugs/alcohol, positive results of a drug test for a **controlled prescription medication** will disqualify me for entrance to Sovah School of Health Professions unless I indicate on this form I am on medication and can produce either my prescription or current medication container.

I have taken the following drugs or substances, including over-the-counter drugs or prescription drugs, within the last 30 days (identify name, amount, and when taken):

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**I hereby ☐ consent ☐ refuse to consent to this drug/alcohol screening test.**

Student Signature \_\_\_\_\_

Witness Printed Name

Date \_\_\_\_\_

Witness Signature

Date \_\_\_\_\_



***STUDENT ACKNOWLEDGEMENT OF DRUG AND ALCOHOL POLICY***

I understand that School of Health Professions has a Drug and Alcohol Testing Policy. I understand that I am subject to drug/alcohol testing as a part of the entrance and continued enrollment process to the school. I understand that if I test positive, refuse to be tested, or attempt to alter or tamper with a sample or any other part of the testing process, I will not be permitted to enter the school. I further understand that any time after entering the school, I will be subject to corrective action, up to and including dismissal from the school, if I violate this policy, either in its current form or as it may be changed from time to time. Finally, I understand that the policy is not a contract or an offer to contract and that the School of Health Professions maintains the exclusive right to interpret, modify, or eliminate any part of the policy at any time.

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Student Signature

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Student Name (printed)

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Date



## **Student Services**

### **NOTICE OF NON-DISCRIMINATION POLICY**

The *School of Health Professions* does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries and/or concerns regarding the non-discrimination policies of The *School of Health Professions* may be addressed by contacting our Title IX Officer by phone or email @; 434-799-2271 [or Mary.thomas1@lpnt.net](mailto:Mary.thomas1@lpnt.net). The Title IX Coordinator may also be reached by US Mail at:

Mary Thomas, **Title IX Coordinator**  
**School of Health Professions**  
**137 S. Main Street**  
**Danville, VA 24541**

For further information, visit <https://www2.ed.gov/about/contacts/state/index.html?src=contact-us> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

► **Students will not be subjected to adverse actions by any school official as a result of initiating a complaint.** ◀

## **Grievance Policy**

### **PURPOSE**

It is the purpose of this policy to:

- Clarify and provide an effective and acceptable means for students to bring complaints and grievances concerning their well-being in the school to the attention of administration. Therefore, an informal and a formal grievance and complaint procedure have been established for the benefit and use of the School of Health Professions students.
- Settle any complaints and/or grievances after consideration of as many facts as possible with an attitude of mutual respect and confidence.

### **RIGHT TO FILE GREIVANCE WITH ACCREDITING or CERTIFYING AGENCIES**

After following through with the grievance procedure, any student who is dissatisfied with the outcome and wishes to file a complaint with either the State Council of Higher Education for Virginia (SCHEV) and/or the program's accrediting agency(ies) regarding a standards violation may do so as a last resort. Contact information is available in the front of this catalog.

Veterans Affairs: "The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)."

**Note: An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards.**

### **RIGHT TO FILE GREIVANCE WITHOUT FEAR OF RETRIBUTION**

Students will not be subjected to adverse actions by any school official as a result of initiating a complaint.

### **DEFINITIONS**

- Grievance – a dispute arising over the interpretation or application of any established policies or procedures of the programs that may have an adverse effect on any party.
- Complaint – a dispute over any other condition not necessarily concerning the program's policies.

**GENERAL RULES:**

The student filing this grievance may choose to have a fellow student accompany him/her through all stages of this process if that fellow student is a witness to the alleged grievance.

All class time/assignments missed must be made up by both the student filing the grievance and the student witness if applicable.

If the time limits are not adhered to, the grievance will become invalid.

If the grievance is related to termination from the program, the terminated student shall still be held to the grievance schedule and will not be allowed to attend classes during the appeals process.

If the student's appeal is upheld and the student is to be reinstated, the student has five (5) working days to meet with faculty members and create a schedule to make up all missed assignments. Once this schedule is created and sent to the Program Director, the student must meet the deadlines established in order to successfully complete the course.

Confidential information will be disclosed on a need-to-know basis, which will be determined by the Program Director.

The President and/or the administrative designee will not hear grievances without first having exhausted the appropriate informal and formal grievance procedures. Any such requests will be referred to the Program Director for resolution.

**SCHOOL OF HEALTH PROFESSIONS INFORMAL GREIVANCE PROCEDURE**

1. The student shall prepare, either by himself/herself or with assistance of a Program Official of his/her choice, a written grievance specifying the action he/she believes to be improper, course number, and any documents or information needed to explain circumstances should be included.
2. The grievance shall be:
  - a. Dated
  - b. Signed (optional)
  - c. Sent to the Program Official within five (5) working days of the incident.
3. Appeals/Grievance: The Appeals/Grievance Committee will be composed of a member of the faculty and three (3) student members.
4. One student will be selected by the designated appeals process committee to serve as recorder of meeting minutes.
5. The Chairman will distribute copies of all data related to the grievance to committee members at the beginning of the hearing.
6. If requested, a mediator from the hospital's administration will be allowed to sit on the committee during the hearing of a case.
7. The mediator will be without vote and refrain from expressing his/her opinion. The purpose of the mediator is to make sure that each member on the committee has an equal opportunity to speak and that full and fair review of the facts takes place.



8. Student, with or without Program Official, presents the grievance and evidence (not to exceed 30 minutes).
9. Faculty members, with or without Program Official, present statements and evidence (not to exceed 30 minutes).
10. Committee may question student and/or Program Official
11. Committee may question faculty and/or Program Official
12. Discussion between members of the committee shall be limited to pertinent facts relevant to the specific issues.
13. Votes of the Appeals/Grievance Committee will be held in private and by anonymous ballot only. A majority vote is needed for decision.
14. The votes will come from the three (3) student members only.
15. The Chairman collects and counts the votes and informs the committee if a decision has been reached. **The committee is not informed of the count or the results of the decision.**
16. The committee is adjourned if a decision has been reached.
17. In the event of a tie vote, the committee will resume discussion and review of written evidence before voting takes place again.
18. If, after casting a second anonymous ballot, the tie remains unbroken, the Faculty Member has the power to break the tie. **The committee is not informed of the count or the result.**
19. The committee will not reveal the result of the vote to the student filing the grievance. The vote will be delivered to the Program Director who will then notify the student in writing, within three (3) days of the committee's decision.



## **SCHOOL OF HEALTH PROFESSIONS FORMAL GRIEVANCE PROCEDURE**

Students may appeal this decision and choose to file a formal grievance. A student with a justified grievance has the right to file his/her complaint with a Program Official. Any grievance must be in writing and filed utilizing the proper grievance procedure.

The major functions of the Appeals/Formal Grievance Procedure process are to:

1. Accept and investigate all formal grievances of students which have been through the informal process without satisfactory resolution.
2. Conduct hearing on all formal appeals/grievances presented.
3. Render decisions of all formal appeals/grievances.

To file a Formal Grievance:

- a. The Informal Grievance Procedure must be completed.
- b. The student must demonstrate direct harm or involvement in the incident for which the grievance is being filed.

**Step 1:** File the grievance in writing with a member of the program faculty within two (2) working days of the rendering of the Grievance Committee's decision. The faculty member must then confer with the student who filed the grievance in an effort to resolve the issue within two (2) working days after the receipt of such grievance.

**Step 2:** If the student is dissatisfied with the decision of the faculty member, the student may appeal within two (2) days to the Program Director. The Director will then be given two (2) working days from the time of notification to respond to the student.

**Step 3:** If at this time the student is still not satisfied with the decision, the student may request that the grievance be forwarded to the Dean of Sovah School of Health Professions. This request must be in writing and received within two (2) working days of the decision.

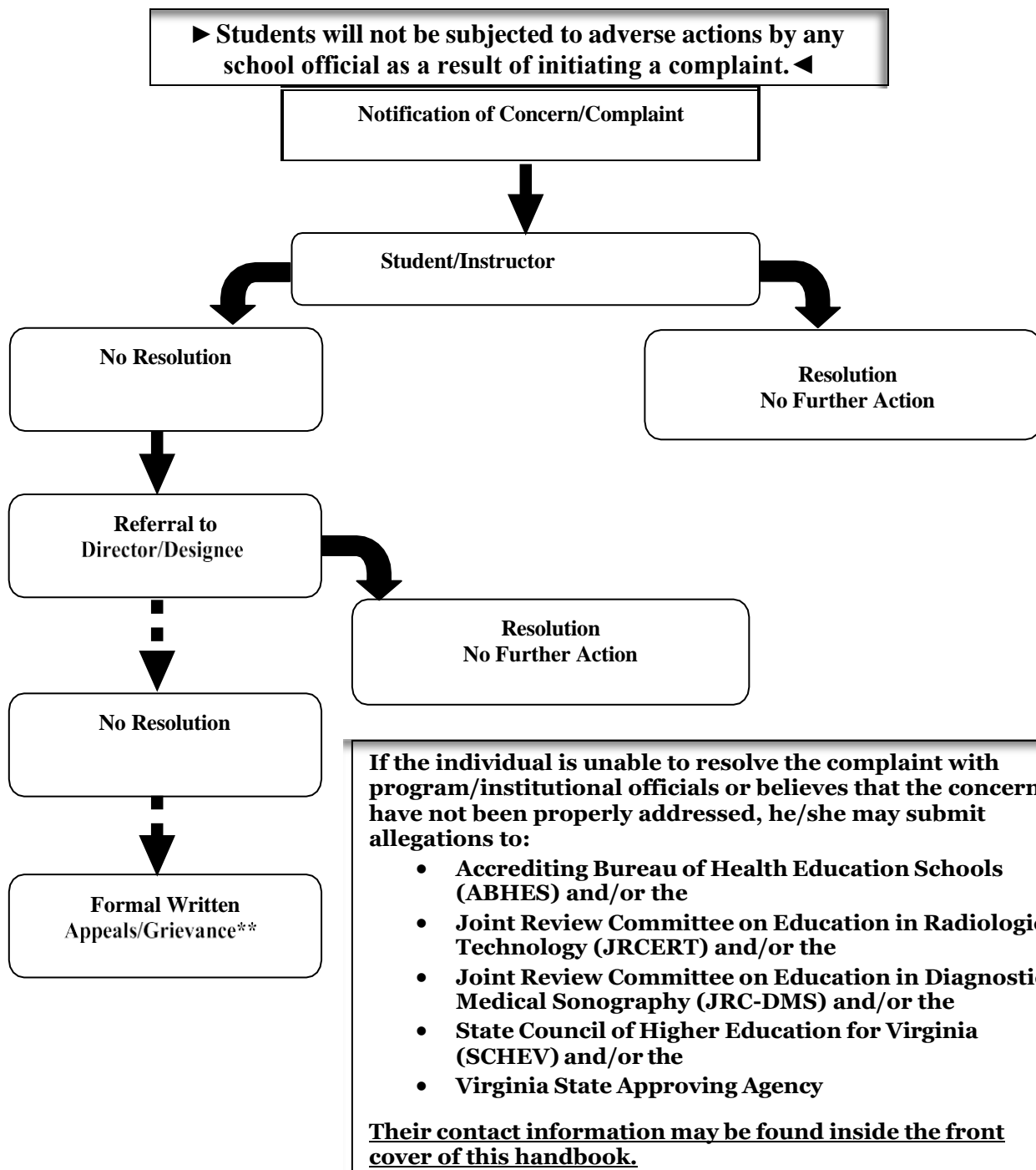
The Program Director will within two (2) working days forward the grievance and all associated documentation to the Dean. The Dean will have five (5) working days from the date of receipt to respond. Due to the responsibilities and trust that have been delegated to this position, any decision rendered by the Dean of Sovah School of Health Professions is final.



## School of Health Professions

### INFORMAL CHAIN OF COMMAND

#### FOR STUDENT COMPLAINTS PROBLEMS/CONCERNS\*



\*THIS PROCESS MUST BE ADHERED TO OR THE COMPLAINT WILL BE DISREGARDED.

\*\* THE FORMAL PROCESS MUST BE ADHERED TO AS DESCRIBED IN THIS POLICY AND THE DECISION OF THE DEAN OF SOVAH SCHOOL OF HEALTH PROFESSIONS IS FINAL UNLESS THE COMPLAINANT FILING IS WITH AN OUTSIDE AGENCY.



## Student Complaints

In accordance with federal and state regulations, the State Council of Higher Education for Virginia (SCHEV) provides the following information for students wishing to file a formal complaint about a condition or incident involving a postsecondary school operating in Virginia.

The vast majority of complaints – a concern that a policy or procedure of the institution has been incorrectly or unfairly applied in one’s particular case – should be resolved with the school itself. Postsecondary institutions participating in federal student financial aid programs are required to maintain formal grievance procedures. Federal regulation requires the Commonwealth to designate an agency to respond to grievances from students attending institutions located in the Virginia regardless of delivery format (on-line, face-to-face, hybrid); credential awarded (degree, certificate, diploma); or institutional type (public, private, for-profit, non-profit). Virginia Code also requires private schools certified to operate by SCHEV to have formal complaint procedures for students. The school’s student handbook usually describes the steps students must take to begin a grievance process. SCHEV will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.

When approaching the institution with a concern or complaint, students should provide detailed information about the nature of the complaint, including dates, times, and full names of all involved, as well as the policy or procedure violated (if known). Students may be asked to include supporting material that substantiates their complaint.

If a student has exhausted the avenues provided by the institution and the complaint has not been resolved internally, the student can submit a “Student Complaint Form” to SCHEV. Upon receiving a completed form, SCHEV will open an investigation if the matter being disputed falls within its authority. If preliminary findings indicate a violation of SCHEV regulations by the institution, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation.

Please note that SCHEV has no authority or role regarding issues of employment law, claims of discrimination, or instances of suspected consumer fraud. Such complaints should be directed to the appropriate state or federal agency.

For more information or to file a complaint with the State Council of Higher Education for Virginia (SCHEV), Please visit our web site at [www.schev.edu](http://www.schev.edu).





## School of Health Professions

# **Title IX Sex Discrimination Policy**

**School of Health Professions does not tolerate sex discrimination. This includes sexual harassment, sexual misconduct, and sexual violence. All students, employees, patients, visitors, or any member of the public who has business with Sovah Health - Danville, the School of Health Professions', its' clinical affiliates or any parties with connections to this institution must be treated with professional respect and courtesy. Any party feeling that they have been harassed in any manner should report the violation as soon as possible to the Title IX Coordinator. Students should contact the Clinical Instructor and Program Director immediately. If further action is required, or if one of the above-named individuals is involved, the victim should follow the grievance procedure provided in this manual.**

### **Sexual Harassment:**

All persons MUST be treated with professional respect and courtesy. The School of Health Professions and its' clinical affiliates prohibit any form of sexual harassment in the workplace or clinical setting, whether by a supervisor, manager, co-worker, fellow student or faculty member. Sexual harassment includes unwelcome sexual advances or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's enrollment in the school.
2. Submission to or rejection of such conduct by an individual is used as the basis for admission or continuation in the program or clinical setting or any decision affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational/working environment.

If any student believes that he/she or a fellow student has been subjected to sexual harassment, the involved person(s) should report the alleged incident to the Title IX Coordinator immediately. If either of the faculty is the source of the alleged harassment, or if the individual prefers not to address the incident with the Title IX Coordinator, the alleged offense should be reported following the grievance procedure found in the policies section of this manual. ALL allegations will be investigated, and the related information will be held in the strictest confidence to the extent possible. Those who are found to be guilty of engaging in sexual harassment will be subject to corrective action up to and including termination.

### **Title IX prohibits retaliation of any person involved in a complaint or investigation.**

Title IX Coordinator: Mary Thomas  
137 S. Main Street  
Danville, VA 24541  
434-799-2271  
[mary.thomas1@lpnt.net](mailto:mary.thomas1@lpnt.net)



## **Request For Accommodations Because Of A Disability**

School of Health Professions is committed to ensuring all qualified individuals with disabilities have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are approved by the director of the program and made on an individual basis. It is the student's responsibility to initiate and follow-through with a request for accommodations because of a disability. The student is also responsible to inform faculty of each course regarding the accommodations approved by the director of the program. This notification is to be done in a timely manner (at the beginning of the course) in order for arrangements to be made. Students who wish to request accommodations must adhere to the process outlined below. Any cost associated with the student obtaining the necessary information is borne by the student.

The student must submit the request for accommodations to the Director of the Program at the time of enrollment in the program. If the disability is diagnosed after enrollment, the student may submit the request later. However, receiving a request for accommodations **after** class/clinical experiences and/or evaluation(s) of student performance have occurred does not change those experiences or evaluation results. The request for accommodations must include:

1. A letter from the student that specifies the accommodation(s) requested.
2. Documentation (written report) of an evaluation (educational/psychological/physical) completed within the preceding two years, prepared by a professional qualified to render a diagnosis and evaluation of the specific disability in an adult. The documentation must be on or attached to the professional's letterhead, typed, dated, and signed and must include the professional's qualifications. It must:
  - a. State a clear diagnosis of disability with a description of the disability and diagnostic tests/methods and criteria used, including specific test results. For learning disabilities, current documentation is defined using adult norm.
  - b. Recommend specific accommodations and give a history of previous accommodations and their impact.
  - c. Document that the recommended accommodation is justified, that is, appropriate and necessary for the diagnosed disability.

If there are multiple disabilities, documentation must be submitted for each disability.

The student may be asked for additional documentation before decisions are made regarding approval of accommodations.

The Director of the Program will consider the documents received, consult with appropriate resource person(s), and a decision will be made on the request. The accommodations may not contradict or override the Essential Functions required of a student in the specific educational program. The decision and any reasonable and appropriate accommodations approved to be made will be communicated to the student in writing.



### **ACCOMMODATIONS FOR TESTING**

Students who wish to request testing accommodations because of a disability must submit the following to the Director of the Program:

A letter from the student that specifies the testing accommodation(s) requested.

A written report of an evaluation (educational/psychological/physical) done within the preceding two years by a qualified professional which (a.) states a diagnosis of disability, describes the disability, and recommends specific testing accommodations, if applicable, and (b.) documents that the recommended testing accommodation is justified, that is, appropriate and necessary for the diagnosed disability.

The director will consider the information received and a decision will be made on the request for testing accommodation. The decision and any reasonable accommodations that will be made will be communicated to the student in writing.

### **COUNSELING**

The Program Director and faculty will serve as counselors for all students. If situations arise that require more experienced intervention, the Director of the School of Health Professions will refer the student to his/her own provider or may make another recommendation.

### **TUTORING**

Students requesting or requiring tutoring may request such from any faculty member. Faculty members will make every effort to be available to enrolled students for additional assistance. Students must contact didactic faculty to schedule additional instruction time. If a student chooses, faculty members can make recommendations of current students or graduates who may be of assistance. All tutoring is and will be held in strict confidence.

The Student Success Center located on our Sovah Health-Roanoke campus provides free tutoring and study skills workshops for all students of our [Member institutions](#). The SSC is supportive and sensitive to learners of all backgrounds and academic abilities. Our staff uses a holistic approach to help RHEC students achieve success.

Services:

We provide tutoring and study skills training in a relaxed learning environment. Both in-person and virtual tutoring and writing services are available. Just let us know which type of service you prefer when you sign up.

Sign-Up Link: <https://www.education.edu/student-services/student-success-center/>



## **TRANSPORTATION/PARKING**

Students are responsible for their own transportation between home, school and clinical rotations. If required while on campus, security will assist those requiring transportation to and from their vehicles.

**Students MUST Park in designated areas only.** Failure to do so may result in one or any combination of the following actions.

- One day of suspension per occurrence, (day of suspension **will** count toward attendance policy)
- Vehicle being towed,
- Clinical probation,
- Clinical grade reduction,
- Loss of onsite parking privileges.

### **Sovah Health-Danville Campus Parking**

When at work all Sovah Health Danville staff/students on the SHD Campus will park in their assigned parking lot only. This pertains to staff/students on all shifts. Those working evening shift and weekends are expected to always park in their assigned parking lot as well.

All Sovah School of Health Professions faculty and students must park in the **Orange Lot #12** (Lower level parking ED lot)

All staff (employees, physicians and providers, contractors) are required to have a parking permit/decal displayed on the rear windshield, lower right/left side of vehicles, visible from the outside. This permit/decal can be transferred between vehicles. Permits are not to be loaned to anyone and must be used only by the individual to which it is issued. Parking is authorized only in lots designated by permit color. Decals will be distributed to students during their program orientation.

### **Sovah Health-Roanoke Campus Parking**

Free student parking is available in lots **2, 4, and 5** with an RHEC-issued student parking pass, obtainable at the reception desk on the second floor. Parking passes must be displayed prominently in the front window of the vehicle.

- **(2) Henry Street Lot** – between Loudon Avenue and Wells Avenue
- **(4) Shenandoah Avenue Lot** – between Shenandoah Avenue and Center Avenue
- **(5) Centre Avenue Lot** – in front of Gainsboro Parking Garage

The student parking permit application will be distributed during orientation. The application may be submitted to the main reception desk on the second floor.

## **STUDENT HEALTH**

The Sovah School of Health Professions programs are under the supervision of the Employee Health Department of the medical center. Clinical related injuries will be directed to Employee Health for attention, (if assistance is needed after hours, please see Communicable Disease Policy). Illnesses, injuries, personal medications, and consultations are the financial responsibility of the student. All students must have health coverage for the duration of their enrollment.



### **CAREER ADVISING / PLACEMENT ASSISTANCE**

The School of Health Professions maintains continuous contact with Sovah Health Recruiters. The recruiters will be able to answer questions concerning job postings and projected employment possibilities. Program faculty also maintains continuous contact with various clinical facilities and may be able to assist in identifying potential job openings. Graduates will be contacted by email, as long as current email addresses are provided, of any and all job opportunities that we are made aware of. **The School of Health Professions and any of its affiliates make no guarantees concerning employment at any time.**

The Career & Workforce Training Center located at the Roanoke Higher Education Center assists students of our [Member Institutions](#) in building professional skills and preparing to enter the job market.

Room 206B | 540-767-6043 | [careercenter@education.edu](mailto:careercenter@education.edu)

Services:

Resume Development	Education Fairs
Cover Letter Writing	Portfolio Review & Development
Career Search Assistant	Internships
Career Assessment	Networking
Career Change Review	On-Site Interviewing
Graduate School & Employment Information	Meeting & Conference Space
Job Announcements	Customized Training Opportunities

### **Computer Lab**

The Computer Lab in room 202 of the Roanoke Higher Education Center houses 24 touchscreen computers running Windows 10 & Microsoft Office 2019, and a pay printer/copier. This walk-in lab is for RHEC student use.

Students are required to enter a code on the keypad by the door to enter the lab, provided by their member institution. Codes will be assigned during orientation.

Hours of Operation:

Monday -Friday 7:00 am – 10:30 pm

Saturday: 7:00 am – 6:00 pm

Sunday: Closed

### **Testing Center**

Located in Room 413 of the Roanoke Higher Education Center, we offer proctoring for graduate school exams, distance-learning students, and industry-specific tests.

The RHEC Educational Testing Center is a member of the [Consortium of College Testing Centers](#) (CCTC), a national group of college and university test centers that support distance learning by offering secure, comfortable testing conditions.



The Roanoke Higher Education Testing Center is committed to adhering to the Professional Standards and Guidelines set forth by the National College Testing Association (NCTA).

The Testing Center strives to create an optimal testing environment in accordance with the NCTA professional standards and guidelines for Post-Secondary Test Centers.

The Testing Center follows all sponsor protocols and security procedures.

The Testing Center is committed to maintaining professional testing standards and practices, safeguarding confidentiality of student records.

To provide a professional testing environment for the Roanoke Valley that enables test takers to perform at their maximum ability.

The Testing Center strives to provide intellectual and professional growth by offering the following services:

- Facilitate the professional and educational testing needs of the Roanoke Valley in a way that is efficient, fair and secure.
- Provide a public service by offering computer-based and/or paper-pencil testing services.
- Provide a facility conducive to a quality-testing environment that is clean, comfortable, quiet, aesthetically pleasing and user-friendly.
- Provide outstanding customer service by being friendly, courteous, respectful, informative, and supportive to a diverse community. We are bound to the tenet that every testing candidate deserves outstanding customer service and our undivided attention, every time.



## **LIBRARY SERVICES**

The School of Health Professions students have access to two library systems:

I. DCC's Mary M. Barksdale Library is a fully operational, professionally staffed library located on the campus of Danville Community College at 1008 S Main Street in Danville, VA. It is open to our students during normal library operational hours.

All students wishing to utilize the Mary M. Barksdale Library must abide by the following:  
Obtain a library card. If not a student at DCC, the card will be a community borrower's card.

Sovah Health - Danville students will be required to show their Sovah Health - Danville student identification badge at time of services. Abide by the rules for returning borrowed materials by the date(s) established at the time of check-out.

For more information:

Visit the Mary M. Barksdale Library (DCC) page at: <https://www.danville.edu/library>

You may also link to the e-Library at: <https://danville.libguides.com/ebooks>

Library Hours: <https://danville.libguides.com/hours>

Student Library Access Policies are found on the Sovah – School of Health Professions' Website Link under: Library Services <https://www.sovahhealth.com/school-of-health-professions>

II. The Roanoke Higher Education Center (RHEC) Library serves the current students, faculty, and staff of our [Member Institutions](#).  
Services include:

- Over 4,000 print books; specializing in culinary arts, education, and nursing
- On-site access to more than 100 databases
- Over 70,000 full-text journals and 240,000 e-books
- Test preparation guides (CLEP, GED, Praxis, & more)
- Newspapers and magazines
- Free interlibrary loan service
- Photocopying and faxing
- Scanning, laminating, and printing

The Roanoke Higher Education Center Library is for the students, clients, faculty, and staff of the Center. We are not a public library. To access the library, you will need to have an RHEC library card and sign in using our touch screen system. Current students, clients, faculty, and staff affiliated with one of our [member institutions](#) may apply for a free library card [online](#) or at the circulation desk. You must provide proof of your current status, such as:

- University or school identification
- Letter of acceptance
- Current semester course schedule
- Signed letter from a member institution





### **PROFESSIONAL SEMINAR ATTENDANCE**

The Radiologic Technology Program attends, **AS A GROUP**, the VSRT Student-Educator Seminar in Virginia Beach each Spring. This is a fun and educational event that we participate in on an annual basis and participation is expected of all students. This event is designed to assist the students in assessing their preparedness for the ARRT certification exam. The students normally raise money to help pay for this event. This being a program function means that attendance to this meeting is an expectation of all students. Those choosing not to attend will be required to attend a full eight hours of clinical **each day of the event**, excluding weekends, and the attendance policy will be in effect. Also, once monies have been disbursed for registration fees and/or spending, any students not attending will be required to make full re-payment of funds to the class treasury. This would not include hotel costs unless a private room was provided. Failure to repay these fees will result in a debt to the school and transcripts and/or certificates will be withheld until payment is made.

### **FACULTY ACCESSIBILITY**

The faculty will be available to students on class days for a minimum of two (2) hours. Office hours will be at the discretion of the individual faculty member. **Conferences involving two or more faculty members may have to be scheduled.** All conferences with faculty will be strictly confidential except in extreme circumstances. Students may request conferences with any faculty member during normal scheduled hours. Exceptions may be made on a case-by-case basis.

### **FACULTY/STUDENT INTERACTION**

Class officers are elected each year in order to provide a unified voice to the faculty to address student concerns. One student from each class is also selected by the class to sit as a representative on the program's advisory committee. Private consultations are also scheduled on an individual basis with each student at semester's middle and/or end with their clinical advisor.

### **STUDENT/TECHNOLOGIST JOBS**

At times, our clinical affiliates offer employment to enrolled students as part time student technologists. They are not associated with clinical requirements and cannot take the place of clinical hours. Students must complete the scheduled day of clinical or class prior to beginning any work shift. The faculty members do not participate in the hiring for these positions. **Student Technologists also cannot perform competencies or checkoffs on ANY student.** These must be completed by ARRT Registered Technologists or Registered Sonographers only.

## Student Employment Policy

The purpose of this policy is to provide specific guidelines related to student employment opportunities in the imaging department during program enrollment. Upon graduation, employed students who successfully complete the program may be eligible to transition from a student position to a Sonographer/or Radiologic Technologist position (post-graduation employment is not guaranteed but may be offered based on current staffing needs).

### Eligibility:

Currently enrolled School of Health Professions Students in good academic standing. Note: eligibility for some positions requires successful completion of first year studies.

### Guidelines:

1. The Student position cannot be completed while the student is in attendance of mandatory clinical hours. Students are not allowed to be compensated during completion of required clinical hours.
2. Students may work during the evening, weekends, or holidays. Students may also work on days not designated for clinical hours or class time.
3. The position of the Student worker is not under the purview of the school. However, the school officials should be made aware of any position accepted by the student during program enrollment. The student **must** be in good standing within the program enrolled.
4. Hiring agencies may hire Students on a temporary basis for up to one year for an initial period.
5. Student Responsibilities:
  - a. As an employee, the Student Sonographer is responsible for performing either abdominal-extended, Obstetrics and Gynecology, Vascular or Adult Echocardiography studies on patients **under the direct observation and supervision of a registered Sonographer credentialed in the appropriate credentials for the studies being performed** and/or his or her designee.
  - b. As an employee, the Radiologic Technology Student Assistant is responsible for performing all diagnostic examinations on patients **under either "Direct" or "Indirect" supervision by a registered technologist certified in Radiologic Technology (supervision is determined by the employed student's level of competency).**
  - c. As an employee, the Student Sonographer/Radiologic Technology Assistant is not responsible for supervision of students placed into the clinical environment.
  - d. Completion of clinical competencies required for graduation are **ONLY** allowed during regular clinical hours.
6. The Student will model appropriate behavior as exemplified in the **Sovah Mission, Vision and Values.**

### Knowledge/Skills/Abilities

- Ability to understand and prepare complex written materials, such as patient records and technical manuals.
- Ability to communicate professionally and clearly with co-workers and physicians.
- Ability to accept constructive job-performance feedback and demonstrate growth by incorporation of feedback into skill set.
- Ability to perform independent reading and learning pertaining to profession.
- Strong critical thinking and attentiveness to detail are required.
- Maintains patient confidentiality.
- Demonstrates accuracy and attention to detail.
- Ability to work independently and as part of a team.



### Key Job Responsibilities

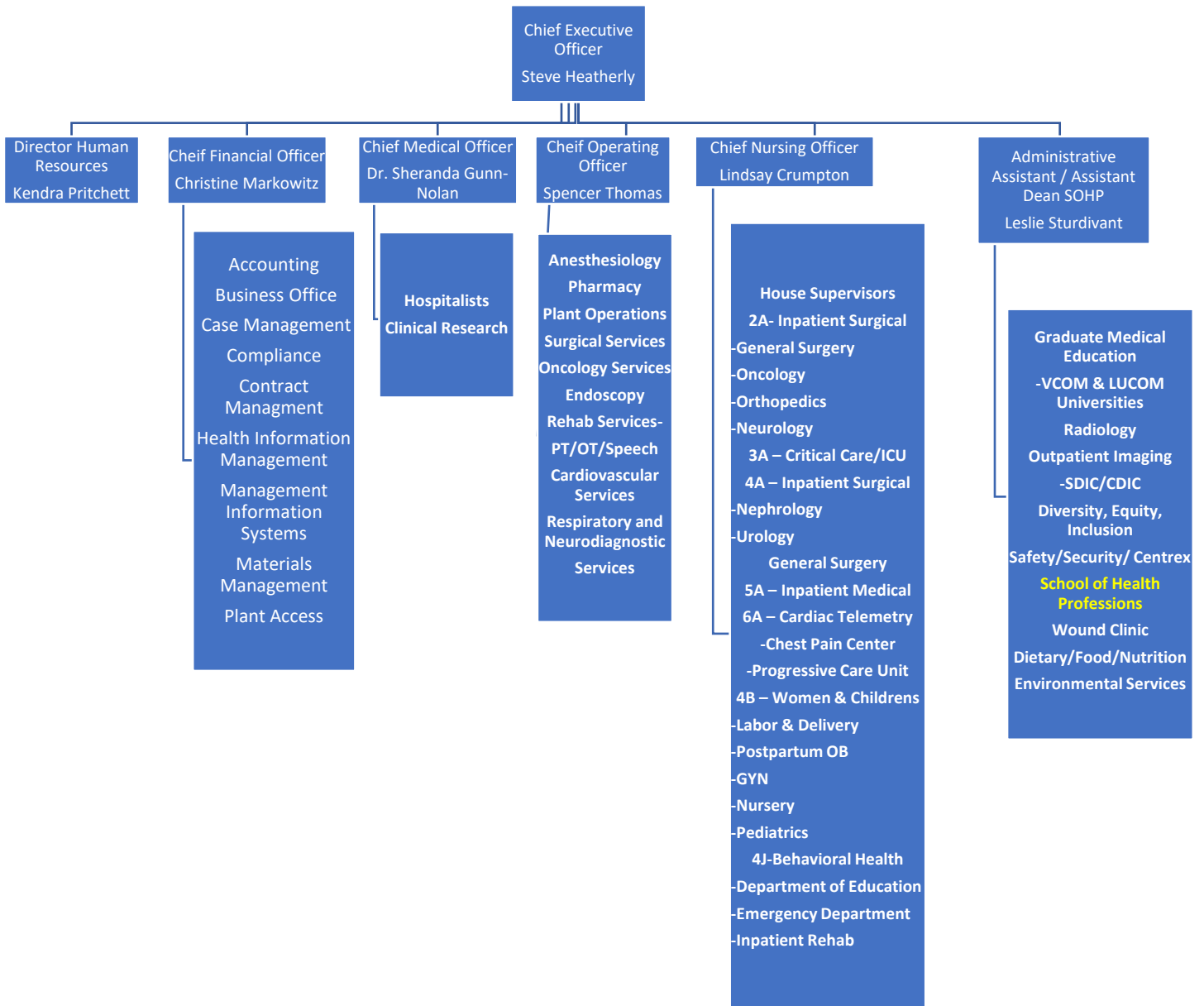
- Observes and performs studies on patients while under direct or indirect supervision of a registered Sonographer/or Radiologic Technologist.
- Participates in monitoring and ensuring compliance with regulatory requirements, quality standards, compliance activities, and policies and procedures.
- Demonstrates effective customer relations skills, promotes a positive work environment, and contributes to the overall team effort.
- Performs other job functions as assigned or requested.

### Physical Requirements

- The physical requirements of the Sonography Student are medium work-exerting up to 50 lbs. of force occasionally and/or up to 25 lbs. of force frequently.
- The physical activities of the Radiologic Student Assistant may include climbing, lifting up to 75 lbs., pushing up to 75 lbs., standing, hearing, walking, reaching, grasping, kneeling, stooping, and repetitive motion.
- Must have good balance and coordination.
- The Associate is required to have close visual acuity including color, depth perception, and field of vision to perform an activity, such as assessing patients, preparing, and analyzing data and figures; transcribing; viewing a computer terminal; or extensive reading.
- Frequent invasive and non-invasive patient contact.
- Exposure to patient body fluids as well as exposure to hazardous or poisonous materials.
- Ability to react quickly to emergency situations.

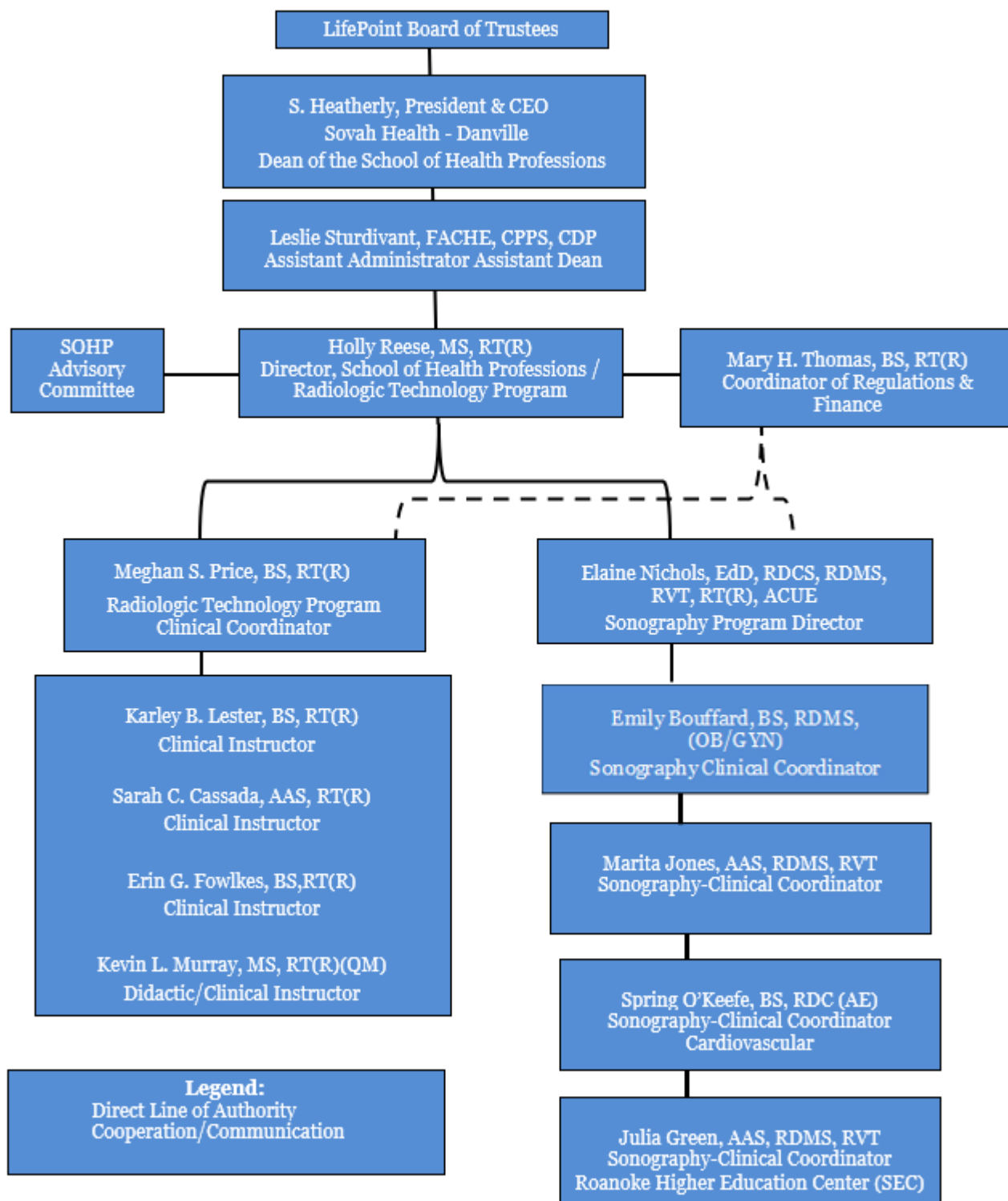
## Sovah Danville Organizational Chart

### SOVAH Health Danville Organizational Chart





## Sovah School Of Health Professions-Organizational Chart





## **Notification Of Rights Under The Family Educational Rights And Privacy Act (FERPA)**

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the director of the specific program a written request that identifies the record(s) the student wishes to inspect. The director will arrange access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the director of the program, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person employed by Sovah Health – Danville providing a service instead of a school employee (i.e. health, security, mail, business office, MIS); a person or company with whom the school has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Managers, or a student serving on an official committee, such as Appeals Committee, or assisting another school official in performing his or her tasks; or representatives of authorized agencies such as accrediting agencies.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



## **Definitions for FERPA**

**Student:** An applicant becomes a student upon registration/enrollment in a Program provided by the School of Health Professions.

**Legitimate Educational Interest:** A need to review an education record in order to fulfill professional responsibilities for the school.

**School Official:** A person employed by the school in an administrative, supervisory, academic, or support staff position; a person employed by Sovah Health - Danville providing a service for the school (including health, security, mail, business office) instead of using school employees or officials; or a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent).



## **Record Maintenance Policy**

It is the policy of this program to follow the recommendations of our accrediting agencies in regard to maintenance of student permanent records. We follow both **Accrediting Bureau of Health Education Schools (ABHES)** and the **State Council for Higher Education in Virginia (SCHEV)** recommendations.

Accrediting Bureau of Health Education Schools (ABHES)

### **RECORD MAINTENANCE**

Institutions are encouraged to maintain records in an easily accessible and orderly fashion. Minimally, the following records must be maintained although institutions may choose a variety of methods for retention of these important documents:

Students (current, withdrawn, graduate)

- Enrollment agreement
- Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
- Admission determination documentation (e.g., admission exam, counseling documentation for students admitted under an ability-to-benefit determination)
- Signed statement of general health
- Financial records (e.g., required financial aid documentation, tuition payments, refund calculations) and evidence of monies returned)
- Academic transcript (must be maintained indefinitely)
- Attendance records
- Progress reports or correspondence
- Externship/external clinical evaluations
- Documentation of placement activity
- Other records that may be required by other regulatory agencies.
- Yearly FERPA acknowledgement

Records must be maintained for a minimum of three (3) years after the end of the institution's most recent fiscal year during which the students were last enrolled or for longer periods of time as required by other regulatory agencies.

## **State Council Of Higher Education For Virginia**

### **8 VAC 40-31-160**

D. The postsecondary school shall maintain records on all enrolled students. These records minimally shall include:

- Each student's application for admission and admissions records containing information regarding the educational qualifications of each regular student admitted which are relevant to the post-secondary school's admissions standards. Each student record must reflect the requirements and justification for admission of the student to the postsecondary school. Admissions records must be maintained for five years.
- Transcript of the student's academic or course work at the school, which shall be retained permanently in either hard copy forms or in a database with backup.
- A record of student academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student's status (graduated, probation, etc.)
- The school shall transact a written, binding agreement with another school or records-maintenance organization with which the school is not corporately connected for the preservation of students' transcripts by another institution or agency, as well as for access to the transcripts, in the event of school closure or revocation of certification in Virginia.

12/02

Revised 7/16, 9/17, 11/22, 02/23, 06/23, 8/23



## **RADIOLOGIC TECHNOLOGY PROGRAM**



## **Radiologic Technology Program Goals/Objectives**

The goals of the School of Health Professions' Radiologic Technology Program are:

***Goal #1: To provide students with sound problem solving and critical thinking skills necessary to function effectively in the clinical environment.***

- Students will determine the need to modify standard procedures to accommodate patient condition and other variables
- Graduates will demonstrate effective critical thinking skills

***Goal #2: To provide an education that promotes compassion, ethical behavior and professionalism in the healthcare setting.***

- Students/Graduates will demonstrate the ability to behave in a compassionate manner
- Students/Graduates will demonstrate positive ethical and professional behavior
- Graduates will have become members of a professional organization
- Graduates will be seeking completion of advanced certifications/degrees

***Goal #3: To provide students with the skills required to become clinically competent and prepared to meet the entry level expectations of their employers.***

- Students will demonstrate the ability to provide quality patient care
- Students will demonstrate proper positioning skills
- Students will apply the principles of radiation protection to patient, self and others
- Students will correctly make changes to technical factors to compensate for pathology, body habitus and other conditions
- Students can recognize emergency patient conditions and initiate appropriate treatments

***Goal #4: To provide students with the ability to demonstrate effective communication skills.***

- Students will communicate effectively with the patient prior and during procedure
- Graduates will demonstrate effective oral and written communication skills

***Goal #5: To meet the need for certified radiographers in the community.***

- Graduates are satisfied with the program
- The program will graduate 83% of the students initially enrolled
- Graduates will pass the ARRT exam on 1<sup>st</sup> attempt
- Graduates will be employed within 12 months if seeking entry-level employment
- Of the surveys returned, Employers will be satisfied with the program



## School of Health Professions

# Admission Criteria - Radiologic Technology

1. Completed applications must contain the following:
  - a. Completed application form with the non-refundable fee.  
Please make all checks payable to: **Sovah School of Health Professions**
  - b. An essay (Guidelines included below)
  - c. 3 letters of reference (Forms included below)
  - d. Official high school transcripts and college transcripts, if applicable, are required (sealed envelopes).
  - e. HESI A<sup>2</sup> Pre-Assessment Examination Scores.
  - f. SAT and/or ACT Test Scores if applicable.

(We ask that ALL information be sent in one packet to reduce processing time and errors. Do NOT include photocopies of your diplomas/degrees.)
2. All information will be kept strictly confidential.
3. Applicants are selected in accordance with nondiscriminatory policies.
4. Permission is granted to consult previous educators, employers, and agencies.
5. Sovah School of Health Professions Radiologic Technology Program will perform criminal background checks on all applicants; any false statements will be grounds for non-acceptance or dismissal.
6. Minimum APPLICATION pre-requisite educational requirements:
  - a. High School Diploma or its equivalent (i.e., GED or home school documentation) with the following courses which **MUST be completed at time of application**: (no exceptions, coursework "in progress" will not be counted) **An OFFICIAL transcript and not the actual diploma is required for verification.**
  - b. A minimum cumulative high school GPA of 2.5.
  - c. Two units of the following high school math courses with a grade "C" or above:
 

☐ Algebra I   ☐ Algebra II   or   ☐ Geometry
  - d. Two units of the following high school science courses with a grade "C" or above:
 

☐ Anatomy   ☐ Biology   ☐ Chemistry   or   ☐ Physics.
7. **IF ACCEPTED into the program, the following pre-requisite courses will be required prior to the start of the program.**

✓ Human Anatomy & Physiology I  
 ✓ Math 154 / 155 or higher  
 ✓ Medical Terminology I

Final grade of "C" or better is required (*these courses are NOT required to apply*)
8. Co-requisite Courses: Additional required general education courses (Check with the Program Director for specific class information.)
 

✓ College Success Skills (or equivalent)  
 ✓ English (College Composition I or equivalent)  
 ✓ CST 100 or equivalent  
 ✓ PSY 230 or equivalent

(All item "7" General Education Courses **MUST** be completed prior to graduation and *are NOT required to apply*)



9. Acceptance of students is a **two-part process** based upon results of:

**Part 1.** Completed application score

**Part 2.** Personal interview score.

Each candidate's application, HESI test score and transcripts will be reviewed with a score being obtained from academic grades in math, science, and other relative courses. Advanced/college prep courses will carry more weight than standard course work. Based on these scores the most qualified individuals will be granted a personal interview. These scores will be totaled to make our final decisions.

\*You may schedule your HESI A<sup>2</sup> Pre-Assessment Examination with the Danville Community College (DCC) Testing Center. Please reference our webpage for additional information regarding registration, payment, and scheduling of the HESI A<sup>2</sup> Pre- Assessment Examination.

<https://www.sovahhealth.com/radiologic-technology-program>

10. Acceptance into the Sovah School of Health Professions' Radiologic Technology Program is also contingent upon potential students passing a pre-enrollment drug screening and physical examination. Results of these tests are confidential and are maintained by the institution.
11. Technical standards: Due to the nature of this profession and considering the safety of our patients and our students, applicants must be able to meet all the following technical standards in order to be considered for enrollment.
- Sufficient corrected eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
  - Sufficient corrected hearing to assess patient needs and communicate verbally with other healthcare providers.
  - Sufficient verbal and written skills to communicate needs promptly and effectively in English.
  - Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds and ensure patient safety.
  - Intellectual and emotional functions needed to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

### **PHYSICAL RESOURCES (RADIOLOGIC TECHNOLOGY PROGRAM)**

- Physical space equals approximately 10,000 square feet which includes:
- Offices for our six (6) faculty members including telephones and computers and a fax/copy machine
- Office for Financial Aid
- Classroom with desks for up to 14 students
- LCD projector
- Computer
- TV/VCR
- Wi-Fi Internet access for teaching purposes
- Full size skeleton and individual bones
- Multiple anatomical models including but not limited to;
  - Human Torso Anatomy Model
  - Knee
  - Wrist
  - Spine
- An energized radiographic lab for the teaching and simulation of radiologic procedures
- Stretcher
- Digital Radiography (DR) System
- Break room for the students including microwave and refrigerator
- Library Access- Danville Community College
- Additional audio-visual equipment through the hospital's Department of Education
- Supplies for teaching and administrative purposes are available and are budgeted items

## **Radiation Monitoring, Pregnancy & Ionizing Radiation Policy - Radiologic Technology)**

### **RADIATION MONITORING**

A radiation monitoring program for all Radiologic Technology Students & Faculty Members is provided through Sovah Health – Danville. Students, Faculty Members & Clinical Staff should familiarize themselves with the following to assure a complete understanding of the program and the procedures of implementation. Monitoring is required by the program, Sovah Health, and by our Accrediting Agencies. Monitoring is for YOUR protection and violations of this policy will be dealt with immediately. **NO EXCEPTIONS!**

#### **Procedures:**

- Each individual is assigned a radiation monitoring device, **which is to be worn AT ALL TIMES while in the clinical setting and any labs requiring radiation exposure.** The radiation monitoring device should be worn at the collar level only outside of any protective lead apron.
- Failure to wear or change radiation monitors on time will result in a clinical occurrence form being submitted for the offending party.
- The radiation monitoring device should be worn when in clinical assignments, classes and labs only.
- Radiation monitoring devices must be changed no later than the 1<sup>st</sup> day of each month. The new badges will be placed in the break room on the badge board. Old badges should be swapped immediately when the new ones arrive. **It is the student's responsibility to change his/her badge on time. Failure to do this in a timely manner will result in lost clinical grade points which may adversely affect your final grade.**
- It is the goal of this program to keep radiation exposure dose to students at a minimum. Therefore, students **MUST** never hold an image receptor during an exposure. Additionally, students should not hold patients during routine x-ray exposures when an immobilization device is the appropriate standard of care. Presence during fluoroscopic and surgical procedures is unavoidable and is a critical part of the clinical education experience, however, care must be taken in order to minimize exposure during these procedures.
- Students' radiation dose should be maintained below the NCRP recommended level of 100 mrem (1 mSv) per year. This equates to a monthly dose limit for students of 8 mrem/month (0.08 mSv.)
- All exposure records are reviewed monthly by the Radiation Safety Committee and exposure records are made available to students by being posted in the break room.
- Should a questionable exposure be noted, the student and Program Director will be notified. An inquiry to assess the situation will be conducted. If the exposure is near or exceeds reasonable limits as dictated by the NRC and state laws, the student will be counseled by the Radiation Safety Committee and/or the Program Director on radiation safety practices. The student may be left in the current rotation, placed in another rotation with lower exposure probability, or removed from the clinical area completely until deemed safe by the committee. In extreme cases it may be necessary to remove the student from the program.
- Should a student misplace his/her radiation monitoring device, contact the program faculty immediately





### **RADIATION SAFETY RULES CLINICAL and/or LAB**

- Students are not allowed to make any exposures in the lab without prior consent, scheduling, and supervision of a program faculty member. Exposures to fellow students, family members or members of the public in the lab setting are strictly prohibited.
- Students **MUST** always wear the assigned radiation monitoring device (dosimeter) when in the clinical or lab setting, and exposures are being performed.
- Never stand in the primary beam.
- **Never** make an exposure when another person is present in the examining room without appropriate protective covering. In a lab setting, when phantom images are being performed, NO ONE should be in the radiographic room during exposure unless behind a protective lead **shield**.
- Never enter a room while an exposure is being made.
- Students should **always wear protective gear/apparel** when a protective barrier is not available.
- **Always** restrict the radiation beam by coning or collimation.
- All doors to the radiographic room must be closed during an exposure.
- Never become careless when working with or around radiation.
- All radiology personnel will adhere to the ALARA (As Low As Reasonably Achievable) concept.
- Direct any questions or concerns to a faculty member.
- **All radiographic procedures**, whether on actual patients or phantoms, must be performed under either direct or indirect supervision of a Registered Technologist only. See Clinical Handbook- Definitions of Direct vs. Indirect Supervision.



**REPEAT RADIOGRAPHS** may be performed **ONLY** under the **DIRECT supervision** of a **Registered Technologist**. This means that the technologist must be physically present in the examining room with the patient and student during the repeated procedure.

**The student is under NO OBLIGATION to inform anyone of her pregnancy status.** The Radiography Program at Sovah Health - Danville takes the position that the reporting of pregnancy to program officials be **voluntary on the part of the student**. It will be assumed that all students are NOT pregnant until such time that an official declaration has been made in writing to the Program Director. Students who declare their pregnancy must observe the following procedures in regard to class and clinical experiences/attendance.

**Classes:** Class attendance will continue to follow the standard attendance policy and will be enforced. Therefore, the student **MUST REQUEST**, if possible, a leave of absence based on the programs' **GENERAL/MEDICAL LEAVE of ABSENCE POLICY (see policy above)**. **Failure to abide by the requirements of this policy will result in the student's termination from the Radiologic Technology Program.**

**Clinical:** Clinical experience, which involves the student being assigned to radiation areas, is a crucial part of this instructional program. Medical evidence however suggests that a fetus should not be exposed to any unnecessary radiation throughout the nine (9) month gestation period.

Students must understand that they will be exposed to a variety of radiological examinations in order to complete the requirements of this program. Those who choose to notify the director of their pregnancy should do so as soon as possible. The student will then be scheduled to review radiation safety practices and will be provided an additional radiation monitoring device to be worn at waist level (Fetal level) at all times while in the clinical setting. This badge must always be worn under the protective lead aprons.

Upon confirmation of pregnancy the student may select one of the following scenarios:

- ☐ The student may elect to withdraw from the program and be reinstated at that same point in the program twelve (12) months hence, or
- ☐ The student may elect to remain in the program and be placed in a radiation environment that is in accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus" where total fetal dose will not exceed 0.5 rem (5 mSv). All mandatory clinical experiences must be completed prior to program completion, or
- ☐ The student may elect to remain in the current and future clinical settings/rotations in an unaltered status for the duration of the program.

**Students will be expected to attend classes, clinicals and labs with WRITTEN permission from her primary care / OB physician.**

Regardless of the above option selected, the student will be required to complete all aspects of the program in order to graduate.

The student should also be aware that until a pregnancy is declared, the normal dose rate for an occupationally exposed person of 5.0 rems (50 mSv) per year will apply. The lower dose rate will not take effect until such notification is made in writing to the Program Director.

A copy of the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13 is available for the students review and a copy will be provided upon request.

**\*After the student has completed a leave of absence, a medical release from the student's physician will be REQUIRED for return to clinical activities. This release must be given to the Program Director.**

**RESCINDING: If she so chooses, the student may elect to "rescind" her declaration of pregnancy at any time. If the student chooses to rescind her declaration, it MUST be in writing and given to the Program Director.**



SOVAH

## School of Health Professions

Tuition – Radiologic Technology

**SOVAH SCHOOL OF HEALTH PROFESSIONS  
RADIOLOGIC TECHNOLOGY PROGRAM  
Danville, Virginia**

FINANCIAL REQUIREMENTS				
Class Entering January 2024				
1st Year Courses				
<u>JUNIOR - 1st SEMESTER (20 total credit hrs)</u>		Fall		
General Education Courses from Community College - Costs vary by institution and number of credits needed. A list of required courses can be found on the front page of our web site.				
<u>JUNIOR - 2nd SEMESTER (credit hours)</u>		14	Spring	
Tuition			\$3,710.00	
* Books (estimate)			\$800.00	
* Liability Insurance			\$80.00	
* Lab Fee			\$210.00	
* Technology Fee			\$210.00	
* Drug Testing Fee			\$80.00	
* Standardized Testing Fees..			\$75.00	
* Trajecsys Fee			\$150.00	
Total			\$5,315.00	
<u>JUNIOR - 3rd SEMESTER (credit hours)</u>		3	Summer	
Tuition			\$795.00	
* Lab Fee			\$45.00	
* Technology Fee			\$45.00	
* Standardized Testing Fee			\$75.00	
Total			\$960.00	
Total - Year 1			\$6,275.00	
2nd Year Courses				
<u>SENIOR - 4th SEMESTER ( credit hours)</u>		13	Fall	
Tuition			\$3,445.00	
* Lab Fee			\$195.00	
* Technology Fee			\$195.00	
Total			\$3,835.00	
<u>SENIOR - 5TH SEMESTER (credit hours)</u>		12	Spring	
Tuition			\$3,180.00	
* Liability Insurance			\$80.00	
* Lab Fee			\$180.00	
* Standardized Testing Fees			\$163.00	
* Technology Fee			\$180.00	
Total			\$3,783.00	
<u>SENIOR - 6TH SEMESTER (credit hours)</u>		8	Summer	
* Tuition			\$2,120.00	
* Lab Fee			\$120.00	
* Technology Fee			\$120.00	
* Graduation Fee			\$215.00	
Total			\$2,575.00	
Total - Year 2			\$10,193.00	
Tuition/Credit Hour			\$265.00	
Lab Fee/ ch			\$15.00	
Technology Fee/ ch			\$15.00	
TOTAL FOR TWO YEARS			\$16,468.00	

*All Fees Listed Are Mandatory and Subject to Change.*

**FOR INFORMATION REGARDING FINANCIAL AID, CONTACT THE FINANCIAL AID OFFICER AT 434-799-2271.**

**Legend:**

\*Many of our fees are made payable to 3rd party vendors. Therefore, some of the fees are non-refundable after the 1st day of class.

...ALL Students attending the Sovah - School of Health Professions MUST have a notebook computer or tablet with:

1. Internet capabilities including both Wifi capability and an ethernet port
2. Microsoft Office compatibility and
3. An active g-mail account.

<sup>†</sup> Students will be responsible for any costs associated with computer failure and/or system failure due to problems arising from his/her computer. Students must also maintain virus protection and program updates as provided by the manufacturer or computer program.

Uniforms and routine classroom supplies costs are solely the student's responsibility

**FEE SCHEDULE**

*APPLICATION FEE.....	\$50.00 (Payable on Submission of Application)
*ADMISSION FEE.....	\$50.00 (Payable on Acceptance)
*CRIMINAL BACKGROUND CHECK.....	\$40.00 (Payable on Acceptance)
*RE-ADMISSION FEE.....	\$50.00 (Payable at Time of Readmission Acceptance)



## School of Health Professions

# Curriculum - Radiologic Technology Program

The Radiologic Technology Program is a two (2) year Associate of Applied Science Degree granting program that includes classroom and laboratory sessions as well as supervised clinical practice in hospital and outpatient facilities.

First Year

### Fall Semester I

College Success Skills	1	
English Composition I	3	
Human Anatomy & Physiology I	4	
Introduction to Public Speaking	3	
Math Elective (MTH 154 or 155 or higher)	3	
Medical Terminology I	3	
Developmental Psychology	3	
		<b>20</b>

### Spring Semester II

RAD 105	Intro to Radiology, Protection & Pt. Care	3	
RAD 121/L	Radiographic Procedures I w/Lab	4	
RAD 141	Principles of Radiographic Quality I	4	
RAD 131	Elementary Clinical Procedures I	3	
			<b>14</b>

### Summer Semester III

RAD 132	Elementary Clinical Procedures II	3	
			<b>3</b>

### Second Year

#### Fall Semester IV

RAD 111	Physics/Radiologic Sciences I	4	
RAD 221	Radiographic Procedures II	4	
RAD 231	Advanced Clinical Procedures I	5	
			<b>13</b>

#### Spring Semester V

RAD 205	RAD Protection/Radiobiology	3	
RAD 215	Correlated Radiographic Theory	1	
RAD 240	Radiographic Pathology	3	
RAD 232	Advanced Clinical Procedures II	5	
			<b>12</b>

#### Summer Semester VI

RAD 246	Special Procedures	3	
RAD 290	Advanced Clinical Procedures III	5	
			<b>8</b>

### Total Credit Hours 70

The 70 credit hours consist of **50 credit hours of Core Curriculum** and 20 credit hours of general education classes that **MUST** be completed at an institution of higher learning which is accredited by an entity recognized by the ARRT.

**Method of Delivery: Residential**



## School of Health Professions

# AAS DEGREE CURRICULUM

## RADIOLOGIC TECHNOLOGY PROGRAM

The Admission Requirements for the Radiologic Technology Program are two units of HS Math (Algebra I or higher), two units of HS Science (BIO, CHEM, Anatomy or Physics) with a minimum of a “C” in each course and an overall GPA of 2.5. All general education courses listed (or their equivalents) MUST be completed at an institution of higher learning recognized by the ARRT. **+Human Anatomy & Physiology I, Medical Terminology I, and the Math Elective must be completed by the end of the Fall semester to begin the professional courses in the Spring.** All others may be completed prior to or during the professional component of the program.

Once all courses have been completed the graduate will earn an AAS Degree in Radiologic Technology.

### GENERAL EDUCATION COURSES

Fall Semester 1					
Discipline	Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
+BIO	141	Human Anatomy & Physiology I	3	3	4
+HLT	143	Medical Terminology I	3	0	3
ENG	111	English Composition I	3	0	3
CST	100	Intro to Public Speaking	3	0	3
MTH	EEE	Math Elective (MTH 154/155 or higher)	3	0	3
SDV	100	College Success Skills	1	0	1
PSY	230	Developmental Psychology	3	0	3
<b>Total</b>					<b>20</b>

### PROFESSIONAL CORE COURSES

Spring Semester 2					
RAD	105	Intro to Radiology, Protection & Pt. Care	3	0	3
RAD	121/L	Radiographic Procedures I w/Lab	3	3	4
RAD	141/L	Principles of Radiographic Quality I w/Lab	3	3	4
RAD	131	Elementary Clinical Procedures I	0	16	3
<b>Total</b>					<b>14</b>
Summer Semester 3					
RAD	132	Elementary Clinical Procedures II	0	16	3
<b>Total</b>					<b>3</b>
Fall Semester 4					
RAD	111	Physics/Radiologic Sciences I	3	3	4
RAD	221/L	Radiographic Procedures II w/Lab	3	3	4
RAD	231	Advanced Clinical Procedures I	0	24	5
<b>Total</b>					<b>13</b>
Spring Semester 5					
RAD	205	RAD Protection/Radiobiology	3	0	3
RAD	215	Correlated Radiographic Theory	1	0	1
RAD	240	Radiographic Pathology	3	0	3
RAD	232	Advanced Clinical Procedures II	0	24	5
<b>Total</b>					<b>12</b>
Summer Semester 6					
RAD	246	Special Procedures	3	0	3
RAD	290	Advanced Clinical Procedures III	0	24	5
<b>Total</b>					<b>8</b>
<b>General Education Class Credits Required for Degree</b>					<b>20</b>
<b>Radiography Core Classes Required for Degree</b>					<b>50</b>
<b>Total Credits for the Associate of Applied Science Degree in Radiography</b>					<b>70</b>



## **CORE COURSE DESCRIPTIONS**

### **RAD 105 Introduction to Radiology, Protection and Patient Care (3 CR)**

Presents brief history of radiologic profession, code of ethics, conduct for radiologic students, and basic fundamentals of radiation protection. Teaches the care and handling of the sick and injured patient in the Radiology Department. Introduces the use of contrast media necessary in the investigation of the internal organs.

Lecture 3 hours per week.

### **RAD 111 Physics/Radiologic Science I (4 CR)**

Teaches concepts of radiation, radiography physics, fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to radiography. Focuses on X-ray production, emission, and X-ray interaction with matter.

Lecture 3 hours & 3 lab hours per week.

### **RAD 121 Radiographic Procedures I (4 CR)**

Introduces procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the chest, abdomen, extremities, and axial skeleton.

Lecture 3 hours & 3 lab hours per week.

### **RAD 131-132 Elementary Clinical Procedures I-II (3 CR) (3 CR)**

Develops advanced technical skills in fundamental radiographic procedures. Focuses on manipulation of equipment, patient care, osseous studies, skull procedures, and contrast studies. Provides clinical experience in cooperating health agencies. Students are monitored by designated clinical instructors and/or program faculty. Students are not to provide labor or be a replacement for a permanent employee.

Clinical 16 hours per week.

### **RAD 141 Principles of Radiographic Imaging I (4 CR)**

Presents factors that control and influence radiographic quality, as well as various technical conversion factors useful in radiography. Discusses technical factors and ancillary equipment that assist in the creation and capture of the radiographic image.

Lecture 3 hours & 3 lab hours per week.

### **RAD 205 Radiation Protection and Radiobiology (3 CR)**

Studies methods and devices used for protection from ionizing radiation. Teaches theories of biological effects, cell and organism sensitivity, and the somatic and genetic effects of ionizing radiation. Presents current radiation protection philosophy for protecting the patient and technologist.

Lecture 3 hours per week.



**RAD 215 Correlated Radiographic Theory I (1 CR)**

Presents intensive correlation of all major radiologic technology subject areas. Studies interrelationships of biology, physics, and principles of exposure, radiologic procedures, patient care, and radiation protection.

Lecture 1 hours per week.

**RAD 221 Radiographic Procedures II (4 CR)**

Continues procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the skull, contrast studies of internal organs, and special procedures employed in the more complicated investigation of the human body.

Lecture 3 hours & 3 lab hours per week.

**RAD 231-232 Advanced Clinical Procedures I-II (5 CR)(5 CR)**

Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies. Students are monitored by designated clinical instructors and/or program faculty. Students are not to provide labor or be a replacement for a permanent employee.

Clinical 20-25 hours per week.

**RAD 240 Radiographic Pathology (3 CR)**

Presents a survey of common medical and surgical disorders that affect radiographic image. Discusses conditions related to different systems of the human body. Studies the correlation of these conditions with radiographs.

Lecture 3 hours per week.

**RAD 246 Special Procedures (3 CR)**

Studies special radiographic and surgical procedures and equipment employed in the more complicated investigation of internal conditions of the human body.

Lecture 3 hours per week.

**RAD 290 Coordinated Internship (5 CR)**

Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation.

Provides clinical experience in cooperating health agencies. Students are monitored by designated clinical instructors and/or program faculty. Students are not to provide labor or be a replacement for a permanent employee.

Clinical 24 hours per week.





## **JRCERT Non-Compliance Policy**

The School of Health Professions Radiologic Technology Program wishes to maintain accreditation through the Joint Review Committee on Education in Radiologic Sciences (JRCERT). The JRCERT Standards are all encompassing and govern the structure and function of our program. The standards are available for review upon request. The standards may also be found on the internet at [www.jrcert.org](http://www.jrcert.org)

**PURPOSE:** It is the purpose of this policy to:

Clarify and provide an effective and accessible means for students to understand the role of the program and its responsibility to the student and JRCERT.

Clarify and provide an effective and accessible means of voicing concerns of non-compliance with JRCERT Standards to the appropriate parties.

Settle any complaints and/or concerns related to non-compliance of JRCERT Standards after consideration of as many facts as possible, with an attitude of mutual respect and confidence.

Before submitting allegations to the JRCERT, the individual must first attempt to resolve the complaint directly with the program/institutional officials by following the established program grievance procedures.

Any student with a justifiable complaint has the right to file his/her complaint with the school's administration and/or the JRCERT. If a student believes a JRCERT standard violation has occurred, he/she may choose from the following options:

1. Contact a Radiologic Technology Program Official with the option of remaining anonymous. The Program Official must confer with the student who filed the complaint to resolve the issue within two (2) working days after the receipt of such complaint.

or

2. If the student is dissatisfied with the decision of the Official, the student may file his/her complaint with the Dean of Sovah School of Health Professions with the option of remaining anonymous within two (2) working days after receiving a response from the Program Official. The Dean of Sovah School of Health Professions will have five (5) working days from the date of receipt to respond.

If at this time the student is still not satisfied with the decision, the student may file his/her complaint with the JRCERT.

3. Contact JRCERT directly. Steps on the allegations reporting process can be found by selecting the link below:

[Allegations - JRCERT](#)

JRCERT

20 N. Wacker Drive Suite 2850

Chicago, IL 60606-3182

312.704.5300

Web: [www.jrcert.org](http://www.jrcert.org)

12/02

Revised 7/16, 9/17, 11/22, 06/23



# **DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

## **General Sonography & Cardiovascular Tracts**



## **Diagnostic Medical Sonography Program Objectives & Goals**

The overarching goal of the Sovah Health Professional School of Diagnostic Medical Sonography is to prepare competent entry-level abdominal, OB/GYN, Vascular, and Adult Echocardiography sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

### **Program Cognitive Objective:**

At the completion of the Diagnostic Medical Sonography Program, graduates will demonstrate the ability to comprehend, apply and evaluate didactic knowledge and clinical information relative to their role as entry-level sonographers.

### **Program Psychomotor Objective:**

At the completion of the program, the graduate of Diagnostic Medical Sonography Program will demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level sonographer.

### **Program Affective Objective:**

At the completion of the program, the graduate of Diagnostic Medical Sonography Program will demonstrate personal behaviors consistent with professional and employer standards and expectations for an entry-level general sonographer, these include:

- "To prepare competent entry-level Abdominal extended sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level OB/GYN sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level Vascular Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."
- "To prepare competent entry-level Adult Echocardiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."



**The goals of the School of Health Professions' Diagnostic Medical Sonography Program are:**

**Goal #1: To provide students with sound problem solving and critical thinking skills necessary to function effectively in the clinical environment.**

- Students will determine the need to modify standard procedures to accommodate patient condition and other variables
- Graduates will demonstrate effective critical thinking skills by demonstrating the ability to record, analyze, and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician

**Goal #2: To provide an education that promotes compassion, ethical behavior, and professionalism in the healthcare setting.**

- Students/Graduates will demonstrate the ability to behave in a compassionate manner
- Students/Graduates will demonstrate positive ethical and professional behavior
- Graduates will have become members of a professional organization
- Graduates will be seeking completion of advanced certifications/degrees

**Goal #3: To provide students with the skills required to become clinically competent and prepared to meet the entry level expectations of their employers.**

- Students will demonstrate the ability to provide quality patient care.
- Students/Graduates will be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Student/Graduate will perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Student/Graduate will exercise discretion and judgment in the performance of sonographic and/or related diagnostic services.

**Goal #4: To provide students with the ability to demonstrate effective communication skills.**

- Graduates will demonstrate effective oral and written communication skills.
- Students/Graduates will demonstrate appropriate communication skills with patients and colleagues.
- Students/Graduates will facilitate communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

**Goal #5: To meet the need for credentialed Diagnostic Medical Sonographers in the community.**

- Students will successfully take and pass National credentialing examinations.
- Graduates will have positive placement within 6 months of seeking entry level employment.
- Of the surveys returned, Employers will be satisfied with the program.
- Of the surveys returned, Graduates will be satisfied with the program.



## **Sonography Program Prerequisites/Admission Requirements**

Applicants who have completed all program prerequisites prior to September 1<sup>st</sup> will be eligible for admission. Applicants that are in the process of completing courses may be accepted contingent upon course completion. Staff will not be available to assist with submission of application materials after deadline. Applicants **MUST** complete the application process before September 1<sup>st</sup>. Applications arriving after this date will not be evaluated.

The following items must be satisfactorily completed to be considered for admission to the Diagnostic Medical Sonography Program. This is a competitive admissions process with limited enrollment and not all applicants will be granted admission. Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.

### **Admission Criteria:**

- A. Minimum of a high school diploma or its equivalent (i.e. GED or home school documentation)
- B. Official transcripts which must include:**
  - College Success skills (or equivalent)
  - English Composition I
  - Human Anatomy and Physiology I and II
  - Social Science Elective
  - MTH 131 or MTH 161
  - College Physics
  - Humanities Elective
- C. Completed Application form with the non-refundable fee. Please make all checks payable to:  
**Sovah School of Health Professions**
- D. 3 letters of Reference
- E. Minimum Selective GPA from above courses needs to be at least a 3.0 All information will be kept confidential. Applicants are selected in accordance with nondiscriminatory policies.

### **Factors Considered for Admission Decision:**

Admission to the Diagnostic Medical Sonography Program is competitive and will be based on a ranking system that includes student performance on all of the sonography program prerequisites. Each student's past and potential educational achievement is measured against all other students applying.

Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be considered during the application process. Students meeting all the minimum requirements for admission are not guaranteed acceptance. Priority for admission is given to Radiologic Technology Program graduates.

### **Evaluation Process:**

- Sonography Program applicants complete application and all required prerequisites prior to September 1 deadline. Applications or documentation received after the deadline will not be considered.
- The Program Director conducts a preliminary screening of all applications to determine those who have met the minimum prerequisites and thus are eligible for admission.
- Applicants are ranked according to the following criteria in order of importance:
  - The completed prerequisite courses completed by the application deadline.
  - The GPA earned in those completed courses.

Acceptance into the Sovah School of Health Professions' Diagnostic Medical Sonography Program is also contingent upon potential students passing a pre-enrollment drug screening and physical examination. Results of these tests are confidential and are maintained by the institution.



## School of Health Professions

# Tuition – General Sonography

### SOVAH SCHOOL OF HEALTH PROFESSIONS DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM Danville, Virginia

FINANCIAL REQUIREMENTS Class Entering January 2024				
1st Year Courses			2nd Year Courses	
Pre-Requisite Courses		Fall	4th SEMESTER ( credit hours) 12 Fall	
General Education Courses from Community College - Costs vary by institution and number of credits needed. A list of required courses can be found on the front page of our web site.			Tuition \$4,524.00	
			* Lab Fee \$180.00	
			* Technology Fee \$180.00	
			* Standardized Testing Fees \$65.00	
			Total \$4,949.00	
2nd SEMESTER (credit hours) 5		Spring	5TH SEMESTER (credit hours) 10 Spring	
Tuition		\$1,885.00	Tuition \$3,770.00	
* Books (estimate)		\$1,000.00	* Technology Fee \$150.00	
* Liability Insurance		\$85.00	* Lab Fee \$150.00	
Lab Fee		\$75.00	* Liability Insurance \$85.00	
* Technology Fee		\$75.00	Total \$4,155.00	
* Drug Testing Fee		\$80.00	6TH SEMESTER (credit hours) 5 Summer	
Trajecsyst Fee		\$150.00	* Tuition \$1,885.00	
Total		\$3,350.00	* Standardized Testing Fees \$195.00	
3rd SEMESTER (credit hours) 11		Summer	* Graduation Fee \$215.00	
Tuition		\$4,147.00	* Technology Fee \$75.00	
* Lab Fee		\$165.00	Total \$2,370.00	
* Technology Fee		\$165.00	Total - Year 2 \$11,474.00	
Total		\$4,477.00	Tuition/Credit Hour \$377.00	
Total - Year 1		\$7,827.00	Lab Fee/ ch \$15.00	
			Technology Fee/ ch \$15.00	
			TOTAL FOR TWO YEARS \$19,301.00	

All Fees Listed Are Mandatory and Subject to Change.

FOR INFORMATION REGARDING FINANCIAL AID, CONTACT THE FINANCIAL AID OFFICER AT 434-799-2271.

#### Legend:

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...ALL Students attending the Sovah - School of Health Professions MUST have a notebook computer<sup>1</sup> or tablet with:

1. Internet capabilities including both Wifi capability and an ethernet port
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3. An active g-mail account.

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Uniforms and routine classroom supplies costs are solely the student's responsibility

FEE SCHEDULE	
*APPLICATION FEE.....	\$50.00 (Payable on Submission of Application)
*ADMISSION FEE.....	\$50.00 (Payable on Acceptance)
*CRIMINAL BACKGROUND CHECK.....	\$40.00 (Payable on Acceptance)
*RE-ADMISSION FEE.....	\$50.00 (Payable at Time of Readmission Acceptance)





## School of Health Professions

# Tuition – Cardiovascular Sonography

### SOVAH SCHOOL OF HEALTH PROFESSIONS CARDIOVASCULAR SONOGRAPHY PROGRAM

Danville, Virginia

FINANCIAL REQUIREMENTS Class Entering January 2024				
1st Year Courses			2nd Year Courses	
Pre-Requisite Courses			Fall	
General Education Courses from Community College - Costs vary by institution and number of credits needed. A list of required courses can be found on the front page of our web site.				
2nd SEMESTER (credit hours)			5	
Tuition			Spring	
* Books (estimate)			\$1,885.00	
* Liability Insurance			\$1,000.00	
Lab Fee			\$85.00	
* Technology Fee			\$75.00	
* Drug Testing Fee			\$75.00	
Trajecsys Fee			\$80.00	
Total			\$150.00	
			\$3,350.00	
3rd SEMESTER (credit hours)			9	
Tuition			Summer	
* Lab Fee			\$3,393.00	
* Technology Fee			\$135.00	
Total			\$135.00	
			\$3,663.00	
Total - Year 1			\$7,013.00	
			4th SEMESTER (credit hours)	
			12	
			Fall	
			Tuition	
			\$4,524.00	
			* Lab Fee	
			\$180.00	
			* Technology Fee	
			\$180.00	
			* Standardized Testing Fee	
			\$65.00	
			Total	
			\$4,949.00	
			5th SEMESTER (credit hours)	
			12	
			Spring	
			Tuition	
			\$4,524.00	
			* Technology Fee	
			\$180.00	
			* Lab Fee	
			\$180.00	
			* Liability Insurance	
			\$85.00	
			Total	
			\$4,969.00	
			6th SEMESTER (credit hours)	
			5	
			Summer	
			* Tuition	
			\$1,885.00	
			* Graduation Fee	
			\$215.00	
			* Technology Fee	
			\$75.00	
			* Standardized Testing Fees	
			\$130.00	
			Total	
			\$2,305.00	
			Total - Year 2	
			\$12,223.00	
			Tuition/Credit Hour	
			\$377.00	
			Lab Fee/ ch	
			\$15.00	
			Technology Fee/ ch	
			\$15.00	
			TOTAL FOR TWO YEARS	
			\$19,236.00	

All Fees Listed Are Mandatory and Subject to Change.

FOR INFORMATION REGARDING FINANCIAL AID, CONTACT THE FINANCIAL AID OFFICER AT 434-799-2271.

#### Legend:

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...ALL Students attending the Sovah - School of Health Professions MUST have a notebook computer<sup>1</sup> or tablet with:

1. Internet capabilities including both Wifi capability and an ethernet port
2. Microsoft Office compatibility and
3. An active g-mail account.

<sup>1</sup> Students will be responsible for any costs associated with computer failure and/or system failure due to problems arising from his/her computer. Students must also maintain virus protection and program updates as provided by the manufacturer or computer program.

Uniforms and routine classroom supplies costs are solely the student's responsibility

FEE SCHEDULE	
*APPLICATION FEE.....	\$50.00 (Payable on Submission of Application)
*ADMISSION FEE.....	\$50.00 (Payable on Acceptance)
*CRIMINAL BACKGROUND CHECK.....	\$40.00 (Payable on Acceptance)
*RE-ADMISSION FEE.....	\$50.00 (Payable at Time of Readmission Acceptance)





## School of Health Professions

# Curriculum - General Sonography Program

GENERAL EDUCATION COURSES (transfer courses)		
Semester:	Courses:	Credit Hours
<b>Prerequisites -</b> <b>The courses are transferred in from approved and accredited 2 and/or 4-year institutions of higher learning)</b>	Anatomy and Physiology I/II	8
	General College Physics	3
	MTH 131 or MTH 161	3
	College Success Skills	1
	English Composition I	3
	Humanities Elective	3
	Social Science Elective	3
	<b>Total: (Gen Ed Credits – 36%)</b>	<b>24</b>
CORE COURSES		
<b>Spring Semester:</b>		
DMS 100	Introduction to Sonography	2
DMS 100-L	Introduction to Sonography Lab	1
DMS 101	Cross Sectional Anatomy	2
		5
<b>Summer Semester:</b>		
DMS 102	Abdominal Sonography	3
DMS 300	Physics Instrumentation and Knobology I	2
DMS 103	GYN Sonography	3
DMS 131	Clinical Education I	3
		11
<b>Fall Semester:</b>		
DMS 301	Physics and Instrumentation and Knobology II	2
DMS 201	Vascular I	3
DMS 105	Obstetrics Sonography	3
DMS 232	Clinical Education II	4
		12
<b>Spring Semester:</b>		
DMS 233	Clinical Education III	4
DMS 202	Vascular II	3
DMS 104	Superficial Structures and Procedures in Ultrasound	2
DMS 310	Case Study Review	1
		10
<b>Summer Semester:</b>		
DMS 234	Clinical Education IV	4
DMS 303	Registry Review	1
		5
	<b>Core Total:</b>	<b>43</b>
	<b>Required Pre-requisites:</b>	<b>24</b>
	<b>Total Required Credits</b>	<b>67</b>
<b>Method of Delivery: Blended</b>		



## Curriculum -Cardiovascular Sonography Program

GENERAL EDUCATION COURSES (transfer courses)		
Semester:	Courses:	Credit Hours
Prerequisites - The courses are transferred in from approved and accredited 2 and/or 4-year institutions of higher learning)	Anatomy and Physiology I/II	8
	General College Physics	3
	MTH 131 or MTH 161	3
	College Success Skills	1
	English Composition I	3
	Humanities Elective	3
	Social Science Elective	3
	Total: (Gen Ed Credits – 35%)	24
<b>CORE COURSES</b>		
<b>Spring Semester:</b>		
DMS 100	Introduction to Sonography	2
DMS 210	Cardiovascular Care	3
		<b>5</b>
<b>Summer Semester:</b>		
DMS 211	Echocardiography I	4
DMS 300	Physics Instrumentation and Knobology I	2
DMS 131	Clinical Education I	3
		<b>9</b>
<b>Fall Semester:</b>		
DMS 301	Physics Instrumentation and Knobology II	2
DMS 201	Vascular I	3
DMS 212	Echocardiography II	4
DMS 232	Clinical II	4
		<b>13</b>
<b>Spring Semester:</b>		
<b>DMS 202</b>	Vascular II	3
DMS 233	Clinical Education III	4
DMS 213	Echocardiography III	4
DMS 310	Case Study Review	1
		<b>12</b>
<b>Summer Semester:</b>		
DMS 303	Registry Review	1
DMS 234	Clinical Education IV	4
		<b>5</b>
	<b>Core Total:</b>	<b>44</b>
	<b>Required Pre-requisites:</b>	<b>24</b>
	<b>Total Credits Required for Completion:</b>	<b>68</b>
<b>Method of Delivery: Blended</b>		



School of Health Professions

## **CORE COURSE DESCRIPTIONS-DIAGNOSTIC MEDICAL SONOGRAPHY**

### **DMS 100 Introduction to Sonography (2CR)**

Introduces the diagnostic foundations of diagnostic medical Sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization and basic patient care principles.

Lecture 2 hours per week. Total 2 hours per week.

### **DMS 100L Introduction to Sonography Lab (1CR)**

Introduces the diagnostic foundations of diagnostic medical Sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization and basic patient care principles in a laboratory setting.

Lecture 3 hours per week. Total 3 hours per week.

### **DMS 101 Cross Sectional Anatomy (2 CR)**

Teaches normal sectional anatomy in the transverse, longitudinal and coronal planes, with correlated sonographic images. Emphasis will be placed on abdominopelvic organs and vasculature.

Lecture 1 hours per week. Lab 3 hours a week. Total 5 hours per week.

### **DMS 102 Abdominal Sonography (3CR)**

Examines the clinical applications within the specialty of abdominal sonography including interpretation of normal and abnormal sonographic patterns, pathology, related clinical signs and symptoms, normal variants, and clinical laboratory tests. Includes laboratory sessions on basic scanning techniques and protocols.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DMS 103 Gynecological Sonography (3CR)**

Presents the clinical applications within the sonographic specialty of gynecology. Includes topics of discussion on normal and abnormal sonographic patterns, related clinical symptoms and associated laboratory tests. Includes laboratory sessions on basic scanning techniques.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DMS 104 Superficial Structures and Procedures in Ultrasound (3 CR)**

Introduces the fundamentals of transplantations, small parts sonography, pediatric, neonatal neurosonography, drainage procedures and biopsy techniques and rare and interesting ultrasonic care presentations.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **DMS 105 Obstetrical Sonography (3 CR)**

Presents the clinical applications within the sonographic specialty of obstetrics. Includes topics of discussion on normal and abnormal sonographic patterns, related clinical symptoms and associated laboratory tests. Includes laboratory sessions on basic scanning techniques.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DMS 131 Clinical Education I (3 CR)**

Develops the students' ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. May include experiences in abdominal, pelvic, obstetrical, and small parts scanning, as well as echocardiography and vascular sonography.

Clinical Education 15 hours per week.

**DMS 232 Clinical Education II (4CR)**

Develops the students' ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. May include experiences in abdominal, pelvic, obstetrical, and small parts scanning, as well as echocardiography and vascular sonography.

Clinical Education: 20 hours per week.

**DMS 233 Clinical Education III (4CR)**

Develops the student's ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic and obstetrical and small parts, vascular and echocardiography scanning.

Clinical 28 hours per week.

**DMS 234 Clinical Education IV (4CR)**

Develops the student's ultrasonic skills in a diagnostic environment; may include on campus labs, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic and obstetrical and small parts, vascular and echocardiography scanning.

Clinical 32 hours per week.

**DMS 201 Vascular Sonography I (3CR)**

Presents the fundamentals of vascular technology including basic ultrasound scanning techniques of the peripheral vascular and abdominal vascular systems. Focuses on anatomy, physiology, pathology, and vascular recognition with real-time 2-D and Doppler imaging.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DMS 202 Vascular Sonography II (3CR)**

Presents the fundamentals of vascular technology including basic ultrasound scanning techniques of the cerebrovascular system. Focuses on anatomy, physiology, pathology, and vascular recognition with real-time 2-D and Doppler imaging.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DMS 210 Cardiovascular Care (3CR)**

Focuses on assessment and management of cardiac-related emergencies. Introduction to the basics of ECG and covers basic dysrhythmia recognition and relates it to overall cardiac patient care.

Lecture 2 hours. Laboratory 3 hours. Total 3 hours per week.

**DMS 211 Echocardiography I (4 CR)**

Presents the fundamentals of adult echocardiography including basic ultrasound scanning techniques of the heart. Focuses on anatomy, pathophysiology, and echocardiography pattern recognition with real-time 2-D, 3D & 4-D imaging, Doppler, and M-mode echocardiography.

Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

**DMS 212 Echocardiography II (4 CR)**

Presents advanced study of echocardiography with concentration on case study reviews of normal anatomy, physiology, and pathologic conditions of the adult heart.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**DMS 213 Echocardiography III (4 CR)**

Presents advanced study of echocardiography with concentration on case study reviews of normal anatomy, physiology, and pathologic conditions of the adult heart.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**DMS 300 Physics and Instrumentation and Knobology I (2CR)**

Discusses and solves mathematical problems associated with human tissue, basic instrumentation, and scanning technology. Focuses on the use of pulse-echo principles as applied to diagnostic sonography. Presents the physics of sound-tissue interactions and explores ultrasound instrumentation controls and functions.

Lecture 2 hours per week. Total 2 hours per week.

**DMS 301 Physics and Instrumentation and Knobology II (2 CR)**

Focuses on the areas of ultrasound instrumentation, image artifacts, biologic effects, quality control. Explores Doppler principles and applications and basic types of equipment.

Lecture 2 hours per week. Total 2 hours per week.

**DMS 303 Registry Review (1CR)**

Presents intensive correlation of all major sonography subject areas. Studies interrelationships of biology, physics, principles of exposure, sonographic procedures, and patient care. This course is designed to correlate all major sonography subject areas in preparation for national certification.

Lecture 1 hour per week.

**DMS 310 Case Study Review (1CR)**

Presents weekly case studies by faculty and students for interpretation and pattern recognition.

Lecture 1 hour per week.

**PHYSICAL RESOURCES (SONOGRAPHY PROGRAM)**

- Physical space equals approximately 10,000 square feet which includes:
- Offices for our Four faculty members including telephones and computers and a fax/copy machine
- Office for Financial Aid
- Classroom with desks for up to 20 students
- LCD projector
- Computer
- TV
- Wi-Fi Internet access for teaching purposes
- Stretcher (2)
- Phillips iE-33 ultrasound system (S5-1 Cardiac Sector Probe, D2cs non-imaging Probe, L9-3 Vascular Linear Probe)
- GE Ed (r3) (C1-5 Abdominal/OB/General Convex Probe, 9L-D Vascular Linear Probe, ML6-16-D Vascular/Small Parts Linear Probe, Endocavitary Probe)
- GE E9 (r3)
- Gel Warmers (2)
- Ultrasound Fetus: Item # KKUS-7A
- Ultrasound Female Pelvis: Item #KKUS-10
- Ultrasound Scrotal Phantom: Item #KKUS-11
- Elastography Ultrasound Breast Phantom
- Linen Services: Provided by main hospital
- Break room for the students including microwave and refrigerator
- Library Access- Danville Community College
- Additional audio-visual equipment through the hospital's Department of Education
- Supplies for teaching and administrative purposes are available and are budgeted items



## **Pregnancy And Ionizing Radiation Policy (Sonography)**

**The student is under NO OBLIGATION to inform anyone of her pregnancy status.** The Sonography Program at Sovah Health - Danville takes the position that the reporting of pregnancy to program officials be **voluntary on the part of the student**. It will be assumed that all students are NOT pregnant until such time that an official declaration has been made in writing to the Program Director. Students who declare their pregnancy must observe the following procedures in regard to class and clinical experiences/attendance. **Students will be expected to attend classes, clinicals and labs with WRITTEN permission from her primary care / OB physician.**

Upon confirmation of pregnancy the student may select one of the following scenarios:

- ☐ The student may elect to withdraw from the program and be reinstated at that same point in the program twelve (12) months hence, or
- ☐ The student may elect to remain in the current and future clinical settings/rotations in an unaltered status for the duration of the program.

**Any time missed up to 5 weeks will be allowed to be made up, however, any time missed beyond 5 weeks, the student will need to “stop out” and be reinstated within the program within the next cohort, at that same point within the program.**

Regardless of the above option selected, the student will be required to complete all aspects of the program in order to graduate.

**\*After the student has completed a leave of absence, a medical release from the student’s physician will be REQUIRED for return to clinical activities. This release must be given to the Program Director.**

**RESCINDING: If she so chooses, the student may elect to “rescind” her declaration of pregnancy at any time. If the student chooses to rescind her declaration, it MUST be in writing and given to the Program Director.**





## **Additional Information Specific to the Roanoke Higher Education Center (RHEC):**

### **Mission Statement of RHEC:**

The Roanoke Higher Education Center develops partnerships and maintains a state-of-the-art facility that provides citizens of the Roanoke region access to training, certifications, and degrees.

### **Vision Statement of RHEC:**

The Roanoke Higher Education Center, known throughout the Roanoke region as a dynamic learning community of colleges and organizations, responds to the evolving needs of the current and future workforce.

### **Facilities:**

Our main building is located in the former headquarters of the Norfolk and Western Railroad in the heart of downtown Roanoke. A total of \$19 million in state, local, and private funding, as well as federal and state historic tax credits, were used to transform the 1931 Art Deco building into a state-of-the-art facility for learning.

It supports a mix of traditional classroom instruction, computer-assisted instruction, and distance learning instruction to meet a wide variety of student learning styles and needs. Classrooms, meeting rooms, and spaces also accommodate business gatherings, and are [publicly available for rent](#).

### **Building Amenities**

- 57 classrooms
- A 2,100 square-foot meeting room
- Advanced computer technology and video conferencing facilities
- Study carrels
- [Library](#)
- [Computer lab](#)
- [Testing center](#)
- [Cafe](#)
- Clinical Simulation Lab

### **Simulation Lab:**

[The Clinical Simulation Lab](#) in the Center's main building gives students a place to study hands-on clinical practices in a realistic environment. The lab trains students to interact with patients using electronically controlled mannequins as well as actors performing scripted scenarios. Technology allows educators to participate in the room or remotely, so that students get clinical training experiences both on their own and in a collaborative setting.

### **Seasons and Occasions Café:**

Seasons and Occasions Cafe is located on the 2nd floor of the Center, serving breakfast, lunch and dinner during the week.

Hours of operation: Monday-Friday 8:00 am to 2:00 pm

Catering Services are available.

**Emergency Alerts:**

The Roanoke Higher Education Center has adopted the Omnilert emergency notification system that enables the Center to immediately contact you with timely information about emergency situations or Center closings. The service delivers alert notifications to all your devices, via:

- SMS text messages to your mobile phone
- E-mail account (work, home or other)
- Phone call to your home, office, or mobile phone

The service is available to all members, employees, students, faculty, and staff located at the Roanoke Higher Education Center.

**Please note:** the notification system will only be used to communicate important information during a potential emergency, such as a severe weather warning, gas leak, fire, bomb threat, crime watch, power failure or other event. Inclement weather closing notifications will only include closings for the RHEC building itself. Classes may be cancelled, or offices may be closed when the Center itself is still open.

[Sign up for a new Omnilert account](#)



## Catalog/Policy Acknowledgement

I do hereby acknowledge my receipt and understanding of the policies of the Sovah School of Health Professions. I also acknowledge my understanding that the school is a department of Sovah Health - Danville and **all policies** from the school and the hospital must always be adhered to. Any significant changes/additions to policies by the School or the Hospital will be provided to me in writing as warranted. I further understand that any questions that I might have should be directed to a member of the faculty for clarification. By signing below, I am declaring that I have received, understand, and will abide by such policies throughout my enrollment in the School of Health Professions.

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Signature

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Date