

FOOTHILL COMMUNITY COLLEGE

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Los Altos Hills, CA 94022-4599
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FAX 650 949-7686

Application for:

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS) For 2017

INFORMATION & APPLICATION PROCEDURES

<http://www.foothill.edu/bio/programs/ultra/>

Dear Applicant:

Thank you for your interest in the Foothill College Diagnostic Medical Sonography Program. Please follow instructions carefully. DMS applications are available on-line effective fall of each year. **Application deadline is 4:00 p.m. May 1st**. Should May 1st fall on a weekend, then application must be received by the prior Friday. Students are admitted to the program once a year. Applicants who have previously applied, and wish to reapply, must resubmit a new application. All applicants are notified of acceptance or non-acceptance by July 1.

PROGRAM MISSION

The Diagnostic Medical Sonography Program is dedicated to the integration of didactic, laboratory, and clinical objectives with emphasis on the clinical aspect of Diagnostic Medical Sonography. These objectives are designed to: *“To prepare competent entry-level Diagnostic Medical sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”* * The program strives to strengthen its role as a principle community resource by providing this program as well as offering continuing education to meet individual and collective needs.

GOALS & OBJECTIVES

1. To graduate competent entry-level, board eligible sonographers in accordance to the criteria set by the Joint Review Committee on Education.
2. To develop the student’s communication and critical thinking skills to function as a competent and diligent member of the health care team.
3. To develop technical skills to provide for comprehensive quality care to individuals from a diverse socioeconomic, educational, and or cultural background.
4. To graduate health care professionals who are respectful of others as well as practice the principles of ethics including autonomy, beneficence, nonmaleficence, veracity, justice, fidelity, and recognize his/her responsibilities under the law.
5. To develop the student’s awareness and commitment toward understanding and implementing the Code of Conduct & Code of Ethics as described by the Society of Diagnostic Medical Sonography.
6. To convey the importance of striving for continual improvement through education and active participation in this profession.

*2011 CAAHEP Standards for the Accreditation of Educational Programs in Diagnostic Medical Sonography. Standards II.C.

Diagnostic Medical Sonography Program is granted accreditation by the Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) which is an accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). The JRC-DMS (Joint Review Committee on Education in Diagnostic Medical Sonography) is a CoA (Committee on Accreditation) for peer review overseeing and managing the process of program accreditation. The JRC-DMS provides its findings to CAAHEP. Foothill College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. This organization is recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. www.foothill.edu/president/accreditation.php

Upon successful completion, graduating students will receive a Certificate of Achievement. Graduating students may receive an Associate of Science Degree in DMS pending completion of the AA/AS General Education Requirements.

Graduating students qualify to apply to the American Registry of Diagnostic Medical Sonography (ARDMS) examinations (www.ardms.org). Successful completion leads to the title of Registered Diagnostic Medical Sonographer (RDMS). The ARDMS conducts a “pre-application review,” for individuals who wish to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. This review process is recommended for individuals who have not yet applied or are contemplating enrollment in a sonography program that might have a previous criminal matter.

Instruction begins in late September and concludes *eighteen months* later. All courses are completed in sequence. Full-time registration is required. The preceptorship (clinical) courses require thirty-two hours per week. Didactic and laboratory instruction is in addition to the preceptorship assignment. There are no evening clinical assignments. All coursework must be passed with a grade of "C" or higher. Academic and clinical responsibilities consist of 40 hours per week.

The number of students accepted is contingent upon clinical availability. Generally fifteen (15) to twenty-five (25) students are accepted. Admission and clinical assignment will be influenced for those students who reside in distant counties where clinical education partners are located.

No on-campus housing is available; however, files on housing accommodations are kept in the Student Activities Center. The number of laboratory and clinical hours make it difficult for a student to work while enrolled in the Program. Candidates must carefully evaluate their financial status and plan for the following expenses: texts, uniforms, shoes, and miscellaneous expenses.

A. Admissions

MINIMUM PREREQUISITES

1. High School graduation or equivalency
2. **Direct Patient care experience. We recommend doing the following to fulfill this requirement.**
 - a. **Successful completion of a two-year Allied Health Program such as Radiology Technology, Respiratory Therapy, Nuclear Medicine Technology, Cardiovascular Technology, Registered Nursing, Veterinary Technology and/or baccalaureate degree in a medically related discipline with significant *direct patient care experience** such as Registered Nursing, Radiology Technology or Respiratory Therapy from an accredited institution in the United States.****
 - b. Consideration may be given for the baccalaureate degree in Kinesiology, Veterinary Technology, or Biological Sciences from an accredited institution with a preference toward *direct patient care experience*. Other clinical experiences/similar educational taught in English involving direct patient care with clinical experience in the US is evaluated on an individual basis.
3. College Human Anatomy & Physiology with labs (preferred within the past 5 years) with a minimum of a "C" grade. Bio 40A, B, & C or equivalent.
4. College General Physics ex Phys 10 (Radiology Physics is acceptable or equivalent. Course description to include as many as possible of the following topics. Thermal, Electricity, Waveforms, Electrical & Magnetism, Acoustical, and Optics).
5. Intermediate Algebra or higher-level mathematics,.
6. College level communication: English 1A or equivalent
7. Medical Terminology or AHS 200 or equivalency if integrated into prior health care program
8. Minimum cumulative grade point average of 2.5 for science coursework; 2.0 general education coursework
9. Compliance with the Technical/Health Standards and Physical Requirements.
11. Cardiopulmonary Resuscitation Certified (can be delayed until acceptance). Must be certified by The *American Heart Association*. *No exceptions can be made.* The BLS for Healthcare providers (CPR and AED) Program and issued for 2 year's).

* *Direct patient care usually refers to observation, clinical assessment, recording of symptoms & progress, transfers, vitals, assisting MD's during treatment and/or examinations usually in the hospital setting. Working with patients with acute/chronic conditions, body fluids, and utilizing nursing type skills. Not all health care positions can or will provide the appropriate experiences.*

** All required coursework must be documented as being completed on an official transcript from a United States school, college or university possessing "institutional accreditation" by one of the following six regional associations: Western Association (WASC-Junior and Senior), Middle States Association (MSA), Northwest Association (NASC), North Central Association (NCA), Southern Association (SACS-CC), and New England Association (NEASC-CIHE and CTCI) of Schools and Colleges. The institution's accreditation must be awarded at the time the coursework was taken. All prior coursework will be considered regardless of the year in which the course was taken. Except for meeting the program and GE prerequisites, advanced placement, transfer of credit, or credit for experiential learning are not permitted because of the integrative structure of the curriculum.

- Equivalent experience for practicing sonographers may be granted on a per case basis. A letter (on letterhead) of verification from a manager or supervising MD must accompany your application. The letter must be specific as to length of experience (include dates), types of specialties performed, number of cases completed in each category.
- The DMS program does not offer advanced placement.

- Provide evidence of good physical and mental health (physical forms will be provided when notified of acceptance. Included with the physical forms is documentation of tests/immunizations: PPD, Rubella, Rubeola, Varicella, Hepatitis B, Hepatitis C, mumps, Tdap, influenza, drug & alcohol screen. Titer results *must* accompany immunization records. Respiratory Fit testing will be completed for those students accepted into the DMS program. A background check including DMV is required. All forms and directions will be provided by the DMS program to selected students.
- Any acceptance will be contingent upon completion of a physical examination, immunizations, etc. The DMS program has made arrangements for the physical examination and immunizations to be completed by the Foothill College student health office. A physician of your choice would be conditional. The college must receive completed forms **within 30 days** of notification of selection. It is important to determine the health status of the student. Existing health problems could be detrimental to the safety and well-being for you, your classmates, and patients.
- Periodically the application may undergo change to meet new accreditation standards. You must use the most recent program application available from October 1st to the May 1st deadline in the year in which you are applying.

B. Application Process

1. New applicants must submit a new application and transcripts.
2. All college transcripts are required including transcripts from Foothill College and DeAnza College. **Two official** unopened transcripts from each school are required. Attach to the back of the application. An application, that is not complete and/or does not include all transcripts attached, will not be considered.
3. DMS applicants who have applied the previous year must submit the current application. He/she may request transcripts from their previous application be forwarded to the new application. The request is made on a separate letter along with the listing of schools and attached to the front of the application. Transcripts are kept on file for one year.
4. Copies of professional license(s) are required. Applicants must include national licenses(s) and any applicable state license. (Ex. Radiology Technology to include ARRT / CRT license). New graduates may submit licensures as received.
5. Sign and date the Technical / Health Standards and Physical Requirements form (pages 14-15) of the application.
6. Foreign transcripts can be waived provided candidate has met Admissions Requirements per Section A2 of this document and the inclusion of foreign transcripts will not enhance the applicant's application. If included then all foreign transcripts and degrees must be evaluated and translated into equivalent college semester/quarter hours of credit including grade point average (G.P.A.), by one of the agencies listed.
 - Choose the "**Comprehensive Evaluation**" or "**Detailed Report**" option.
 - Please note: The fees charged and the turn-around times vary among the listed agencies.
 - Failure to have foreign transcripts evaluated will result in your application being disqualified.

Approved Agencies that Translate and Evaluate Foreign Transcripts:

International Educational Research Foundation, Inc.	Academic Credentials Evaluations Institute,
Credentials Evaluation Service	9854 National Boulevard, Box #186
PO Box 3665	Los Angeles, CA 90034
Culver City, CA 90231	1.800.234.1597 (USA only)
(310) 258-9451	http://www.acei1.com/index.html
http://ierf.org/	

Educational Records Evaluation Service
 601 University Avenue, Suite 127
 Sacramento, CA 95825
 (916) 921-0790
<http://www.eres.com/Index.htm>

7. Mail your completed application with all required documents attached to:

Foothill College
 Diagnostic Medical Sonography Program
 12345 El Monte Road
 Los Altos Hills, CA 94022
8. We recommend you mail by either **certificate of mailing or by certified mail** return receipt requested (green return receipt postcard attached). Certificate of mailing is less expensive and allows you to track the delivery of your packet online. Check with your post office for further detail.
9. You will receive one written preliminary status sheet informing you if your application is complete. If incomplete all remaining documentation must be received by the May 1st deadline. In such cases it is to your advantage to apply early. **Please do not to ask if applications and/or transcripts have been received.**

10. Completing the application correctly, obtaining supporting documents and assuring their arrival by the May 1st deadline date is **your responsibility**.

C. Admission Procedures / Selection Process

1. Admission to the DMS Program at Foothill College is based on the following guideline:
 - a. criteria approved by Foothill College
 - b. guidelines consistent with state and federal law
 - c. guidelines established by JRC-DMS which is the accrediting agency for the DMS programThese include:
 - (a) Completion of all prerequisite requirements. The currency of prerequisite science courses include the minimum G.P.A. (2.5), and compliance with the Technical / Health Standard and Physical Requirements, as found in the application. Related patient care work experience is evaluated.
 - (b) The number of completed General Education courses which apply toward the Associate of Science degree such as, but not limited to American history, psychology, math, computer sciences, reading, composition, communications, ethnic studies, and sciences. An emphasis is placed in the Biological Sciences. Word processing and knowledge of the internet is recommended.
 - (c) The applicant's certification/license documents, GPA, previous courses, and any previous sonography experience and/or related medical experience.
 - (d) Additional criteria include a focus on pursuing a career in the Diagnostic Medical Sonography Program with a clear understanding of the duties of a Diagnostic Medical Sonographer.
2. Consideration is given to applicant's geographical area for local versus distant clinical site assignment. Therefore, admission and clinical assignment will be influenced for those students who reside in distant counties where clinical education partners are located.
3. The completed applications are reviewed by the Diagnostic Medical Sonography Program Admissions Committee. The top 45 candidates meeting primary criteria may be scheduled for an advising session. These sessions take place during May. It is **important the candidates attend** this session.
4. The top 45 applications will be determined. Those not selected from this pool are placed on the alternate list. Selection from the alternate list is determined by lottery. The alternate position is viable for the year in which the application was received.
5. All applicants will be notified of their status ie. acceptance, alternate status, or non-acceptance mailed by July 1st. The applicant's written confirmation to enroll must be received by the program no later than July 15th.
6. Acceptance is contingent upon completion of a physical examination.
7. Courses are completed in sequence in order for students to complete this program on schedule. All clinical coursework is completed in sequence and is available once per year. The inability to complete coursework in sequence may lead to a leave of absence, suspension, probation, and/or termination.
8. Foothill College will not discriminate against any person in the provision of any program or services based on race, color, national or ethnic origin, age gender, religion, sexual orientation, marital status, or physical/mental disability.

D. Program Requirement

1. Students are required to earn "C" grade or higher for program progression.
2. Students are responsible for academic costs, transportation and personal living expenses. The student is advised to make financial arrangements well in advance to assist with success.
3. It is imperative students demonstrate mature judgment, motivation, excellent communication, and interpersonal skills due to the demand of the academic curriculum, unique patient contact and interaction.
4. Working while enrolled in the DMS program will put a strain on your ability to study for your DMS courses. We suggest you keep your work commitments to a minimum in order to succeed.

E. Diagnostic Medical Sonography - Professional Curriculum

COURSE #	COURSE TITLE	CREDITS
Fall Quarter		
AHS 50A.01w	Intro to Allied Health Programs Inter-professionalism	1.5
DMS 50A.01	DMS Principles & Protocols	4
DMS 50B.01w	Sonography & Patient Care	2
DMS 60A.01	Critique & Pathology I	2
DMS 72A.01	Procedures & Applications	11.5
		21
Winter Quarter		
DMS 51A.01	Sectional Anatomy	3
DMS 53A.01	DMS I (Abdominal Subjects)	2
DMS 54A.01	Gynecology	2
DMS 60B.01	Critique & Pathology II	2
DMS 70A.01	Clinical Preceptorship I	11.5
		20.5
Spring Quarter		
DMS 52A.01	Physical Principles of Ultrasound I	2
DMS 53B.01	DMS II (Abdominal Subjects)	2
DMS 54B.01	Gynecology & Obstetrics	2
DMS 60C.01	Critique & Pathology III	2
DMS 70B.01	Clinical Preceptorship II	10.5
		18.5
Summer Quarter		
DMS 52B.01	Physical Principles of Ultrasound II	2
DMS 53C.01	DMS III (Abdominal Subjects)	2
DMS 55A.01	Obstetrics I	2
DMS 60D.01	Critique & Pathology IV	2
DMS 70C.01	Clinical Preceptorship III	9.5
		17.5
Fall Quarter		
DMS 55B.01	Obstetrics II	2
DMS 56A.01	Vascular Sonography I	3
DMS 60E.01	Critique & Pathology V	2
DMS 70D.01	Clinical Preceptorship IV	11.5
		18.5
Winter Quarter		
DMS 52C.01	Physical Principles of Ultrasound III	2
DMS 56B.01	Vascular Sonography II	2
DMS 60F.01	Critique & Pathology VI	2
DMS 80A.01	Advanced Principles	4
DMS 70E.01	Clinical Preceptorship V	10.5
		20.5
Total		116.5

Course Description:

For course descriptions, please visit <http://www.foothill.edu/schedule/schedule.php> and search by selecting Diagnostic Medical Sonography (DMS) from the drop down menu. Then select the quarter. You can also obtain information via <http://www.foothill.edu/schedule/catalog.php>. The database of program requirements is updated continuously.

F. FINANCIAL INFORMATION: <http://www.foothill.edu/aid> Fees are subject to change: <https://foothill.edu/reg/fees.php>

FINANCIAL INFORMATION as of September 27, 2016

Enrollment Basic Fees		\$ 50-52.00 per quarter
\$31.00/unit enrollment fee	116.5*	Units x \$ 31.00 per unit
Out of state tuition	116.5*	Units x \$156.00 per unit
Auto Parking Permit: Foothill College*		\$26.65 per quarter/ \$90.00 x's 12 months

*The DMS program requires 116.5 quarter units.

Additional costs: parking, food, housing, books, school supplies, uniforms, transportation, physical examination and immunization, and ARDMS national board examination fees.

FINANCIAL AID SERVICES ARE AVAILABLE AT Foothill COLLEGE DAILY FROM 8:00 A.M. TO 4:30 P.M. (650) 949-7245. <http://www.foothill.edu/aid>
VA Assistance (650) 949-7001.

Steve & Lola Kaider Health Care Scholarship Information: Steve & Lola Kaider Health Care Scholarship is available to student's defined as a reentry student entering a health care career. You may be eligible if you did not attend college for one year after high school or had your college career interrupted or must retrain for a new job market within health care. Obtain an application as soon as possible. Due date for this scholarship is October 1st. Usually 30-70 students will receive scholarships for \$1,200.00-\$2,000.00. Two recipients receive an additional \$5,000.00.

For additional information on:

About Foothill College incl Accreditation, Missions Statement: www.foothill.edu/services/about.php

Calendar, class schedule, catalog: www.foothill.edu/schedule/dates.php

College Policy: www.foothill.edu/services/studentright.php

Admissions & Registration: www.foothill.edu/admission.php

Dates & Deadlines: www.foothill.edu/schedule/dates.php

Tuition/fees www.foothill.edu/reg/fees.php www.foothill.edu/aid

Policies and processes for withdrawal and refunds of tuition fees: www.foothill.edu/reg/fees.php

Policies on advanced placement www.foothill.edu/placement

Articulation & Transfer of credits: www.foothill.edu/articulation www.foothill.edu/international

Academic Honor Code: www.foothill.edu/services/handbook/indexx.php www.foothill.edu/services/handbook/index.php

Student Services: www.foothill.edu/services.php

Office of Student Affairs: www.foothill.edu/campuslife

Health Services: www.foothill.edu/health

ADA: www.foothill.edu/services/handbook/index.php

Foothill College Career Technical Educations (CTE) Programs Information RE: Graduate Licensure & Placement: http://www.foothill.edu/workforce/documents/CTE_Licensure_Placement_2014_final.pdf

Professional Organizations

For additional information on the profession please visit the following websites:

Society of Diagnostic Medical Sonography, www.sdms.org

American Registry of Diagnostic Medical Sonographers, www.ardms.org

American Institute of Ultrasound in Medicine, www.aium.org

Commission on Accreditation of Allied Health Education Programs, www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography, www.jrcdms.org

Thank you for your interest in the Diagnostic Medical Sonography Program. We look forward to receiving your application.

Foothill College Diagnostic Medical Sonography Program Technical Standards

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & asses health needs	Ability to hear & verbally respond to patient questions & directions from instructors, students, staff in person or over the phone, hear blood pressure. To react quickly in emergencies.
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in diagnostic medical sonography.	Perform the required procedures, chart identification & recording, equipment function keys & technique, sterilization. View, evaluate, read reports, image data. Interpret medical images, techniques & quality. Assess for technical quality and identification of pathology.
Tactile	Use of touch	Tactile ability sufficient for physical assessment, operation of instruments & equipment	Perform the required techniques in the acquisition of images using transducers, examination of the body. Use of sterile equipment.
Mobility	Physical ability, strength & stamina	Physical abilities & stamina sufficient to perform required functions of patient care	Lift, carry or move objects weighing up to 45 pound. Move objects up to 500 lbs. Stand, rotate, push, pull, sit, bend, flex, squat & torso. Reach to or above shoulder level.
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to perform and obtain medical images as patient care	Execute hand and finger motor movements required to safely perform diagnostic medical sonography services. Perform sonography examinations and procedures according to established standards.
Communication	Speech, reading, writing effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication. Effectively understanding of verbal & nonverbal behavior.	Concisely & precise explanation of examinations and procedures. . Interpret patient's response, documentation following ethical & legal guidelines. Follow directions effectively. Interaction with patients, families, students, instructors, staff, physicians.
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds	Establish rapport with patients, families, staff, physicians, instructors, and colleagues. Identify needs of others.
Behavioral	Emotional & mental stability	Functions effectively under stress	Flexible, concern for others. Ability to provide safe environment with multiple interruptions, noise, distractions, unexpected patient needs, stressful situations, emergencies situations.
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment and performance.	Identify cause-effect relationships in clinical situations, develop technical skills using critical thinking and established protocols. Respond to situations requiring basic first aid, nursing, and emergency care of the patient.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)
Technical / Health Standards and Physical Requirements

The following statements identify the physical, mental, and emotional capabilities appropriate to the profession of Diagnostic Medical Sonography and the students enrolled in the clinical phase of the Diagnostic Medical Sonography Program.

- A. The prospective DMS student must possess **sufficient strength, motor coordination & manual dexterity** to:
1. Stand and walk for up to 85% of work time.
 2. Reach at or above shoulder level intermittently for 90% of work time.
 3. Ability to maintain prolonged arm positions necessary for scanning.
 4. Must possess sufficient strength, finger dexterity and wrists flexion to perform finite motor skills.
 5. Must possess sufficient eye/hand coordination skills related to performance of sonographic examinations.
 6. Lift 45 lbs. unassisted.
 7. Have the physical strength sufficient to transport, move, lift patients from a wheelchair, gurney to ultrasound table or patient bed, and physically assist patients into proper positions for examination.
 8. Move, adjust and manipulate a variety of ultrasound equipment on wheels weighing up to 500 lbs. to other areas of the facility in order to perform studies according to established standards.
 9. The student must be able to use senses (vision, hearing, smell, and touch) to recognize changes in patient's condition and needs.
 10. The student must be able to hear, understand and react quickly to verbal instructions and patient needs, including but not exclusive to hearing codes, alarms, and patient's calls.
 11. To work in a semi-darkened room for prolonged periods of time.
- B. The student must be able to consistently demonstrate **emotional, mental, and physical health** sufficient to:
1. Meet the demands of the position including handling stressful situations related to technical and procedural standards and patient care situations.
 2. Providing physical and emotional support to the patient during sonographic procedures and be able to respond to situations requiring basic first aid, nursing, and emergency care of the patient in the absence of, or until the physician arrives.
 3. Ability to follow directions effectively and work closely with members of the health care community.
 4. The sonographer must be physically capable of carrying out all assigned duties:
 5. Must be able to communicate both verbally and non-verbally in an effective manner with staff, patients and physician's. in order to explain procedures, give instructions, and obtain information.
 6. To perform sonographic examinations and procedures according to established standards.
 7. The student must be able to view the recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)

For 2017 Application

TYPE OR PRINT: COMPLETE EACH SECTION

Date _____

I. GENERAL INFORMATION: ALL FIELDS WITH A * MUST BE COMPLETED:

*Last Name	*First Name	Middle Initial	*Other Name Used	* ¹ Foothill College ID Number
*Current Street Address	*City	*State	*Zip Code	*Primary Phone Number () -
Permanent Street Address	City	State	Zip Code	Secondary Phone Number () -
* ¹ To obtain college issued ID number go to http://www.foothill.edu/admissions.php complete "Apply for admission". This does not imply program acceptance but the process in which you need to obtain the ID number.			* E-mail Address: Print Neatly	Cell Phone Number () -

II. PREREQUISITE COURSES: Provide all course information in the appropriate spaces. Complete the following section. **Do not state "refer to transcripts"**.

	NAME OF COLLEGE	COLLEGE COURSE NAME/DESIGNANT Ex. Physics/ Phys 10	GRADE	YEAR/TERM COMPLETED Ex. Spring 14	Check (✓) if in progress
Accredited U.S. Allied Health Program with direct patient care (of 2 or more years)					
Or BS degree in Science w/ preferred direct patient care experience. Ex Reg Nurse, Kinesiology, Veterinary Technology or Biological Sciences from an accredited institution in the United States.					
Human Anatomy/ Physiology with labs 3 quarters or 2 semesters					
College General Physics (Radiology Physics is acceptable)					
Intermediate Algebra or higher level college math or placement test for MATH 105, 108, 57.					
English 1A or equivalent ex placement test					
Medical Terminology or AHS 200 or equivalency if integrated into prior health program.					
College Cumulative GPA 2.5 or above					
Compliance with Technical Standards					
BLS (CPR & AED) Cardiopulmonary Resuscitation Certified. American Heart Association only: include copy of current CPR card though may be delayed until acceptance.				Expiration Date:	
Official transcript(s) submitted					

Prerequisites complete? Yes _____ No _____

III. ALLIED HEALTH EDUCATION: There are different ways to satisfy the prerequisite Allied Health Program requirement as well as the GE requirements and earn application points. See Foothill College Catalog & DMS Program Curriculum Sheet for additional information about general education requirements for the degree offering.

Please check **one** of the following four descriptions, which best describes your background.

1. _____	AA or AS in an Allied Health Profession*	Ex. AS degree Radiology Technology, Registered Nurse, Respiratory Therapy Programs, etc. Must have direct patient care.
	List College Name & City/State	Degree Title & Year granted

2. _____	BA or BS* in an Allied Health Profession (GE is Waived) or similar educational process taught in English with 1+ years full-time clinical experience in the sonography.	Ex. BA, BS degree Radiology Technology, Registered Nurse, Respiratory Therapy Programs, etc. Must have direct patient care. Or BA, BS with direct patient care experience such as but not limited to Primary Care, Veterinary Technology, or similar.
	List College Name & City/State	Degree Title & Year granted

3. _____	AA, AS, BA and/ or BS* & Plus Certificate of Completion	Ex. College Degree plus Certificate in 2 year or more Radiology Technology, Registered Nurse, Respiratory Therapy Programs, etc. Must have direct patient care.
	List College Name & City/State and Name, City & State of Certificate	Degree Title & Years granted

4. _____	Certificate of Completion from a qualified accredited two year Allied Health Program in the U.S.	Ex. 2 year hospital based Radiology Technology, Registered Nurse, Respiratory Therapy Programs, etc. Must have direct patient care.
	List College Name & City/State	Degree Title & Year granted

* A United States school, college or university possessing "institutional accreditation" by one of the six regional associations cited on page 2.

IV. Work Experience: Paid/volunteer work in which you have been involved during the past 5 years. List most recent first.

Name & Address Phone	Position/ Title	Paid vs volunteer	Part-time or full-time + Hrs/week	Beginning and ending dates of employment	*FTE: Length of employment years/months
<i>For example: Mt Olympus Hosp. 12 Everest St. San Jose, CA 95602 408 295-4932</i>	<i>Radiology Technologist</i>	<i>Paid work</i>	<i>Part-time: 20 hrs per week</i>	<i>Jan. 1, 2006 – March 1, 2014</i>	<i>2 years 2 months</i>

* Full time equivalent (FTE) is equal to 2,080 hours per year.

V. GENERAL EDUCATION: This *optional* section will assist you to determine if you will earn the Associate of Science Degree in DMS. It requires you to complete the general education courses plus DMS courses. Below is a table of the general education requirements. For further information please see <http://www.foothill.edu/programs/degrees.php> You will still earn the Certificate of Achievement for DMS.

If you have a B.A./B.S. degree or higher, or an A.A./A.S. degree from a California Community College, then *skip* this section and move forward to the next section.

	<i>COURSE / COLLEGE</i>	<i>GRADE</i>	<i>DATE COMPLETED</i>	<i>IP Check</i> (✓)
Math Proficiency: MATH 105, 108, or higher				
Area I: Humanities (Arts & Letters)				
Area II: English				
Area III: Natural Sciences w/Lab				
Area IV: Social & Behavioral Sciences				
Area V: Comm. & Analytical Thinking				
Area VI: U.S. Culture & Communities				
Area VII: Lifelong Understanding (2 courses)				

VI. IN PROGRESS

College work to be completed prior to the beginning of this program. (include Spring & Summer terms)

College Name	Course Number	Units	Date to be completed

Have you previously applied to the Foothill College Diagnostic Medical Sonography Program? **Yes** **No**

When _____

How did you learn about this program? _____

VII. In your own words and *handwriting*, please respond to the following questions using the space below. Do not add any additional sheets of papers.

A. What attracts you to the profession of Diagnostic Medical Sonography?

B. Explain how you're clinical, academic, and life experiences have contributed to your decision to pursue DMS training and your intended use of this training?

C. From your perspective, describe the daily work routine as well as the attributes a sonographer must have to ensure success.

I verify that all information supplied is complete and accurate.

VIII. ADVISEMENT 1: While in the Diagnostic Medical Sonography Program, you will require significant financial support. Diagnostic Medical Sonography Students are routinely assigned clinical activities at hospitals or clinics removed from the campus. You will need to provide transportation for such assignments. The number of laboratory and clinical hours make it difficult for a student to work while enrolled in the program. Working while enrolled in the program is going to put a strain on your ability to study for your courses. We suggest you keep any outside work commitments to a minimum in order to be successful with your course work. Though most of the classes and clinical work is scheduled during the day hours, there may be an occasional assignment in the evening, on Saturdays or on Sundays. We strongly recommend you plan ahead financially for the duration of your program.

IX. ADVISEMENT 2: Students successfully completing the DMS program are required to complete the ARDMS Examinations. The following is a requirement by the American Registry of Diagnostic Medical Sonography and the hospitals to which the student is assigned for clinical preceptorship.

“Have you ever been subject to revocation, suspension, or other disciplinary action by a: (1) state licensing board, (2) Federal agency, or (3) national professional association? If you answered "Yes" to any of these questions, you will be required to provide a detailed description of the matter including the actual decision of the disciplinary body.” **Yes No**

“Are you presently charged with or have you ever been convicted of, or pled guilty of, or nolo contendere to any crime or misdemeanor directly related to public health and safety and/or the provision of a medical services such as but not limited to diagnostic medical sonography /vascular technology services? If "Yes", you will be required to provide detailed description of the matter. Have you ever been arrested and convicted of a crime?” **Yes No**

If you answered “Yes”, please explain, as this information would be helpful in order to provide counseling and guidance to the applicant: _____

For eligibility ruling for the ARDMS board exams it is highly recommended you contact the ARDMS. Pre-application Determination of Eligibility for ARDMS Certification: Criminal Matters http://www.ardms.org/Compliance/Pre-application_Criminal.pdf#search=criminal%20check

X. ADVISEMENT 3: Clinical education partners providing the clinical training/preceptorship portion of the program may require background checks and the right of refusal, thus a student would be unable to complete the program requirements. Students unable to continue the sequence of courses would be unable to continue and would therefore lead to program termination.

Technical/Health Standards & Physical Requirements

Foothill College

The technical standards for admission identify the physical, mental, and emotional capabilities and abilities considered essential for students admitted to the Diagnostic Medical Sonography Program in order to achieve the level of competency required for completion/graduation and practice. These standards include the minimum tasks performed by graduates of the program as recommended by the Society of Diagnostic Medical Sonography. All students admitted to the DMS Program are expected to be able to demonstrate the abilities specified below.

1. Sufficient visual acuity to read sonography prescriptions and patient charts, observe conditions of the patient and evaluate sonographic images;
2. sufficient auditory perception to receive verbal communication from patients and members of the healthcare team to obtain and record an accurate patient history and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors, fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of sonographic imaging examinations such as positioning and transporting patients and obtaining diagnostic images. Sonographers must be able to manipulate sonographic equipment in order to achieve diagnostic images;
4. sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest, collaborate with physicians and other members of the healthcare team, and provide an oral or written summary of the technical findings to the physician for medical diagnosis;
5. the ability to communicate effectively and sensitively with patients from different social and cultural backgrounds, as well as develop effective paraprofessional rapport with patients and co-workers;
6. sufficient intellectual, mental, and emotional function to plan and implement quality patient care, to assimilate, learn, analyze large amounts of complex, technical and detailed information, to use independent judgment in recognizing the need to extend the scope of the procedure according to the diagnostic findings;
7. sufficient academic skills for conceptualization, prolonged concentration, memory, including recall and implementation.

The following are examples of specific technical standards the diagnostic medical sonography student must be able to meet. The prospective DMS student must possess sufficient strength, motor coordination manual dexterity to:

1. stand and walk for up to 75% of work time and reach at or above shoulder level;
2. ability to maintain prolonged arm position, neuromuscular control and hand-to-eye coordination necessary for scanning;
3. manual dexterity and ability to bend/stretch and have full use of hands, wrists and shoulders;
4. must possess sufficient strength, finger dexterity and wrist flexion to perform fine motor skills.
5. must possess sufficient eye/hand coordination skills related to performance of sonographic examinations;
6. lift 45 lbs. unassisted and to carry up to 25 lbs;
7. have the physical strength sufficient to transport, move, lift, transfer patients from a wheelchair, gurney/stretcher to examination table or patient bed, and physically assist patients into proper positions for examination;
8. move, adjust and manipulate a variety of sonography equipment on wheels weighing up to 500 lbs. to other areas of the facility in order to perform studies according to established standards;
9. must be able to use senses (vision, hearing, smell, and touch) to recognize changes in patient's condition and needs;
10. must have a high degree of coordination of motor skills necessary to respond to emergency situations quickly and appropriately and to be able to hear, understand and react quickly to verbal instructions and patient needs, including but not exclusive to hearing codes, alarms, and patient's calls;
11. adequately view sonograms, including color distinctions and shades of gray;
12. distinguish audible sounds and well as explain the clinical study verbally and/or in writing;
13. read and extract information from the medical chart or patient requisitions;
14. organize and accurately perform the individual steps in a sonographic procedure in the proper sequence;
15. demonstrate effective interpersonal relation skills, including patient instruction;
16. to work in a semi-darkened room for prolonged periods of time;
17. must be able to view the recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology and to perform sonographic examinations and procedures according to established standards.

The student must be able to consistently demonstrate emotional, mental, and physical health sufficient to:

1. interact compassionately and effectively with the sick or injured;
2. must have the ability to maintain composure and emotional stability during periods of high stress;
3. meet the demands of the position including handling stressful situations related to technical and procedural standards and patient care situations;
4. provide physical and emotional support during sonographic procedures, to be able to respond to situations requiring basic first aid, nursing, and emergency care of the patient in the absence of, or until physician arrival;
5. ability to follow directions effectively and work closely with members of the health care community;
6. must be physically capable of carrying out all assigned duties;
7. must be able to communicate both verbally and non-verbally in an effective manner with staff, patients and physicians in order to explain procedures, give instructions, and obtain information;
8. possess the capacity to make independent decisions, adaptable, and resourceful and believe in the highest standards of care and uphold values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism;
9. has the aptitude for science requiring attention to detail, careful observation, and accurate record keeping.
10. competent in effective verbal and written communication in spoken and written English;
11. capacity to read and hear, understand, and quickly execute complex verbal and written instructions given in English.

I have read and understand all 35 statements of the Technical and Health Standards of the Diagnostic Medical Sonography Program.

I will be able to satisfactorily perform all these tasks. Yes No

If you cannot perform one or more of the technical standards listed above, please explain. _____

Name _____
(Print or Type)

Signature _____ Date _____

If you answered, "No" to any of the questions above, you may still submit an application however; be advised that your inability to meet one or more of these standards may preclude you from meeting program requirements or finding employment in the field. It is strongly recommended you schedule a meeting with the Program Director to discuss your individual situation.

2017 DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

To be completed by applicant

Name: _____

Please MAIL completed application, with all documentation to:

Diagnostic Medical Sonography Program
Foothill College
12345 El Monte Rd
Los Altos Hills, CA 94022
Attn: DMS Program Director

<http://www.foothill.edu/bio/programs/ultra/>

We recommend mailing your application Certificate of Mailing or Certified mail, with return receipt requested.

Check list below to be completed by applicant and included in application packet.

√	Please make a √ in the box to insure you have included everything in your application packet, and it is complete. Information sent separately will not be used with your application, except official transcripts from institutions requiring issue of official transcripts directly to this college.
	Completed DMS Program Application for the current year, filled out legibly and completely.
	Application is dated and signed appropriately.
	Two sets of college transcripts and medical program original transcripts are included (including Foothill & DeAnza Colleges).
	Copy(s) of current Professional National & State license(s)
	Copy of current CPR card (BLS level). Must be issued by The American Heart Association; 2-year is recommended.
	Signed original of the Technical and Health Standards.
	DMS Application Check List Form.
	A self-addressed stamped business sized envelope.