

**RUSH UNIVERISTY**  
**College of Health Sciences**  
**Department of Undergraduate Studies**  
**Vascular Ultrasound Program**

**SECTION 1.**  
**FACULTY CONTACT INFORMATION**

**PROGRAM DIRECTOR**

Jacqueline Ortiz, MA, RVT  
Office: Suite 764B, Armour Academic Center (AAC)  
Phone: 312-942-4156  
Fax: 312-942-2100  
Email: [Jacqueline\\_Ortiz@rush.edu](mailto:Jacqueline_Ortiz@rush.edu)

**MEDICAL ADVISOR**

Alexandre D'Audiffret, MD  
Email: [Alexandre\\_DAudiffret@rush.edu](mailto:Alexandre_DAudiffret@rush.edu)  
Phone: (312) 563-8763

**CLINICAL EXPERIENCE COORDINATOR**

Karen Burns, MBA, RN, RVT  
Phone: 815-693-4860  
Fax: 312-942-2100  
Email: [Karen\\_Burns@rush.edu](mailto:Karen_Burns@rush.edu)

**PROGRAM COORDINATOR/INSTRUCTOR**

Kellye Walters-Warren, MS  
Office: Suite 1001, AAC  
Phone: 312-563-2463  
Fax: 312-942-2100  
Email: [kellye\\_walters-warren@rush.edu](mailto:kellye_walters-warren@rush.edu)

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

RUSH UNIVERISTY  
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## CORE FACULTY

Elizabeth Babich, MS, RVT  
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Ryan Beebe, BS, RVT, NVS  
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## **SECTION 2.**

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

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

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

###### **Mission**

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

###### **Goals**

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

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

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

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

The program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) at 9355-113th St. N, #7709 Seminole, FL 33775 or [www.caahep.org](http://www.caahep.org), (727) 210-2350, through the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

**B. Rush University  
VASCULAR ULTRASOUND BACCALAUREATE PROGRAM**

**TERMINAL OBJECTIVES:**

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

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

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

A. **Academic Calendar** for 2024-2025 is available online using <https://www.rushu.rush.edu/student-life/student-affairs/office-registrar/academic-calendars>. Please refer to this calendar to see when registration periods as well as semesters begin and end. This program is part of the College of Health Sciences (CHS).

B. **Professional Curriculum** See below and in the online university catalog with course descriptions.

Course Number	Course Name	Semester Credit Hours
	1 CREDIT HOUR vs CONTACT HOURS 1 CLASS = 1 HR/WK = 50 minutes 1 LAB CLASS = 2 HR/WK = 100 minutes 1 CLINICAL CLASS = 40 HRS/WK	
<b>FALL SEMESTER YEAR 1</b>		
VAS305	Vascular Anatomy, Physiology, and Pathophysiology	2
VAS310	Patient Care Class & Lab	2
VAS320	Ultrasound Physics, Physical Principles and Instrumentation I	2
VAS320L	Physics and Instrumentation LAB	1
VAS330	Venous Procedures	2
VAS330L	Venous Procedures LAB	1
VAS340	Arterial Physiologic and Duplex Procedures	2
VAS340L	Arterial Physiologic Procedures LAB	1
IPE	IPE Interprofessional Education	
<b>SPRING SEMESTER YEAR 1</b>		
VAS325	Ultrasound Physics, Physical Principles and Instrumentation II	2
VAS345L	Advanced Duplex Ultrasound Procedures Lab	1
VAS350	Cerebrovascular Procedures (Car and TCD)	2
VAS350L	Cerebrovascular Procedures LAB (Car & TCD)	1
VAS360	Abdominal Vascular Procedures Class and LAB	2
VAS370	General Pathophysiology (online)	3
VAS380	Professional Practices in Ultrasound	3
VAS390	Intro to Research Class and LAB	2
IPE	IPE Interprofessional Education	
<b>CLINICAL YEAR            SUMMER SEMESTER YEAR 1</b>		
VAS411	Clinical Skills I	11
VAS421	Professional Skills I	1
VAS441	Senior Topics / Cases I	1
<b>CLINICAL YEAR            FALL SEMESTER YEAR 2</b>		
VAS412	Clinical Skills II	7
VAS422	Professional Skills II	1
VAS451	Cumulative Clinical Skills I	4

VAS442	Senior Topics / Cases II	1
<b>CLINICAL YEAR SPRING SEMESTER YEAR 2</b>		
VAS413	Clinical Skills III	8
VAS423	Professional Skills III	1
VAS452	Cumulative Clinical Skills II	4
VAS443	Senior Topics III/ Comprehensive Review and Exam	1
27	<b>PROGRAM TOTAL</b>	<b>69</b>

Students will be notified of any curriculum changes.

### C. Attendance

1. Attendance is mandatory for all didactic, student laboratory, and clinical courses (clinical rotations). A course may or may not have attendance counted as a part of the grade. Clinical course attendance is outlined in the clinical handbook.
2. If a student misses a class, it is the student's responsibility to check the course syllabus for information regarding missed classes and attendance, check Canvas AND contact the instructor regarding the missed materials, tests, or assignments.

### D. Missed Exams

Any unexcused absence on a class day when a quiz, exam, or proficiency exam is scheduled will result in a grade of 0 for the exam grade.

An absence may be excused if:

- 1.) the student notifies the course instructor prior to the start of class
- 2.) the student provides documentation of cause requiring time off. A student may be allowed to make-up the exam if a valid, verifiable excuse is submitted and approved by the course instructor.

It is the student's responsibility to arrange the make-up date/time with your instructor, not your instructor's responsibility to chase you down to do this. Students are generally required to make-up their missed exam within 48 hours. Extenuating circumstances precluding a student to make up an exam within the 48-hour time frame will be dealt with on an individual basis. Course instructors reserve the right to proctor the make-up exam in an alternative manner including, but not limited to, using an online proctoring platform, i.e., Respondus Lockdown Browser with Webcam, Examity, and utilizing an alternative version of the original exam.

### E. Late Assignments

Assignments are expected to be submitted on specified due dates. For assignments turned in after the due date, there will be a 10% reduction in the student's grade for every day the assignment is late, not to exceed one week. Assignments submitted more than one week past the due date will not be accepted and therefore, a grade of zero will be given.

#### F. Protocol for Undergraduate Programs Student Academic Support Services:

Students in the Vascular Ultrasound Program who receive less than 75% on major assessments (exams, projects/presentations) will be required to complete an academic enrichment form. Failure to comply accordingly, including but not limited to, incomplete and/or untimely enrichment form submissions and missed appointments, will result in documentation of the student's lack of professionalism, as part of the student's permanent academic file. More than one occurrence of aforementioned unprofessional behavior and subsequent documentation will elicit follow up by your Program Director, who will determine the impact on your academic standing in the program. For more details regarding the protocol, contact the Director of Student Professional & Career Development.

**Kenya McGuire Johnson, PT, MA, CHC**

SCHEDULE STUDENT MEETING: [CLICK HERE](#)

PRO ZOOM MEETINGS: [CLICK HERE](#)

*Manager of Student, Professional & Career Development for  
Undergraduate Studies*

*Director of Diversity, Equity & Inclusion | Faculty/Instructor  
College of Health Sciences*

*Armour Academic Center Rm 1016*

*Rush University Medical Center*

*600 S. Paulina St.*

*Chicago, IL 60612*

*Remote Office: 312-965-4785*

*Campus Office: 312-942-9908*

*Email: kenya\_m\_johnson@rush.edu*

#### G. Clinical Site Assignments

1. **AGREEMENTS.** Students are accepted contingent upon the student's agreement to be placed at clinical sites outside the Chicago metropolitan area as assigned. This contingency of acceptance is explained in the interview, included in the admissions letter, and agreement to this contingency is confirmed by the student's signature on the admissions confirmation form including the statement that housing and transportation are the student's responsibility.
2. **PREFERENCE LOTTERY.** For these assignments, students will be given a current list of out of area site locations and asked to rank them according to their preference. A lottery system is used to assign the students to the out of area sites according to their preference list. For example, the first student pulled in the lottery will be assigned to their first preference, the second will get their first preference unless it is taken and then will get the second preference, and so on. Typically, there are two halves of the year for each site, so two students are likely to be able to attend each location at different halves of the year.
3. **TIMING OF ASSIGNMENTS.** Out-of-area clinical assignments are typically announced in late January/early February. Clinical rotations begin in May, so students have approximately 3 months to find housing.
4. **CHICAGO METRO AREA.** Students are not allowed to request clinical sites within the Chicago metropolitan area. These are assigned by the program using a complicated process regarding patient exams offered at the site and needed by the students, TCD skills rotation, and other points.
5. **FINAL ASSIGNMENTS.** All final clinical assignments are made at the discretion of the program director, with input as needed from the clinical experience coordinator, depending on the following considerations and other considerations that may not be predictable.
  - a. Number of sites in and out of area per rotation.
  - b. Availability of type and number of clinical exams per site and student's progress in achieving the required patient exams for graduation.
  - c. The program director has the final say in all clinical assignments and timing of each.
  - d. Clinical site assignments may be changed at the discretion of the program. We do not like to make changes in assignments so make changes only when necessary.

SECTION 4.  
VASCULAR ULTRASOUND STUDENT LABORATORY

- I. **ATTIRE.**
  - A. Attire should not distract others from learning in class or in lab. Keep it clean.
  - B. When you are scheduled to rotate through the Rush vascular laboratory to observe patient exams being performed, proper attire is required such as business casual. No open toed shoes are allowed in the hospital.
  - C. Clean gym shoes are acceptable.
  - D. Student ID badges must be worn in sight above the level of the waist at all times.
  
- II. **CLEAN HANDS.**
  - A. Please get in the habit of washing your hands before and after contact with models and/or patients.
  - B. There are gloves available in the lab, but hands still need to be washed after using gloves.
  
- III. **CLEAN TRANSDUCERS AND CORDS.**
  - A. Please clean the gel off the transducer with a towel and then clean the entire transducer and the cord with soap and water after you use it. Spray bottles that contain soap and water are available to clean the duplex probes. Then the next student does not have to work with a slimy probe or cord and germs are less likely to spread.
  - B. DO NOT use alcohol or transceptic spray (which contains alcohol) on the transducers, according to manufacturer's directions.
  - C. Transceptic can be used on pressure cuffs.
  - D. Alcohol can be used on the transcranial Doppler (TCD) probes.
  
- IV. **EQUIPMENT USAGE.**
  - A. Scanning equipment must be plugged into an outlet with a green dot, so that we do not blow a fuse for the entire floor. Each scanner must be plugged into a different wall outlet for the same reason. There are four outlets available for duplex scanning equipment, one on each wall.
  - B. Be careful to make sure there is enough slack in the power cord for you to pull the machine out to use so that you do not pull it out of the wall while it is ON. If this happens enough, it will cause problems with the equipment and require the company to come and fix it at a cost to the program.
  - C. There are only 3 acceptable locations for cords and transducers:
    - In the transducer holder of the machine with the cord off the floor.
    - Transducer in your hand with the cord around the back of your neck if you are wearing a collar to avoid direct contact with your skin.
    - Transducer in your hand with the cord secured either around your arm or under the patient's mattress but NEVER on the mattress alone.
  - D. Cords must never be draped over the model or on the cart when not in use, because it is more likely that they will fall off and break.
  - E. Cords and transducers should never be on the floor because multiple wires are in the cord for transmission of energy and data from the machine to the probe and vice versa.
  - F. Take special care not to roll the wheels over the power cords. This equipment is extremely expensive to replace or fix.
  
- V. **FLASH DRIVES.** You will need to purchase a flash drive to start the lab classes. These will be used to submit your ultrasound images to the instructor. Check with your lab instructors to see



how they want your images submitted i.e., through the Rush online learning management system, Canvas: <https://rushuniversity.instructure.com/>

VI. **STUDENT LABORATORY ACCESS**

- A. Due to the value of the equipment, the student laboratory is kept locked between classes. Program faculty, staff, and current students have access to the student laboratory through badge-entry access.
- B. During the first week of the semester, please check to make sure your badge is working properly and will open both doors of the student lab.
- C. **YOU MUST ENSURE BOTH LAB DOORS ARE FULLY CLOSED AND LOCKED WHEN YOU LEAVE THE LAB.**
- D. In the event you are unable to gain entry into the student laboratory using your badge, please contact Kellye Walters-Warren at ext. 3-2463 or Jackie Ortiz at ext. 2-1456.

VII. **MODELS.**

- A. It is important for your education to experience the noninvasive procedures that you will be performing on patients. Therefore, even though we have scheduled some models for class, students will also take turns being models.
- B. Participation as a model in the lab is a part of the student laboratory experience, as is setting up and cleaning up the lab, but **modeling is voluntary**. There will be no decrease in grade or evaluation due to no or restricted participation. You will need to sign a student volunteer form prior to participating in the student lab that attests to your knowledge of this policy. See model volunteer forms below.
- C. We will be scanning legs, arms, neck and abdomen during the year. If you need to restrict your service as a model for any reason, (i.e., neck only, arms only, not today) please discuss the restrictions with your instructor.
- D. You can also be a model for pay in the opposite lab that you are enrolled. For instance, if you are enrolled in Lab A you can model for Lab B. Ask Kellye about scheduling and pay.

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

- A. Typically, two or three students plan to practice in the lab together, outside class time, taking turns being the model and scanning.
- B. If you have a family member or friend model for your practice know that you are entirely responsible for your model's behavior while in the lab. At no time, can an individual under the age of 18 model for a student in the lab. You must take responsibility and may undergo disciplinary action if you or your model displays poor behavior or breaks something in the student lab.
- C. Your non-student model is required to sign the volunteer form seen below on page 6. These are available in this handbook for printout AND on the file cabinet in the laboratory. The completed form should be handed in to Kellye Walters-Warren and only needs to be signed once per model per year. Our accreditation depends on you doing this. It is required.
- D. Should you find unexpected pathology during a practice session, you should document it and contact one of your instructors for directions. If you cannot contact an instructor, send the model to the emergency room if you suspect a DVT or another emergent situation. See the volunteer form in this section below.
- E. At **no time** should students scan a fetus for the sole purpose of entertainment or otherwise. This lab must be used only for practicing the vascular exams learned in class.

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

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

**MODEL FORMS FOLLOW THIS PAGE BELOW.**

RUSH UNIVERISTY  
College of Health Sciences  
Department of Undergraduate Studies  
Vascular Ultrasound Program

**VASCULAR ULTRASOUND  
STUDENT LABORATORY  
STUDENT VOLUNTEER FORM**

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

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

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

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

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Signature

Date

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

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

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

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

\_\_\_\_\_  
Signature Date

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_

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

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

## SECTION 5. ACADEMIC POLICIES

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

Students must complete all courses as required per semester and pass each course with a minimum letter grade of C. There are also specific clinical skills that must be met for graduation as noted in the clinical site handbook. The cumulative GPA must be above 2.0. See Academic Policies for the department and the university below or online at <https://rush.sharepoint.com/sites/university>. There are also university/college-based requirements, i.e., paying tuition, no outstanding library holdings, 16 community service hours, mandatory training modules, etc.

Department grading scale	A 93-100%
	B 84-92%
	<b>C 75-83%*</b>
	D 66-74%
	F Below 66%

### **Good Academic Standing**

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

### **Academic Probation**

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

### **Clinical Work**

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

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

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

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

A student wishing to appeal an academic decision should follow the College of Health Sciences appeal process in the CHS policies section of the university catalog-

<https://www.rushu.rush.edu/rush-experience/student-services/office-registrar/university-catalog>

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<https://rush.sharepoint.com/sites/university/CHS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Funiversity%2FCHS%2FShared%20Documents%2FStudent%20Grievance%20Procedure%2Epdf&parent=%2Fsites%2Funiversity%2FCHS%2FShared%20Documents>

**Leave of Absence: College of Health Sciences (see CHS policy on the internet)**

A student who must interrupt his/her/their studies for reasons of sustained ill health or compelling personal situations may apply for a leave of absence for a stated period of time, not to exceed three semesters. A Petition for Leave of Absence form (available from the Office of the Registrar or via Rush portal at <https://www.rushu.rush.edu/rush-experience/student-services/office-registrar/registrar-forms> must be submitted to the department chairperson or his/her designate.

[https://www.rushu.rush.edu/sites/default/files/Rush%20PDFs%20and%20Files/Student%20Services/Withdawal-LOA\\_12.03.19.pdf](https://www.rushu.rush.edu/sites/default/files/Rush%20PDFs%20and%20Files/Student%20Services/Withdawal-LOA_12.03.19.pdf)

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

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

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

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

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

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

**RUSH UNIVERSITY WEBSITE.** More resources including the University Catalog can also be found online through the portal at <https://rush.sharepoint.com/sites/university>.

**College of Health Sciences/Rush University Academic Policies/ Procedures**

Please see the College of Health Sciences academic policies section of the university catalog.

<http://catalog.rush.edu/content.php?catoid=14&navoid=1280#academic-resources-and-policies>

In addition, Rush University academic policies can also be seen online at <https://rush.sharepoint.com/sites/university>.

## RUSH UNIVERSITY POLICY

### Honor Code and Academic Honesty

Students are expected to abide by the Rush Honor Code relating to academic integrity throughout all aspects of this course, including all assignments and exams. As trusted health care professionals, we take the issue of academic integrity very seriously and expect that you will adhere to the highest standards of integrity at all times.

Rush University students and faculty belong to an academic community with high scholarly standards. As essential as academic honesty is to the relationship of trust fundamental to the educational process, academic dishonesty violates one of the most basic ethical principles of an academic community, and will result in sanctions imposed under the University's disciplinary system. A partial list of academically dishonest behaviors that would subject a student to disciplinary action includes:

- *Cheating*: Using unauthorized material or unauthorized help from another person in any work submitted for academic credit.
- *Fabrication*: Inventing information or citations in an academic or clinical exercise.
- *Facilitating Academic Dishonesty*: Providing unauthorized material or information to another person.
- *Plagiarism*: Submitting the work of another person or persons, as one's own without acknowledging the correct source.
- *Unauthorized Examination Behavior*: Conversing with another person, passing or receiving material to/from another person or temporarily leaving an examination site to visit an unauthorized site.

<http://catalog.rush.edu/content.php?catoid=14&navoid=1280#academic-honesty>



**SECTION 6.**  
**Student Handbook**

**VASCULAR ULTRASOUND PROGRAM**  
**RUSH UNIVERSITY**  
**TECHNICAL STANDARDS**

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

**Acquire information:**

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

**Use and Interpret:**

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

**Communication:**

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
- Accurately elicit information including a medical history and other information to adequately and effectively evaluate a population's, client's or patient's condition.

**Intellectual ability:**

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

**Behavioral:**

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

**Character:**

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

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

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

Rush University is committed to attracting and educating students who will help to make the health care profession representative of the national population, including individuals with disabilities. Part of Rush University's mission is to promote diversity among its student population and to provide equal access to its facilities, programs, services and learning opportunities. In keeping with this mission, the University encourages students with disabilities to engage the Office of Student Disability Services as soon as they begin their program.

Students should feel free to contact **Marie Ferro-Lusk, Director, Office of Student Accessibility Services** at Rush University, to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. Accommodations are not provided retroactively at the University. Additional information can be found online at the Office of Student Disability website or by contacting the Office of Student Disability Services. In order to respect student's privacy and ensure a thoughtful interactive discussion, students should not make accommodation requests to individual faculty members, lecturers, or course directors, instead, please contact:

**Marie Ferro-Lusk, MBA, MSW, LSW**

Manager, Office of Student Accessibility Services

Rush University

600 S. Paulina St. Suite 901

Chicago, IL. 60612

Phone: (312) 942-5237

Fax: (312) 942-2778

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

Website: <https://www.rushu.rush.edu/office-student-accessibility-services>

## SECTION 7. Community Service

### I. Vascular Ultrasound Program

#### A. Graduation Requirement

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

#### B. Process

- a. If you want to do some community service hours, please ask Jackie via email to verify that the event will yield appropriate hours to meet the community service requirement.
  - b. **Complete a form and bring it with you to obtain the required signature** verifying that you have completed the event for a certain number of hours. The person running the event must sign it.
  - c. Submit the form to the Jackie for signature approval and she will give it to Kellye for your record.
  - d. It is YOUR responsibility to identify appropriate service activities for your participation, completing the form, obtaining the verification signature, and submitting the paperwork to program director ON TIME.
  - e. The verification form is on the following page.
- C. Due dates. The first-year activities are due April 18, 2025 of the first year in the program, and the second-year activities are due December 31, 2025 of the second year in order to have enough time for processing.

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

#### Rush University

#### College of Health Sciences

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

Participation in service activities is an important attribute of the health science professional. A hallmark of outstanding Rush students and alumni is the desire and ability to make meaningful service contributions. Community service activities may include volunteer activities (health fairs and clinics, health education, provision of health services to at risk or disadvantaged populations, and other outreach education or clinical activities) and service on community boards, committees, work groups and other service activities that promote the health and well-being of the community and its members. Professional service may include participation in the provision of state, national or international activities to advance the quality, access and effectiveness of health care services provided by allied health professionals.

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

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

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

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

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

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

FORM IS BELOW.

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

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

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

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

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

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

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

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

**Print Name and role:**

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**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Acting PD or Program Director, Vascular Ultrasound)

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

1 Satisfactory completion of the activity must be verified by the community/ professional service activity provider or supervisor. 2 Activities must receive final approved by your program director or other designated program faculty member.

## GUIDE TO PROFESSIONAL CONDUCT

Professionalism relates to the intellectual, ethical, behavioral and attitudinal attributes necessary to perform as a health care provider. The student will be expected to adhere to the following guidelines:

### Attention

1. Demonstrate awareness of the importance of learning by asking pertinent questions, identifying areas of importance in clinical practice and reporting and recording those areas.
2. Disruptive behavior in class, lab and clinical rotations, such as interruptive talking during lectures or demonstrations, arriving late/leaving early, or any other that activity interferes with effective teaching and learning should be avoided.

### Participation

1. Complete assigned work and prepare for class, laboratory, and clinical objectives prior to attending.
2. Participate in formal and informal discussions, answer questions, report on experiences, and volunteer for special tasks and research, as opportunities are presented.
3. Initiate alteration in patient care techniques when safe and appropriate via notification of instructors, nursing staff and physician.

### Dependability and Appearance

1. Attend and be punctual and reliable in completing assignments with minimal instructor supervision.
2. Promote a professional demeanor by appropriate hygiene, grooming and attire.

### Communication

1. Demonstrate a pleasant and positive attitude when dealing with patients and co-workers by greeting them by name and interacting in an approachable and pleasant manner.
2. Explain procedures clearly and fully to the patient.
3. Ask patients how they feel and solicit patient comments regarding the patient's overall condition and response to therapy.
4. Communicate clearly to pertinent nursing staff and physicians regarding the patient's status, utilizing appropriate charting, oral communication and the established chain of command.
5. Demonstrate a pleasant and positive attitude when dealing with co-workers, instructors, faculty, and all health care team members.

### Organization

1. Display recognition of the importance of interpersonal relationships with students, faculty, and other members of the health care team by behaving in a mindful, cooperative, and pleasant manner.
2. Work effectively and appropriately as a member of a team with peers, instructors, and all members of the health care team providing patient care.

3. Organize work assignments effectively and efficiently.
4. Collect information from appropriate resources.
5. Correlate learned vascular ultrasound theories and concepts to overall patient condition.
6. Adapt vascular ultrasound examination techniques to overcome potential challenges.

### **Safety**

1. Verify identity of patients before beginning a vascular ultrasound examination.
2. Interpret written information and verbal directions accurately.
3. Observe and report significant changes in patient's condition promptly to appropriate person(s).
4. Act to prevent accidents and injury to patients, personnel and self.
5. Transfer previously learned theory and skills to new/different patient situations.
6. Request help from faculty/staff when unsure.
7. Comply with hospital and university guidelines for performance.

Examples of critical errors in professional conduct and judgment include:

1. Failure to place the patient's welfare as first priority.
2. Failure to maintain physical, mental, and emotional composure in all situations.
3. Consistent ineffective, inefficient use of time in the classroom and/or clinical setting.
4. Failure to be honest with patients, faculty, and colleagues.
5. Scholastic dishonesty in any form.

### **PROCEDURE FOR UNPROFESSIONAL CONDUCT:**

The procedure to be followed for unprofessional conduct is as follows:

Step 1. The student will have been identified as violating an established standard of professional conduct/judgment or moral/ethical behavior, and the Department Chair/Program Director will have been notified.

Step 2. The Department Chair/Program Director will meet with the individual(s) making the allegation and the student's faculty advisor to review the available information and determine the veracity of the allegations.

Step 3. The Department Chair/Program Director, student, and faculty advisor, whenever possible, will meet as promptly as possible after the alleged incident. The Department Chair/Program Director will report to the student the facts and available information and will seek to authenticate or clarify the allegations where possible. If it is determined that there is no basis for the allegation, no further action will be taken.

Step 4. If it is determined that there is a basis for the allegation and that further investigation is necessary, a preliminary hearing of the Committee on Progress and Promotions for the



Department of Undergraduate Studies (CPPRC) will be convened to review the allegations and recommend a course of action. The Department Chair/Program Director will inform the student and the Dean in writing of the CPPRC preliminary hearing and the following:

- a. Date
- b. Name of student
- c. Nature of the allegations
- d. Date of alleged incident/occurrence
- e. Professional attributes that allegedly violate standards: skill, behavior, judgment, ethical values, etc.

For more information regarding the procedures for handling instances of unprofessional conduct, see current University Catalog and the College of Health Sciences Rules for Governance.

## **Rush University Honor Code**

In accordance with the Vascular Ultrasound Program's 2024-2025 Student Handbook, I pledge that my academic, research, and/or clinical work will be of the highest integrity. I shall neither give nor receive unauthorized aid; I shall not represent the work of others as my own; I shall not engage in scientific misconduct; and I shall treat all persons with the greatest respect and dignity, just as the ethical codes of Rush University Medical Center and my future profession demand. I recognize that behaviors that impede learning or undermine academic, research, and clinical evaluation, including but not limited to falsification, fabrication, and plagiarism, are inconsistent with Rush University values and must be reported.

### **Implementation of the Honor Code**

This Honor Code (hereafter referred to as the Code) sets the standards for expected professional behavior within the University and the Medical Center. Commitment to this Code is a shared responsibility of all faculty, staff, and students within the Rush University community to ensure the highest standards of behavior, whether in the classroom, the laboratory, or in the clinical setting, and to ensure that education obtained at Rush provides a sound foundation for each student's future success as an academic, scientific, or healthcare professional.

### **Code Enforcement**

Any violations of this Code or suspicion of student or academic misconduct should be reported to the student's college for further review in accordance with the procedures specified by that college. Each college will be expected to set standards for addressing Honor Code violations and cases of misconduct in a fair and consistent manner that best fits their respective student population. Students refusing to sign must submit a letter to their dean's office explaining why, and adherence to the Code is required for matriculation, whether or not the document has been signed. The Code may also be enforced for off-campus actions when the student is representing themselves as a member of the University.

### **Commitment**

By signing below, I affirm my commitment to this Code and pledge to act with integrity and adhere to the Rush University values of Innovation, Collaboration, Accountability, Respect, and Excellence. I understand that this signed document becomes part of my permanent record, and I must uphold the letter and spirit of this Code throughout my Rush education. I verify receipt of the program handbook and pledge to refer to this handbook for program policies and procedures.

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Student Signature

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Date

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Printed Name

RUSH UNIVERISTY  
College of Health Sciences  
Department of Undergraduate Studies  
Vascular Ultrasound Program

## STUDENT ORIENTATION

My signature below verifies that I have received the Student Handbook for the Vascular Ultrasound Program and it was reviewed in its entirety at student orientation on August 29, 2024. I am aware of its contents.

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Student Signature

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PRINT NAME

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Date