



**SOUTH SUBURBAN COLLEGE**

**Echocardiography Program**

**Clinical Handbook**

Revised 1/2022

Phone 708.596.2000 ext. 2038

Fax 708.210.5792

[www.ssc.edu](http://www.ssc.edu)

---

## Table of Contents

### Contents

Chapter 1.....	3
Introduction to Clinical Education .....	3
Faculty and Administration.....	3
Clinical Education Centers.....	5
Overview of Clinical Education .....	6
Chapter 2.....	7
Clinical Rotation Master Plan.....	7
Master Plan .....	7
Chapter 3.....	9
Clinical Education Schedules.....	9
Chapter 4.....	10
Clinical Education Conduct.....	10
Chapter 5.....	12
Student Responsibilities.....	12
Americans with Disabilities Act.....	13
Malpractice Insurance.....	13
Chapter 6.....	17
Clinical Evaluation Program .....	17
Attitude and Behavior Form .....	17
Student Evaluation of Clinical Education Center Form.....	17
Disclaimer.....	18

# Chapter 1

## Introduction to Clinical Education

In order to insure effective clinical education in the Echocardiography Program at South Suburban College, each student participating in clinical education must have a full understanding of the responsibilities and considerations involved with a competency-based system of evaluation. It is the intent of the competency-based system to provide an objective and uniform method of evaluating the clinical performance of students in the program. This handbook has been designed to provide the student with the necessary information regarding standards, procedures and expectations which govern the students enrolled in clinical education. This handbook may not be considered a complete statement of all standards at South Suburban College or the Division of Allied Health Sciences. More complete information is provided in the South Suburban College Catalog and the Echocardiography Program Student Handbook.

This handbook is subject to change or may be amended at the discretion of the Echocardiography Program. As a student of South Suburban College, you are subject to all standards, procedures, rules and regulations established by South Suburban College. You are, therefore, advised to refer to the current College Catalog for further information. If you have any questions about any part of this handbook or need information that is not given, do not hesitate to contact the program coordinator. This handbook is subject to change or may be amended at the discretion of the Echocardiography Program.

## Faculty and Administration

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

The following personnel are identified:

- Dean of Allied Health Department: Omar Sheriff, MD, MBA
- Program Coordinator: Zubeir Haroun, MD., MPH., RDCS
- Adjunct Faculty:
  - Malgorzata Wolniak, RDCS.
  - Nader Guma, MD, RDCS, MPH
  - Kelly Foley, RDCS
- Lab tutor: Teresia Johnson, RCS
- Medical director: Alan Jackson, MD
- Clinical instructors and clinical site mentors:
  - Kim Weiss, RDCS Rush University Medical Center
  - Anna Ramiar, RDCS Loyola University Medical Center
  - Iram Hunter, RCS Mount Sinai Hospital
  - Irma Hunter, RCS Holy Cross Hospital
  - Shelly Goemett, RCS Roseland Community Hospital
  - Tomasz Rzuczcowski, RDCS Advocate Christ Medical Center
  - Kimberly Conjardi, RDCS, Advocate Lutheran General
  - Lee "Trey" Sanders, BSN, RN, PCCN, Advocate Illinois Masonic Medical Center
  - Jeremy Kwon MA RRT-NPS RCP, Advocate Good Samaritan Hospital
  - Roberto Gonzalez, RCS St Catherine Medical Center
  - William Lomax, RDCS, Riverside Medical Center
  - Joyce Pena, RDCS, Palos Health Hospital
  - Sherina Anastacio, RCS, Advocate Trinity Hospital
  - Kathryn Eschbach, Little Company or Mary Hospital

# Clinical Education Centers

**1. Rush University Medical Center**

1653 W Congress Pkwy, Chicago, IL 60612

Phone: (312) 942-5000

**2. Loyola University Medical Center**

2160 S 1<sup>st</sup> Ave, Maywood, IL 60153

Phone: 708-216-9000

**3. Roseland Community Hospital**

45 W 111th St, Chicago, IL 60628

Phone: 773-995-3170

**4. Advocate Christ Medical Center**

4440 95th St, Oak Lawn, IL 60453

Phone: 708- 684-5554

**5. Advocate Trinity Hospital**

2320 E 93<sup>rd</sup> St, Chicago, IL 60617

Phone: 773-967-2000

**6. Riverside Medical Center**

350 N Wall St, Kankakee, IL 60901

Phone: (815) 933-1671

**7. Little Company of Mary Hospital and Healthcare Centers**

2800 W 95th Street, Evergreen Park, IL 60805

Phone: 708/229-6602

**8. Mount Sinai Hospital**

1500 S Fairfield Ave, Chicago, IL 60657

Phone: 773-935-1434

**9. Holy Cross Hospital**

2701 W 68<sup>th</sup> St, Chicago, IL 60629

Phone: 773-884-9000

**10. NW Palos Health Hospital**

12251 S 80<sup>th</sup> Ave, Palos Heights, IL 60463

Phone: 708-923-4000

**11. Advocate Lutheran General Hospital**

1775 Dempster St, Park Ridge, IL 60068,

Phone: (847) 723-2210

**12. Advocate Good Samaritan Medical Center**

3815 Highland Ave, Downers Grove, IL 60515,

phone: (630) 275-5900

**13. Advocate Illinois Masonic Medical Center**

836 W Wellington Ave, Chicago, IL 60657,

phone: (773) 975-1600

---

## Overview of Clinical Education

The clinical education course work helps integrate the cognitive aspect with the psychomotor and affective skills required of a student cardiac sonographer in the Echocardiography Program. Clinical education involves three phases: Shadowing and observation, assistance and performance. The student begins clinical education by shadowing and observing a cardiac sonographer in his/her duties. This participation moves from a passive mode of observation to a more active mode of assisting the echocardiography studies. The rate at which the student progresses is dependent upon the ability of the student to comprehend and perform the various assigned tasks. As experience is gained in the various examinations, the student moves to an independent clinical performance stage. At this point, the student is actually performing the examination under direct supervision of a registered cardiac sonographer. Direct supervision means that the qualified cardiac sonographer: 1. reviews the request for the examination in relation to the student's achievement; 2. evaluates the condition of the patient in relation to the student's achievement; 3. is present during the conduct of the examination, and 4. reviews and approves the study which includes the diagnostic quality of the study, the student's approach in each step, student's ergonomics as well as the student's interaction with the patient. After demonstrating competence in performing a specific echocardiographic studies, the student may be permitted to perform procedures under indirect supervision. Indirect supervision means that the qualified cardiac sonographer(s) reviews, evaluates and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified cardiac sonographer adjacent to the room or location where a echocardiography study is being performed.

## Chapter 2

### Clinical Rotation Master Plan

During the five semesters of the program, students start their hands-on practice in the second semester at South Suburban College echocardiography laboratory. By the fourth semester students start attending clinical education. The schedule and hours are determined by the clinical site in coordination with SSC Echocardiography Program. The objective is to have the students do 800 hands-on hours by the time they graduate after completion of the fifth semester. Four hundred hours must be done at the clinical setting.

This handbook has been designed to provide the student with the necessary information regarding standards, procedures and expectations which govern the students enrolled in clinical education. This facilitates understanding and scheduling for students and the clinical education centers. As much as possible, the beginning and/or end of the clinical rotation is set to coincide with the academic semester.

### Master Plan

A Clinical Rotation Master Plan exists which is intended to provide the student with a variety of clinical experiences at the clinical education centers affiliated with the Echocardiography Program. The Plan includes three semesters of clinical education course work.

- **ECG 204-001 (Echo Imaging I) (spring semester)**

In this course, although it is mainly didactic, students start training on obtaining basic echocardiography views, knobology, and proper ergonomics.

- **ECG 126-001 (Echo Lab I) (summer semester)**

In this course, student start their hands-on training at South Suburban College Echocardiography Program. Students are required to scan for at least 8 hours a week in addition to the weekly proficiencies and lab class hours.

- **ECG 205-001 (Echo Imaging II) (summer semester)**

This course has, in addition to its didactic part, a clinical part during students are trained in the school lab in coordination with ECG 126-001. Students are required to spend 2 hours a week performing lab assignments.

- **ECG 127-001 (Echo Lab II) (fall semester)**

In this course, students will continue being trained at South Suburban College with more in-depth training on volunteers. Students start their clinical rotations and the first step is shadowing and observing depending upon the progress of each student individually. Students are required to have four lab hours a week.

- **ECG 226-001 (Echo lab III) (spring semester)**

In this course, students spend more hours at the clinical site, the exact number of hours is discussed with the clinical site department where the student is being trained, and the goal is 800 hours before they graduate which include the time the student put in the previous course. Students are required to have four lab hours a week



## Chapter 3

### Clinical Education Schedules

#### Record of Clinical Education

The clinical instructor at that institution will distribute time sheets/cards. All students are required to be present in their assigned areas for clinical education during the hours established with the clinical instructor. Students may not leave the clinical education center without notifying the clinical instructor or the clinical instructor's designee. Time of arrival and departure must be recorded appropriately. Clinical instructors will require students to make up time that is not accurately recorded. Students who falsify time records will have charges of misconduct brought before the South Suburban College Committee on Misconduct.

#### Absence from Clinical Education

Regular attendance is an essential expectation of a cardiac sonographer in order to provide quality patient care. Students are expected to report promptly for clinical education on all scheduled clinical days. In the event a student cannot attend clinical education, that student must call in to the clinical education center and speak to the clinical instructor or the clinical instructor's designee. All absences from clinical education are classified as excused, unexcused, or tardy. Excused Absence Excused absences include holidays granted by the college according to the academic calendar and days when classes are canceled by the college due to inclement weather. Cancellation of classes due to weather will be announced on the television and radio. In either case, the clinical education center does not have to be notified of your absence, although a courtesy call would be appreciated. For illness, you must contact the clinical educator prior to the beginning of the shift.

**Please refer to the student handbook for more details on absence and tardiness procedure and standards. (p.32)**

## Chapter 4

### **Clinical Education Conduct**

The clinical education experience is designed to encourage responsibility in a professional and ethical environment and this includes behavior such as cooperation, accepting constructive criticism and dependability. Students are expected to consider all aspects of the Echocardiography Program in the clinical education center and the patient to be totally confidential. These aspects are not to be discussed with other students, friends or family outside of the clinical education center. Violation of this professional trust will result in charges of misconduct brought before the South Suburban College Committee on Misconduct. Refrain from making personal phone calls on institutional telephones except in the case of an emergency. Public phones are to be used for all non-institutional business. No smoking by students is permitted in the clinical education centers; clinical education centers are considered to be smoke free environments. Visiting friends and family who are patients must be according to hospital rules and regulations during non-clinical education hours unless visiting according to hospital policy. Remember that students are not permitted in hospitals during non-clinical education hours unless visiting according to hospital policy.

### **Official Uniform**

The program uniform is to be worn at the clinical site, unless it is specified otherwise by the clinical site. The uniform must show the school badge along with the clinical site badge if specified by the clinical site.

## **Grooming**

Personal hygiene must be maintained at all times. A clean and wrinkle-free uniform should be worn.

Cosmetics should be worn in moderation. Long hair should be tied back or put up. Facial hair should be kept neat and trimmed. Inappropriate undergarments visible through the uniform are prohibited. Loud or flashy jewelry should not be worn with the uniform at any time. All jewelry should be in moderation at all times, as it can cause injury to the student and/or to the patient.

## Chapter 5

### Student Responsibilities

Infectious Diseases Infectious diseases of primary concern in today's health care environment include hepatitis B, acquired immune deficiency syndrome and tuberculosis. Students are advised to follow the exact procedures established by the clinical education centers, primarily isolation techniques, in caring for patients. Students should report any contact with communicable disease in accordance with the policies of the clinical education center in which the contact occurs. Additionally, Occupational Safety and Health Act (OSHA) amendments suggest that all individuals who are involved in clinical education in acute-care or long term care facilities should be vaccinated for Hepatitis B. The exception is for pregnant individuals. After delivery, the student should seek vaccination as soon as a physician gives permission. Prior to the start of clinical education the student must do one of the following:

1. Seek Hepatitis B vaccination from a physician or other primary source of health care and submit documentation to the program coordinator.
2. Prove previous Hepatitis B vaccination and submit documentation to the program coordinator.
3. Sign a waiver of liability form provided by the program director, declining Hepatitis B vaccination and submit to the program coordinator. In addition, prior to the start of clinical education and thereafter annually, students must show documentation of TB testing.

Students with an infectious disease, other than a common cold, may not attend clinical education. The student should inform the clinical instructor and the program coordinator immediately upon diagnosis. They may not return to clinical education until a doctor's release has been presented to the program coordinator.

# **Americans with Disabilities Act**

## **STANDARD**

The Echocardiography Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990.

# **Malpractice Insurance**

## **STANDARD**

All students must be covered under a malpractice insurance policy prior to the beginning of clinical education

## **PROCEDURE**

South Suburban College provides professional liability insurance for students while engaged in clinical learning activities. The cost of this insurance is covered in the clinical education course fees. The college malpractice insurance plan does not cover a student who may work in institutions outside of scheduled clinical education time.

# **Non-Discrimination**

## **STANDARD**

The Echocardiography Program adheres to institutional policy regarding non-discrimination.

## **PROCEDURE**

The following statement is published in the college catalog as part of the institutional philosophy. "No person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, and age, religion natural or regional origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program or activity." The echocardiography program admission procedures and ongoing operations are conducted in accordance with this policy. Each of South Suburban College's affiliated clinical

education centers supports nondiscrimination and has agreed to uphold it. Students in the program who feel they are being discriminated against in violation of this policy are encouraged to bring their complaints to the immediate attention of the program coordinator. A student grievance procedure is published in this handbook which outlines steps that can be taken to file an official complaint.

## **Code of Ethics**

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

1. The patient has the right to considerate and respectful care. 2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms of the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person on his behalf. He has the right to know, by name, the physician responsible for his care.

3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.

5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have permission of the patient to be present.
6. The patient has the right to expect that all communications and record pertaining to his care should be treated as confidential.
7. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, which is treating him.
9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.
10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.
11. The patient has the right to examine and receive an explanation of his bill, regardless of source of payment.

12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.



## Chapter 6

### **Clinical Evaluation Program**

Students must pass the clinical rotation course with a minimum of “C” (75%). The grade includes:

- Clinical Site Competences (must be completed)
- Students must complete their clinical hours (minimum of 400 hours)
- Students must be signed off by the clinical site mentor on all required tasks.
- Lab proficiencies (must all pass).
- Study Critique ○ Case Study.

### **Attitude and Behavior Form**

This form is used by staff echocardiographers to give students and faculty an opinion of the students’ trends in professional attitudes and behavior. Students do not see these actual forms, but are supplied with a composite each term.

### **Student Evaluation of Clinical Education Center Form**

This form is completed by the student following the end of the clinical rotation. The form is designed to allow the student to offer constructive criticism with a view to improve clinical education conditions for future students. A compilation of these forms is forwarded to the administration of the clinical education center radiology department as well as to the clinical instructor. When only one student is in attendance during a clinical rotation, this evaluation will not be done. Clinical grades are not affected by advising results, however, students may be subjected to corrective action including incomplete or failing course grades due to failure to comply with advising suggestions or making unsatisfactory progress toward goal completion. All clinical advising records will be destroyed after graduation except those which document mandatory advising sessions or dismissal from the program.

## **Disclaimer**

More details on the clinical training will be provided in class and orientation. Please feel free to contact the clinical coordinator for further information.