ADMISSION POLICY AND PROCEDURE

Purpose: To establish a consistent system for selection of students.

Scope: This policy applies to all persons applying for admission to Aurora St. Luke’s Medical Center School of Diagnostic Medical Sonography.

Equal opportunity/nondiscrimination policy:

At the Aurora St. Luke's Medical Center School of Diagnostic Medical Sonography we are committed to selecting the most qualified candidates from the eligible group of applicants. It is our policy in all student actions, including the selection process, to evaluate all applicants and enrolled students based on qualifications and ability, without regard to age, race, color, creed, religion, disability, marital status, sex, sexual orientation, national origin, ancestry or membership in any legally protected category.

Application:

1. The program enrollment period is open during the fall of each year.
2. Applications and other required forms are available on the website, https://www.aurorahealthcare.org/education/diagnostic-sonography, during the enrollment period.

Application materials are provided to the health science advisor at the university partner who coordinates the application for those students seeking a Diagnostic Medical Sonography major.

3. Admission Requirements:
   - All applicants must meet the physical, mental & emotional and personal characteristics listed on the website.
   - All applicants must comply with one of the prerequisites educational pathways listed on the website. Applicants are encouraged to complete all prerequisites by the end of the enrollment period.
   - Regardless of educational pathway, all applicants are required to complete the following courses:
     - Algebra, statistics, or higher mathematical course
       - 1 semester course (3-4 credits)
     - Basic Patient Care education
     - Communication
       - 1 semester course (3-4 credits)
       - Acceptable courses include English, speech, or composition
     - Physics
- 1 semester course (3-4 credits)
  - Human anatomy and physiology
- 2 semester course (3-4 credits)
- Medical ethics and law
  - 1 semester course (3-4 credits)
- Medical terminology
  - 1 semester course (3-4 credits)
- Pathophysiology
  - 1 semester course (3-4 credits)
- **GPA**
  - Overall average of all required courses must be 3.0 or better
    - A minimum of C or better is required for each individual course listed above
  - 3.0 GPA or better average in the following areas
    - Science - specifically anatomy & physiology I & II; chemistry; biology; microbiology; genetics; embryology, pathophysiology
- All applicants must complete a job shadowing experience in accordance with the Job Shadowing Policy and Procedure
  - Each candidate will complete a minimum of four (4) hours in cardiac AND a minimum of four (4) hours in general/vascular
  - Acceptable sites for job shadowing experience are a hospital or medical center
  - Job shadow forms are available on the website; completed forms should be submitted with the application
- **Basic Patient Care Experience Prerequisite to DMS**
  - Applicants must demonstrate health care experience sufficient for developing an understanding of the sonographer role, the health care environment, and their own aptitude for the sonography profession.
  - Direct patient care experience is necessary to ensure a level of proficiency needed to be successful in the sonography program. Applicants should be able to demonstrate knowledge and application of the following:
    - Anticipate and respond to the needs of the patient
    - Demonstrate age-related and cultural competence
    - Demonstrate appropriate patient care in settings outside the sonography department
    - Transport and transfer patients with support equipment; oxygen, IV lines/pumps, urinary catheters, drainage tubes
    - Vital signs
    - Color, skin integrity
    - Clinical history
    - Proper patient positioning and draping
    - Comfort
    - Privacy
- Life threatening situations and implementation of emergency care as permitted by institutional policy
- Reporting and documentation of incidents and/or adverse reactions
  - A minimum of 100 hours is required. Patient Care experience may be met by one of the following:

- All applicants will submit an autobiography statement. The autobiography will be 1 - 2 pages in length describing why the field of sonography interests them. The statement will also include the applicant’s qualifications for becoming a Diagnostic Medical Sonographer. The statement will be typed, signed, and dated by the applicant to verify authenticity.
- These are the minimum requirements and do not guarantee admission to the program.

4. An application will be considered complete when the following information has been received:
- Completed application form.
- Brief autobiography
- Completed Verification of Patient Care form demonstrating minimum requires hours as required in prerequisite.
- Documentation of job shadowing experience
- Current CPR
- $50.00 non-refundable application fee (check or money order) made out to Aurora St. Luke’s Medical Center.
- Official transcripts from all post-secondary colleges/universities. All transcripts must be original and forwarded to the school directly from the educational institution(s).
  - The health science advisor at the university will forward all application materials to the program including current copies of the student’s transcript.
  - All foreign diplomas, transcripts, and documents must be evaluated by a foreign transcript evaluation agency. A notarized translation of all document to US equivalency must be submitted with the application.

5. Upon receipt, all application materials become the property of Aurora St. Luke’s Medical Center School of Diagnostic Medical Sonography. The school reserves the right to refuse the forwarding or copying of these materials.
- Application materials will be kept within the Radiology Education offices at Aurora Health Care.

6. All Information required for admission must be postmarked by 4:00 pm on the last day of the enrollment period to be considered for the class beginning in Fall of the following year. Application materials must be mailed to:

   School of Diagnostic Medical Sonography
   Heil

Admissions policy & procedure Effective: 6/07 Revised: 4/08; 03/12; 2/13; 05/16; 6/17; 9/19; 9/20; 10/21; 06/22
7. Incomplete applications will be deferred until the following year.

Application Assessment:

1. Applications are reviewed and compared to official transcripts for completeness by program faculty.
2. Application assessment will be discontinued if any of the following occur:
   - The applicant did not complete the minimum requirement for patient care experience
   - The applicant did not meet the minimum GPA as defined by the program.
   - The applicant did not complete the required courses as defined by the program.
3. An application screening form is completed for each applicant to include the following:
   - Required elements complete
   - Health care experience- maximum 4 points
   - Academic achievement- maximum 8 points
   - The autobiography is evaluated for the ability to convey interest for the field of sonography, a desire to work in patient care and grammar- maximum 3 points
   - Current Advocate Aurora team members advancing their career-maximum 2 points
   - The maximum point value achievable is 17
4. The program capacity for interview will be determined annually. When the applicant pool exceeds the interview capacity a cut score may be determined. An individual whose application meets or exceeds the cut score will be invited for an interview.
5. Emphasis will be placed on mathematics, science, physics, and prior clinical experience.

Information Session:

1. Formal information sessions will be made available to all applicants.
2. Information sessions may be pre-recorded or held in person.
3. Program supervisors will review sessions annually to ensure information is current.
4. Information sessions are a mandatory piece of the application process; failure to attend will result in a incomplete application

Personal Interview:

1. Applicants meeting the minimum requirements are invited for a personal interview with the admissions committee. Applicants may be invited for an interview if the application assessment is indeterminate to allow for further discussion.
2. Applicants not meeting the minimum requirements will be rejected and advised on how they can improve their application.
3. Personal interviews are typically scheduled from March through April
   - Each candidate will be asked the same set of interview questions
4. Each interviewee will be given an information packet that shall include the following information:
   - Program mission and goals
   - Program information
   - Curriculum objectives
   - Semester credits
• Our program updates
• Programmatic outcomes
• Final selection
• Choosing a sonography program
• Testimonials

5. The admission committee members will be given an interview assessment form in which they can rate and record the candidate’s responses to the questions.
• Interview assessments will be rated and averaged for a final score
• Maximum 136 points

Final Selection:

The school does not maintain a waiting list; rather the most qualified applicants are selected on an annual basis. Total number selected for each concentration is based on current employment statistics, the needs of the medical imaging community and feedback from the advisory committee.

1. The committee, based upon information provided in the application and personal interview, makes the final selection. Factors considered include:
   • Candidate responses to interview questions
   • Academic achievement
   • Patient care experience
   • Knowledge of the profession of Sonography
   • Compliance with all application requirements
   • Perceived communication skills, motivation, ability to follow directions and maturity.

2. A total score will be calculated from the application assessment and interview – maximum 153 points. (Application maximum points – 17; Interview maximum points – 136)

3. Applicants will be selected based on the highest accumulation of points.

4. The faculty will formally notify the applicants of their decision in writing via the email address provided on the application.

5. All accepted applicants must comply with Aurora Health Care policy and successfully complete a criminal background check and physical examination.

6. Final acceptance into the program will be based on the results of the pre-enrollment screening tests.

7. Individuals accepting appointment must do so in writing.