

Diagnostic Medical Sonography Program

Phone: (901) 516-8099

Fax: (901) 516-2870

Dear Applicant,

I would like to thank you for your interest in the Methodist LeBonheur Healthcare Diagnostic Medical Sonography Program. I look forward to reviewing your application and meeting you personally.

Diagnostic Medical Sonography is a unique and challenging field in the health professional team. It takes a very special person to deal with the stress, personal patient contact and clinical expertise required to perform the job of a sonographer. It is the Diagnostic Medical Sonography Program's purpose and responsibility to help you discover this fascinating career and the important role it plays in the care of the patient.

Shadowing is available upon request. Please contact our office at (901) 516-8099 to schedule an appointment.

This application packet has been compiled to introduce our Program and includes information you may find helpful. Included in your packet is:

- Introduction Letter
- Program Description
- Program Mission, Goals and Curriculum
- Admission Requirements
- Technical / Physical Standards
- Financial Requirements
- Application Form

If you have any questions regarding the contents of this packet, please do not hesitate to contact me.

Sincerely,

Tamera Ghelichkhani, RDMS
Program Director
Diagnostic Medical Sonography Program

[Diagnostic Medical Sonography Program - Methodist Le Bonheur Healthcare](#)

Diagnostic Medical Sonography Program

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography Program at Methodist Healthcare, offers two programs in sonography: An Adult Cardiac Sonography Program and a Abdominal-Extended Obstetrics and Gynecology Sonography Program.

The **Abdominal-Extended Obstetrics and Gynecology Sonography Program** is accredited by the *Commission on Accreditation of Allied Health Education Programs (CAAHEP)* which provides a peer review process administered by the *Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)*.

Commission on Accreditation of Allied Health Educational Programs (CAAHEP)

25400 US Highway 19 North

Suite 158

Clearwater, FL 33763

(727) 210-2350

<http://www.caahep.org/>

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

6021 University Boulevard, Suite 500

Ellicott City, MD 21043

443-973-3251

<http://www.jrcdms.org/>

The programs provide quality clinical and didactic instruction to a small group of select students in their field of choice. Students designate a field of study which allows them focus on a particular area of interest and allow maximum development of expertise. Students choose from one of the following options:

OPTION 1:

Abdominal-Extended Obsetrics and Gynecology Program
(15 months)

Encompasses abdominal-extended imaging abdominal structures includes superficial structures, and obstetric and gynecologic imaging. Additionally, introduction to vascular sonography (*arteries and veins throughout the body*) with limited didactics and clinical experience is provided.

OPTION 2:

Adult Cardic Program
(15 months)

Consists of adult echocardiography (*imaging of the heart*). Additionally, introduction to pediatric cardiac sonography (*arteries and veins throughout the body*) with limited didactics and clinical experience is provided.

Upon completion of a program, the student is eligible to apply for a choice of certifying exams given by the American Registry of Diagnostic Medical Sonographers (ARDMS).

MLH PROGRAM	ARDMS EXAM	ARDMS PREREQUISITE
Abdominal- Extended Obstetrics and Gynecology	SPI- Sonography Principles and Instrumentation	1, 2, 3A
	Abdomen Sonography	1, 2, 3A
	Obstetric and Gynecology	1, 2, 3A
Adult Cardiac	SPI- Sonography Principles and Instrumentation	1, 3A
	Adult Echocardiography	1, 3A

Successful completion of these examinations enable the individual to use the title “Registered Diagnostic Medical Sonographer” (RDMS), “Registered Diagnostic Cardiac Sonographer” (RDCS) and/or “Registered Vascular Technologist” (RVT).

Methodist Le Bonheur Healthcare is associated with the North Arkansas, Mississippi and Memphis Conferences of the United Methodist Church and serves as a model for an integrated system of services that is person-centered and responsive to the mission and ministry of healthcare.

Methodist Healthcare – Memphis Hospitals is one of the largest private not-for-profit hospitals in the country with more than 1,700 licensed beds. The 917-bed University Hospital is a tertiary care and referral center located in the Memphis medical center. In March 2002 MLH signed an affiliation agreement with the University of Tennessee Health Science Center to become the primary private teaching site for medical education and to further emphasize research. Le Bonheur Children’s Medical Center, with 225 beds, is the Mid-South’s only pediatric medical center serving a six-state referral area and also serves as the primary teaching site for the Department of Pediatrics at the University of Tennessee. Methodist South, a 200-bed acute care hospital, Methodist-North, a 234-bed acute care hospital, Methodist Le Bonheur Germantown, a 209-bed acute care hospital, Le Bonheur Children’s Medical Center and University Hospital all operate under one license comprising Methodist Healthcare-Memphis Hospitals. The Diagnostic Medical Sonography Program is located on the ground floor of the Crews Wing of University Hospital, the largest campus of Methodist Healthcare-Memphis Hospitals.

All medical specialties and most sub-specialties are represented on the MLH medical staff which numbers more than 1200. Among the outstanding and comprehensive programs are neurology/neurosurgery, oncology, cardiology, ophthalmology, obstetrics/gynecology, pediatrics and gamma-knife.

DMS Clinical affiliates of the Abdomen-Extended Obstetrics and Gynecology Tracts include:
(clinical sites subject to change)

- MH-University
- MH Midtown Diagnostic Center
- MH- Southaven Diagnostic Center
- MH- North Hospital
- MH- Olive Branch Hospital
- MH-Germantown Hospital
- MH Germantown Diagnostic Center
- MH-Le Bonheur Children's Medical Center
- MH-South Hospital
- MH Sutherland Cardiology
- Regional One Health High Risk Obstetrics
- MH Germantown Outpatient
- Diagnostic Imaging Center
- People's First Urgent Care

DMS Clinical affiliates of the Adult Cardiac Tracts include: (clinical sites subject to change)

- MH-University
- MH- North Hospital
- MH- Olive Branch Hospital
- MH-Germantown Hospital
- MH-Le Bonheur Children's Medical Center
- MH-South Hospital
- MH Sutherland Cardiology
- MH North OPC

School Mission Statement

The Methodist LeBonheur Hospital Diagnostic Medical Sonography Program will graduate students with the entry-level employment skills and knowledge required of a registered diagnostic medical sonographer to think critically while performing sonographic procedures and highest of patient care. The Program will fulfill its mission to the community with graduate sonographers who are critical thinkers, competent through the evaluation and achievement of the program goals listed below, as well as compassionate while performing sonographic procedures and delivering patient care.

Program Goals (Cognitive, Psychomotor, Affective)

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

1. Students/graduates will be clinically competent.

Utilize critical thinking while performing diagnostic medical imaging.

Utilize proper positioning and scanning skills.

Practice highest quality of care for the patient, self, and others.

Successfully perform diagnostic medical sonography procedures accurately.

Document all anatomy, physiology, vasculature, pathology pertinent to the each sonographic procedure for physician interpretation.

Assist physicians, radiologists and other pertinent medical personnel with invasive and noninvasive procedures.

Knowledge of the process of becoming a registered sonographer upon graduation and continue education through the professional sonographic organizations and seminars.

Bimonthly student evaluations/documentation by Sonographers required

2. Students will demonstrate problem solving and critical thinking skills.

Adapt and maintain skills in diagnostic medical sonography techniques under the supervision of a registered sonographer as required to become registered.

Adjust technical imaging factors for all sonographic procedures.

Maintain functioning of all sonographic equipment.

Gather necessary data for sonographic procedures and make skilled judgements necessary for a diagnosis.

Evaluate sonographic images for diagnostic quality.

Bimonthly student evaluations/documentation by Sonographers.

3. Students will be able to communicate effectively with patients, staff, and others.

Demonstrate oral and written communication skills effectively.

Bimonthly student evaluations/documentation by Sonographers.

4. Students will demonstrate an understanding of professionalism.

Maintain an understanding of ethical, professional and legal values.

Effective and compassionate communication and education

Understand the importance of professional organizations and continued learning within the profession

Upon graduation of the program, all students will have demonstrated and completed all clinical and academic competencies required for eligibility to apply and take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exams in the area(s) of study to become a registered Diagnostic Medical Sonographer.

PROGRAM'S CURRICULUM OVERVIEW

1st Semester DMS - GENERAL TRACK

Intro To Diagnostic Medical Sonography and Patient Care
Sonography, Principles & Instrumentation I
Abdomen I
Gynecology
Obstetrics I
Small Parts and Superficial Structures
General Scan Lab I
General Clinical Education I

1st Semester DMS – CARDIAC TRACK

IntroTo Diagnostic Medical Sonography and Patient Care
Sonography Principles & Instrumentation I
Cardiology Principles I & Electrophysiology
Adult Echocardiography I
Echo Techniques I
Cardiac Scan Lab I
Cardiac Clinical Education I

2nd Semester DMS - GENERAL TRACK

Sonography Principles & Instrumentation II
Vascular
Abdomen II
Obstetrics II
General Scan Lab II
General/Vascular Clinical Education II

2nd Semester DMS – CARDIAC TRACK

Sonography Principles & Instrumentation II
Cardiology Principles II & Electrophysiology
Adult Echocardiography II
Introduction to Pediatric Sonography
Cardiac Scan Lab II
Cardiac Clinical Education II

3rd Semester DMS - GENERAL TRACK

Sonography Principles & Instrumentation III
Abdomen III
Obstetrics III
Neurosonography/ Pediatrics / MSK
General Clinical Education III

3rd Semester DMS – CARDIAC TRACK

Sonography Principles & Instrumentation III

Adult Echocardiography III
Cardiac Principles III
Cardiac Scan Lab III
Cardiac Clinical Education III

4th Semester DMS - GENERAL TRACK

Sonography Principles & Instrumentation Review
Abdomen / Superficial Structures Review
OB/Gyn Review
General Clinical Education IV

4th Semester DMS – CARDIAC TRACK

Sonography Principles & Instrumentation Review
Adult Echocardiography Review
Cardiac Clinical Education IV

In view of the ever-changing field of Diagnostic Medical Sonography, the above courses may be revised as deemed necessary by the Program Director and faculty without prior notification to the student.

ADMISSION CONSIDERATION REQUIREMENTS:

To have this application considered for class commencing in January of each year, an applicant must:

1. Ensure an accurate and complete application packet, current from our website, along with a **\$50 application fee** (*non-refundable*), is received by this office **NO LATER** than **Sept 1**. This packet must **INCLUDE** application & fee, pursuant paper, resume, 3 letters of reference and **ALL ORIGINAL transcripts (student copy not accepted) of college courses with degree confirmed even if graduation date is Dec 31st**.
2. If degree is incomplete and will be completed no later than Dec 31st, **ALL** colleges attended with completion of the MLH DMS Program pre-requisites college course credits, **awarded degree OR** current transcript documenting degree and award date of December 31st.
3. **Latest deadline for incomplete courses/transcripts documenting required college courses and/or degree is December 31st**. Call for any questions regarding transcripts and pre-reqs.
4. Be a college graduate of at least one of the following:
 - a) **4-year Bachelor's degree**
 - b) **2-year AMA medical degree and active medical license in one of the following: Radiology Technology, Nursing, Respiratory Therapy, Radiation Therapy, Physical Therapy Assistant, Pharmacy Technician; an allied health associate degree in any major other than these WILL NOT meet the 2 year AMA college degree requirement. Please call with any questions regarding these requirements at (901) 516-8099.**

Document a minimum of 2.0 grade for each of the following prerequisite college CREDIT level classes by December 31 prior to beginning in January:

**** college credit hours** and grade **MUST** be documented on the college transcript received

**** Completion Certificate of a course DOES NOT equal college course credit**

- **General Physics for the Health Sciences** (*no lab required*) **or Intro to Physics** (*Kinesiology not accepted*)
- **Human Anatomy and Physiology I** (*for the medical profession*) (*A & P II recommended, not required*)
- **Communication Skills** (*Speech, English and/or Composition*)
- **Medical Terminology College Course** (*NOT continuing education credit*)
- **Algebra , Statistics, or higher mathematics course** (*High School Algebra not applicable*)

The degree and college courses above are the minimum educational requirements to meet application process. Transcripts are the sole responsibility of the applicant to ensure MLH DMS Program has received and reviewed prior to deadlines. Once all application requirements are met, the applicant will be contacted with further instructions and the program interview process. Interviews are held in the fall prior to the January start of program, each year.

1. Enclose a **resume** describing your professional employment history (*include military service*), professional training, volunteer experience and education (*list all schools attended starting with high school and including present school*) and sonography shadowing form. (a form is posted on our website).
2. Sonography Shadowing is made available for your career interest by our office. It is not required but highly recommended. Call to make an appointment: (901) 516-8099.
3. Complete Application Packets **will ensure an interview**, but **is not a guarantee** of admittance. Applicants, who meet ALL requirements, participate in scheduled interviews by the admission committee. **Acceptance** of students is made by the admission's selection committee based on previous scholastic record, interview performance and letters of reference.
4. At time of acceptance/admission, applicant must provide documentation of personal Health Insurance.

5. It is the **responsibility of applicants to arrange for the submission** of **OFFICIAL** transcript copies from all colleges, including transfer college(s) and online college(s) & ensure this office receives them by **Dec 31.**
6. It is the **sole responsibility of the applicant** to call our office and verify **ALL** required information is received by **deadline of Dec 31.**
7. **Incomplete** application packets **WILL NOT** be considered.
8. Meet the technical standards for performing the duties of the Diagnostic Medical Sonography profession as established by the Program.
9. Pass a pre-admission background check and medical exam performed by Methodist Healthcare. Applicant must be in satisfactory physical, mental, and emotional health as determined by Methodist Healthcare.

HEALTH AND PHYSICAL ABILITIES

Applicants must meet the following criteria:

1. Good physical health

- Physical stamina is required for the hard work involved: long periods on one's feet, pushing and pulling equipment, lifting and positioning patients; continuous scanning may cause strain on legs, back, shoulder and wrist
- Good use of hands for gripping, and squeezing, as well as repetitive hand and wrist motion
- Free of communicable disease, as you will be working with sick patients and constantly exposed to communicable diseases and infections

2. Communication Skills

- Effective communication skills are required, as sonographers must interact with patients and their families, clinicians, and peers in a variety of situations.
- Ability to read, write and communicate both orally and written to other individuals
- Normal vision, including subtle delineation of gray shades and color vision
- Normal hearing to remain alert to audible signs of patient distress, equipment malfunction and safety hazard warning techniques.

3. Technical Aptitude

- Ability to conceptualize images in three-dimensional form
- Good hand-eye coordination

4. Emotional Stability

- Ability to deal compassionately with patients in time of stress or crisis
- Ability to remain unfrazzled and flexible by disruption of routine

FINANCIAL REQUIREMENTS – ALL FEES NON REFUNDABLE

(application fee, tuition, books, technology fee, lab fee, malpractice insurance fee, parking fee)

- **Application fee - \$50** (*sent with application, non-refundable*)
- **Tuition:**
 - **15-month Abdominal-Extended Obstetrics and Gynecology Sonography Program** Program Tuition is \$13,000 (\$2000.00 due 1st day). Tuition and fees are **nonrefundable after program acceptance**. The remaining program tuition of \$11,000 balance may be divided into monthly payments at \$785.71/month) for the remaining program length (14 months), interest free by credit card, cash, check, money order. The entire balance is required to be paid in full 2 weeks prior to graduation day.
 - **15-month Adult Cardiac Program** Tuition is \$13,000 (\$2000.00 due 1st day). Tuition and fees are **nonrefundable after program acceptance**. The remaining program tuition of \$11,000 balance may be divided into monthly payments at \$785.71/month) for the remaining program length (14 months), interest free by credit card, cash, check, money order. The entire balance is required to be paid in full 2 weeks prior to graduation day.

Students have the option to pay using cash, check, debit, or credit cards. If the student doesn't wish to pay using this method, they can pursue a personal loan. One financial aid student loan option is available through **Meritize**, but not required. Please see www.meritize.com for more information. Students wishing to pursue loan options are advised to closely consider all conditions related to loans on their own and to meet their own personal needs. The MLH Diagnostic Sonography Programs do not endorse any particular loan option.

Additional Costs to Student:

- **Books - \$400-\$700** (*approximately & students are responsible for ordering books before class start date*)
- **OnlineTrajecs Sys Record Keeping Fee - \$150** (one time, **nonrefundable** fee paid directly to online student reporting system)
- **Lab/Technology Fee - \$300** (*nonrefundable and payable 1st day of class*)
- **Malpractice Insurance - \$20** (*nonrefundable, malpractice clinic insurance requirement, in addition to personal insurance requirement*)
- **Parking Fee-** some clinical rotations **may require a parking fee** and is sole responsibility of the student.

*** Tuition is subject to change*

***Monthly payments toward the total tuition requirement may be arranged by program director BUT required to be paid in full before graduation date.*

Individuals who show an interest in this advanced area of study and who meet the entrance requirements for the program, may submit the attached application.

The Admissions Committee will invite applicants meeting the entrance requirements, to participate in the interview process. The committee will evaluate by interview, transcripts, educational performance, references, scholastic record, attitudes, motivation, health, personality, and/or character of each applicant to indicate the likelihood of his/her success in the program and profession. Shadowing is recommended prior to interviews.

Enrollment is limited each year. All qualified applicants who meet program requirements PRIOR to deadlines are reviewed, interviewed and accepted based on the outcomes of experiences in education, work and interview.

Application For Admission – Diagnostic Medical Sonography Program

Methodist Le Bonheur Healthcare – University Hospital
1265 Union Avenue
Memphis, TN 38104
Phone: (901) 516-8099 Fax: (901) 516-2870

Please print in ink or type.

I wish to apply for the class beginning January 20 _____.

Date: _____

Check the one that applies:

- ☐ I wish to apply to the DMS – **Abdomen-Extended Obstetrics and Gynecology** Program
- ☐ I wish to apply to the DMS – **Adult CARDIAC** Program
- ☐ I wish to be considered for both programs with the _____ Program as **1st choice**.

Name in full: _____
Last (maiden name) First Middle

Present Address: _____
Street Apt #
City State Zip

Telephone (1) : _____ Telephone (2) : _____

e-mail : _____ Social Security Number: _____

For research and recruiting purposes, please state where you heard about our program : _____

Summary: Dates of REQUIRED material for completion of your Application Packet:

- **APPLICATION FEE** - Enclose a non-refundable application fee of **\$50**. If using check or money order, make payable to Methodist Healthcare; **must be received by Sept 1**.
- **PURSUANT PAPER** – Compose and submit a brief **typed** written paper (*less than 2 pages*) regarding your desire and decision to pursue a career in Diagnostic Medical Sonography; **must be received by Sept 1**.
- **RESUME** – Attach a **resume** describing your professional employment history (*include military service*), professional training, volunteer experience and education (*list all schools attended starting with high school and including present school*); **must be received by Sept 1**.
- **TRANSCRIPTS** - Official transcripts of college records and Allied Health Programs are required and must be mailed by the institution **directly to the Diagnostic Medical Sonography Program by December 31st**. *The applicant must arrange for the evaluation of any transcripts from schools outside the United States*. A list agencies providing this service may be obtained from the school office; **must be received by December 31st**.
- **LETTERS OF RECOMMENDATION** - Please arrange to have **three (3) typed** letters of recommendation (*one work-related, one educationally-related, and one professionally-related or personal reference*) **sent directly to the Program Director; must be received by Sept 1**
- **SHADOWING** – Job-Shadowing and documentation (downloadable form on website) within a diagnostic medical sonography department is strongly recommended prior to application. This shadowing ensures a clear understanding of the tasks a sonographer performs which is very important for understanding the career path. Job-shadows may be arranged at Methodist University Hospital. You may contact us for the appointment at 901.516.8099
- **CALL (901) 516-8099 FOR ANY QUESTIONS REGARDING REQUIREMENTS AND DEADLINES.**

ACADEMIC REQUIREMENTS REVIEW (CHECK EITHER #1 OR #2 BELOW FOR MEETING REQUIREMENTS FOR APPLYING)

CHECK APPROPRIATELY ONE THAT APPLIES:

1. I am a:

☐ A graduate with a **4-year Bachelor's degree**

Or

☐ **2-year AMA medical degree and active medical license** in one of the following: Radiology Technology, Nursing, Respiratory Therapy, Radiation Therapy, Physical Therapy Assistant, Pharmacy Technician; an allied health associate degree in any major other than these **WILL NOT** meet the 2 year AMA college degree requirement. Please call with any questions regarding these requirements at (901) 516-8099.

A 2-year medical education program (AMA) that is patient-care related is defined as (1) 24 full-time consecutive calendar months or (2) 60 semester credits or (3) 84 quarter credits (4) and requiring a clinical rotation experience to complete the AMA program. Credit hours are based on U.S. equivalency in a post secondary institution. The program or school must be authorized by an accrediting agency to award semester or quarter credits and the type of credits granted must be reflected on the transcript. Transcripts reflecting clock hours must be converted to credit hours. If submitting a foreign degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.

Required Info:

Prior to Dec 31, this year, I plan to meet one of the above DEGREE requirements.

Graduation Date: _____

2. I have **completed** the following required college level courses with a minimum "C" or above grade and is documented of transcript as college credit hours: (3rd party online institutions may or may not be accepted; please call for more information)

- ☐ General Physics or Intro to Physics (a lab is NOT required, but optional) (Kinesiology not accepted)
- ☐ Human Anatomy and Physiology I (a lab is NOT required, but optional)
- ☐ Communication Skills / English / Composition
- ☐ Medical Terminology College Course- NOT continuing education course (online college credit course accepted)
- ☐ College Algebra or Higher Math (math dept courses only accepted)

Required info:

I plan to meet all the above pre-requisite requirement by _____ (date)

***** APPLICATION PACKET and ALL program requirements MUST BE RECEIVED by our office by Sept 1.**

Have you ever been discharged or placed on academic probation from any school?

If YES, please provide a written explanation

Yes _____ No _____

Have you ever previously applied for admission to a Diagnostic Medical Sonography program?

Yes _____ No _____

Is YES, where? _____

Please read the following and sign:

The information I have provided in this application is true and accurate. I understand that any false statement, material omission or inaccuracy on my part will automatically disqualify this applicant from consideration.

I further understand that it is my sole responsibility to request OFFICIAL transcripts from ALL colleges attended, 3 reference letters and that all required information must be received by the Diagnostic Medical Sonography Program on or before the designated requirement assigned deadline of prior to December 31. I am aware that incomplete application packets will not be considered.

Date: _____

Signature: _____

After receipt of your completed application packet (including letters of reference and transcripts) an interview will be scheduled for you with the Admissions Committee. Interviews will be scheduled in fall each year.

An equal opportunity is offered to each applicant regardless of race, color, religion, gender, national origin, veteran/non-veteran, disability and age. Tuition is solely the responsibility of the student and payment type is not discriminative in any way (i.e. credit card, cashier's check, cash, student personal loan).

Please submit completed application to:

Diagnostic Medical Sonography Program
MLH-University Hospital, Department of Radiology
ATTN: Tamera Ghelichkhani, RDMS, Program Director
1265 Union Avenue
Memphis, TN 38104