

2025

SCHOOL OF ECHOCARDIOGRAPHY

Prospective Student Information Guide

903 East 104th Street
Kansas City, MO 64131
816-932-2716

<https://www.saintlukeskc.org/school-echocardiography>



Table of Contents

Mission and Vision Statements.....	2
Accreditation	3
Faculty	3
Program Description	4
Goals	4
Skill Standards.....	6
Statement on Policy Changes	6
Admission Requirements	7
Admissions Procedure	8
Observation Information	8
Certification Eligibility	9
Registry Eligibility.....	9
Transfer Credits	9
Instruction via Distance Education/Experiential Learning	9
Advanced Placement	9
International Student Requirements	9
Estimate of Costs/Tuition/Fees.....	11
Financial Aid.....	11
Withdraw Policy.....	11
3 Day Cancellation/Refund Policy	11
Health Insurance.....	12
Grading Scale	12
Graduation Requirements	12
Clinical Rotations	13
Degree and/or Registry Verification Form	14
Application Checklist.....	15

Saint Luke's Hospital Mission Statement

The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

Saint Luke's Hospital Vision Statement

The Best Place to Get Care,
The Best Place to Give Care

Saint Luke's Hospital School of Echocardiography

The Best Place to Get an Education,
The Best Place to Give an Education

ACCREDITATION

The Saint Luke's School of Echocardiography is an accredited Allied Health Program in good standing with the Joint Review Commission of Diagnostic Medical Sonography (JRCDSM) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Saint Luke's School of Echocardiography is accredited by CAAHEP upon the recommendation of the JRC-DMS. Graduates are eligible to take the National Registry Examination (ARDMS) to become a Registered Adult Echocardiography Sonographer.

JRC-DMS

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 866-738-3444
www.jrcdms.org

CAAHEP

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N. #7709
Seminole, FL 33775
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

Our sponsoring institution, Saint Luke's Hospital, is accredited by The Joint Commission.

The Joint Commission

One Renaissance Boulevard, Oakbrook Terrace, IL 60181
Phone: 630-792-5000
www.jointcommission.org

FACULTY

Zach Tyler – Program Director
Loren Walters – Clinical Coordinator, Faculty
Alan Marsh – Faculty, Scan Labs & Cardiovascular Physiology II
Rusty Cobbs – Faculty, Embryology
Tiffany Johnson- Director of Sonography Education

PROGRAM DESCRIPTION

The School of Echocardiography is an 18-month program that prepares you to be an entry-level adult cardiac sonographer.

You will receive classroom instruction in the theoretical principles of ultrasound and collecting and analyzing patient information. You will also be exposed to a wide range of state-of-the-art equipment and a large volume of cases.

Clinical and didactic classes meet ~35 hours per week, Monday-Thursday.

The core curriculum includes:

- Physics I - IV
- Echocardiography I - V

GOALS

Goal #1:

To maintain the standards set forth by the Joint Review Committee on Education in Echocardiography by providing the community with entry level sonographers who have successfully passed the national registry.

Outcomes:

1. Students will pass required didactic courses.
2. Students will successfully pass the ARDMS national registries including the SPI and Adult Echocardiography exams

Goal #2:

To provide students with the clinical and academic learning experiences that will produce a competent entry level Cardiac Sonographer for a diverse health care community.

Outcomes:

1. Students will pass all didactic courses.
2. Students will pass all required clinical competencies.
3. Students will successfully pass the ARDMS national registries including the SPI and Adult Echocardiography exams.
4. Students will be employed six-months post-graduation.
5. Employers will be satisfied with graduates' performance.

Goal #3:

To promote the critical thinking practices of the student by challenging them to a variety of examinations within the clinical setting

Outcomes:

1. Students will adapt protocols for abnormal exams.
2. Students will understand normal vs abnormal findings on exams.
3. Students will manipulate machine parameters for routine and non-routine exams.

Goal #4:

To encourage the successful negotiation of the program by fostering a positive learning environment through a systems feedback mechanism that is both appropriate and given in a timely manner.

Outcomes:

1. Students will participate in individual monthly evaluations to assess personal didactic and clinical performance.
2. Students will complete semester evaluations on didactic courses and clinical sites for learning effectiveness of didactic and clinical instructors.

Goal #5:

To provide the student with the opportunity to develop skills to effectively identify the needs of the patient and to address those needs in a timely and empathetic manner.

Outcomes:

1. Students will use effective conversation skills with patients and clinical staff.
2. Students will provide exam details, in laymen's terms, to the patient.
3. Students will make the patient comfortable during the exam to ensure quality patient care.

Goal #6:

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skill), and affective (behavior) learning domains for the Cardiac Sonography concentration.

Outcomes:

1. The student will successfully pass the Echocardiography E101 - E501 courses.
2. The student will successfully complete and pass all echocardiography clinical competencies.
3. The student will successfully pass the ARDMS adult echocardiography registry.
4. The student will successfully pass the Clinical Education E103 – E503 courses.

SKILL STANDARDS

There are a number of physical, mental, aptitude and emotional skills, which are essential in the duties and responsibilities of a medical radiographer as well as a student in the School of Echocardiography program. Applicants must meet the following requirements.

1. The ability to manipulate portable imaging equipment and other medical/technical equipment.
2. The ability to physically operate all technical imaging equipment.
3. The physical ability to assist in lifting patients from a cart, bed, or wheelchair to the sonographic table.
4. The ability to lift, bend and stoop.
5. The ability to visually observe (see) the patient at a minimum of 20 feet. The ability to read the requisition in the execution of a radiographic procedure. The visual acuity to see the ultrasound monitor.
6. Auditory perception is required in the care and management of the patient. The student must be able to respond to the auditory needs of the patient and also respond to the auditory communication of the physician(s), nurse(s) and co-worker(s).
7. The ability to orally communicate.
8. The ability to maintain an emotional state appropriate to function in times of stress and in emergency situations.
9. Possess the physical stamina (endurance) to maintain the 40 hours per week commitment to the program.
10. Possess the aptitude for reading comprehension and have basic knowledge of intermediate and college algebra.
11. The ability to perform CPR and emergency patient evacuation procedures.
12. The general health of the student should be sufficient for them to carry out all of the duties and responsibilities of a student sonographer.
13. The ability to perform multi-tasks assignments efficiently and with indirect supervision.
14. Have a basic understanding of computers operation, Windows operating systems and Internet.

STATEMENT ON POLICY CHANGES

Because of constantly changing conditions and circumstances, the School of Echocardiography reserves the right to make changes in policy and procedures in the program as may be deemed necessary and appropriate.

ADMISSION REQUIREMENTS

Eligible applicants must have a high school diploma or high school equivalent and **must** meet one of the following credentials:

Credentials: (must have 1 of the following)

- Be a graduate of a 24-month accredited allied health program
 - Radiologic technology (www.jrcert.org)
 - Respiratory therapy (www.coarc.com)
 - Physical therapy (www.capteonline.org)
 - Nursing (www.aacnnursing.org/ccne-accreditation, www.acenursing.org)
 - Other approved allied health programs (www.caahep.org)
- Have a 4-year bachelor's degree from a regionally/nationally accredited institution
 - * To include 8 additional credits in Science, Math, and Physics, and the required prerequisites
- Be a part of our 2+2 affiliation program with Northwest Missouri State University (NWMSU). More information can be found on NWMSU's website.

In addition, applicants must have the following college pre-requisites:

College Pre-Requisites with a "C" or higher:

- College Algebra, Statistics or higher college math
- College Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology
- Oral or Written Communications

International (Foreign) Student Requirement:

- English as a second language: TOFEL Test Scores

Observation:

- Each applicant must complete **16 hours** of observation in an adult echocardiography department.

Observation Reflection Paper:

- All applicants must submit a 2-page, double spaced, typed job shadow reflection paper
- At a minimum, the reflection paper must address the following:
 - Explain the exams observed during your job shadowing opportunities
 - What is the role of the sonographer?
 - What characteristics do you possess that you believe will make you successful as a student and a sonographer?

Qualified Applicants will be selected based on:

- The above prerequisites
- Minimum 3.0 GPA (cumulative)*
- Reference Form Scores
- Prior Patient Care Experience
- Interview Score

***GPA is cumulative of all post-secondary education**

ADMISSIONS PROCEDURE

The school accepts up to 4 students annually. Each applicant is scored based on:

- Official transcripts with a minimum cumulative 3.0 GPA*
- Reference forms
- Prior clinical experience/health care experience
- Observation/job shadow
- Interview scores

***GPA is cumulative of all post-secondary education**

Approximately 15 of the top scoring applicants will be selected for an interview with the selection committee. The interview will be conducted using the behavioral-based interview method.

All applicants will receive written notification regarding their acceptance or denial of admission for the current program.

Applicants who accept a position in the program must pass a criminal background check and drug screen test. They must also provide documentation of degree or registry, CPR Certification, MMR, Hepatitis B, and other required vaccinations before final admission into the program.

The echo program is a limited entry program. Qualified applicants are not guaranteed a spot. Final decisions are made at the discretion of program leadership.

OBSERVATION INFORMATION

Saint Luke's School of Echocardiography requires **16 hours** of observation / job shadowing in **Echocardiography** for all applicants.

You may complete your job shadow at any hospital; however, you must have the observation site complete a letter, on hospital letterhead, to include your name, the date, and time you observed.

All prospective (shadow) students must show evidence of influenza vaccination during the flu season.

CERTIFICATION ELIGIBILITY

The ARDMS is required to evaluate the moral character of each sonography graduate candidate before taking the national board registry. The evaluation process assures the community that the applicant engages in moral, professional and ethical conduct set forth by the standards of the American Registry for Adult Echocardiography Sonographers.

- Any behavior that resulted in a conviction, a misdemeanor or a diversion, must be disclosed.
- Applicants with a prior felony conviction cannot apply to the program, prior to ARDMS approval.
- If the incident occurred as a juvenile, contact the County Clerk's office to confirm that the file has been sealed. If it was not sealed, the student must disclose the incident(s).
- **Individuals with prior convictions must be approved by the ARDMS through the Pre-Certification Eligibility process before the application can be considered for the program.**

Please contact the ARDMS for further information and clearance. <http://www.ardms.org/>

REGISTRY ELIGIBILITY

Saint Luke's Hospital School of Echocardiography Program graduates will be eligible for several national registry examinations prior to graduation.

The sonography students will be required to take numerous registry boards, all of which are sponsored by the Registry of Diagnostic Medical Sonography:

1. Physics (SPI)
2. Adult Echocardiography (AE)

TRANSFER CREDITS

The Echo program does not accept transfer students. Echo program students cannot complete required coursework outside of the instruction offered by the school.

INSTRUCTION VIA DISTANCE EDUCATION OR EXPERIENTIAL LEARNING

The School of Echocardiography does not allow instruction via distance education or experiential learning. All instruction must be completed on-site.

ADVANCED PLACEMENT

Advanced placement is not offered at Saint Luke's School of Echocardiography

INTERNATIONAL STUDENT REQUIREMENTS

Students applying at Saint Luke's School of Echocardiography are required to have a reading, writing, and conversational knowledge of the English language.

Determine if you will be considered an (international) foreign student

Applicants are considered an international student if English is not their native language (or if English is one of the official languages of their native country but not necessarily the first language as the majority of the population).

Students who have already been enrolled in courses at other US academic institutions without the completion of an English proficiency test are still considered foreign when applying to the Saint Luke's School of Echocardiography. English proficiency must be demonstrated prior to applying for the program.

English Language Proficiency

All international applicants for the Saint Luke's School of Echocardiography whose native language is not English must demonstrate an established level of English language proficiency through the TOEFL (Test of English as a Foreign Language) format.

International applicants who are native citizens of the following countries **do not** have to submit TOEFL scores: United States, Great Britain, Ireland, Australia, New Zealand, or the English-speaking provinces of Canada.

Applicants from other regions not listed above **do** need to submit TOEFL scores.

Test scores must be original forms sent directly from the administering agency to the Saint Luke's School of Echocardiography. Photocopies will not be accepted.

International (Foreign) Student Application Requirements

Students for whom English is a second language must satisfy all of the following requirements in order to apply for the Saint Luke's School of Echocardiography:

- An official score report from the Test of English as a Foreign Language (TOEFL) which evaluates how well you combine your listening, reading, speaking and writing skills.

Internet-based TOEFL Scores	
Section	Minimum Score
Reading	23
Listening	23
Speaking	23
Writing	19
Total Score	88

- Proof of U.S. Citizenship or lawful permanent residency.

Foreign Education Credentials Evaluation (Transcript Evaluation)

All international applicants must have all foreign transcripts (high school and college) evaluated by World Education Services OR Educational Credential Evaluators. The evaluation must include course-by-course evaluation, grade evaluation, grade point evaluation, and indicate the degree earned in U.S. terms (bachelors, masters, etc.). An official copy of the evaluation is required.

Please note: Transcripts and grades earned outside of the U.S. must be evaluated, even if the transcript is written in English.

- Official Transcripts and Official Course by Course Evaluation of Foreign Transcripts by a U.S. Evaluation Service must be submitted with application.

All three of the above steps must be submitted by the application deadline.

ESTIMATE OF COSTS FOR PROGRAM (Fees are subject to change)

Application Fee	\$ 25
Matriculation Fee	\$ 100 to reserve student's placement in the program.
Tuition Fee	\$10,330.00 - for the 18-month program
Other Costs:	
Book Fee (approx.)	\$ 1,200 - Students are required to purchase all books prior to the start of the program
Membership Fees (approx.)	\$ 200 - Students become members of four professional societies
National Registry - ARDMS Board Examination Fees (SPI, ABD, OB/GYN)	\$250 (SPI Physics Registry) \$275 (Adult Echocardiography (AE) Registry)

1. Matriculation fee is to be submitted with acceptance letter.
2. Tuition payment schedules must be completed prior to start date of program.
3. Books must be purchased by the first day of the program.

All tuition must be paid in full by the designated due dates. All tuition must be paid in full prior to graduation. Certificates and Grades will be held until all fees are paid in full.

ALL tuition and fees are subject to change annually with the approval of Administration.

FINANCIAL AID

The Saint Luke's Hospital Echocardiography Program does not participate in Title IV funding; therefore, students are not eligible to apply for federal loans or Pell grants. Previous student loan forbearance is granted/denied solely by the prior funding agency.

Northwest Missouri State University 2+2 students may receive financial aid from NWMSU while attending the program.

WITHDRAWAL POLICY

If a student wishes to withdrawal from the Echocardiography Program, they must submit, in writing, to the program director, their wish to relinquish their place in the program, along with the effective date. Tuition will be refunded in accordance with the refund policy in the enrollment agreement.

THREE-DAY CANCELLATION

An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Should a student withdraw from the program, they are eligible for a refund in accordance with the following refund schedule*:

Refund Due by Semester

Tuition Payment Schedule	Before the end of Semester 1 –	Before the end of Semester 2 –	Before the end of Semester 3 –	After Semester 4 Begins
Payment Option 1 (Full Payment)	\$ 6,198.00*	\$ 4,132.00*	\$ 1,549.50*	\$ 0.00
Payment Option 2 (Yearly Payment)	\$ 1,291.25*	\$ 774.75*	\$ 516.50*	\$ 0.00
Payment Option 3 (Quarterly Payment)	\$ 645.63*	\$ 516.50*	\$ 0.00	\$ 0.00
Payment Option 4 (Monthly Payment)	\$ 606.89*	\$ 477.76*	\$ 0.00	\$ 0.00

** Refund is contingent upon tuition payments being current.*

Students withdrawing from the program must issue a dated, written statement to the Program Director of the School of Echocardiography describing their intent to withdraw and request a refund. Students will receive a pro-rated refund 45 days after the written withdrawal letter is submitted to the program director. Refund will be in accordance with the above refund policy. Books purchased for the Echocardiography program are considered a non-refundable expense.

No refund will be given to third party payer.

Students who are dismissed from the program will not receive a refund.

HEALTH INSURANCE

Students are not eligible for health insurance through Saint Luke's Hospital unless they are hired by the Saint Luke's as full or part-time employees.

The program **requires** that students obtain and maintain health insurance for the duration of the program. Students will be required to submit a copy of insurance coverage on the first day of the program.

GRADING SCALE:

All clinical and didactic course work is given a grade based on the following scale:

Letter Grade	%	Performance Description	Grade Point
A	100-92	Excellent	4.0
B	91-85	Above Average	3.0
C	84-80	Satisfactory	2.0
F	Below 80	Failing	0.0

GRADUATION REQUIREMENTS

To graduate and complete the program from the Saint Luke's School of Echocardiography, the student shall be able to:

1. Use oral and written communication.
2. Listen to and act on information that impacts patient exams.
3. Communicate effectively with patients, peers, supervisors, and other hospital personnel.
4. Demonstrate the knowledge of human structure, function and pathology.
5. Anticipate and provide patient care and comfort.
6. Maintain patient confidentiality as mandated by HIPAA and SLH Security.
7. Apply principles of body mechanics.
8. Apply appropriate critical thinking skills in the demonstration of patient care and procedures.
9. Operate sonographic equipment and accessory devices.

10. Modify standard procedures to accommodate for patient condition and other variables.
11. Recognize emergency situations and respond appropriately using sound judgment.
12. Demonstrate competency in the taking of a blood pressure, assessing a pulse and respiration.
13. Evaluate sonographic images for appropriate image quality.
14. Assume responsibility for their actions as they impact patients.
15. Demonstrate clinical competency throughout the program.
16. Complete all required clinical competencies with an 80% or better.
17. Complete all make-up time per program policy and procedure.
18. All program fees must be paid in full.
19. All courses must be completed with a semester average of 80% or better.
20. Students must complete the required number of credit hours to satisfy graduation requirements.

If the above terminal competencies are met, the student will attend the graduation ceremonies and have a certificate from the Saint Luke's School of Echocardiography conferred onto them.

CLINICAL ROTATIONS

1. Saint Luke's Hospital
2. Saint Luke's South
3. Saint Luke's East
4. Saint Luke's North
5. Children's Mercy Hospital
6. Saint Luke's Hospital Vascular Lab

Degree Verification

Saint Luke's School of Echocardiography requires verification of Degree or Registry completion prior to start of the September program.

Please confirm what degree you will earn, the degree granting institution, along with the month and year you will earn this degree or the Registry you will be eligible to obtain for prior to the September of the program year.

Degree or Registry _____

Institution _____

Expected Date of Completion _____

(Month/Year) _____
(month) (year)

Signature _____

Date _____

APPLICATION CHECKLIST

Application	
Application Fee	
Official High School Transcript or High School Equivalent	
Official College Transcripts (All)	
16-hour Observation Verification	
2-page, typed, double spaced observation reflection paper	
2 Reference Forms	
Copy of Degree/Registry <u>or</u> Degree/Registry Completion Verification Form	
TOEFEL (If Applicable)	
Immunizations	
CPR Certification	

Please send all correspondence and transcripts to:

T9johnson@saint-lukes.org (email is the preferred method of delivery for all transcripts and reference letters – must be emailed directly from the institution or referrer's email)

Saint Luke's Health System
Attn: Echocardiography Program
901 E. 104th St., Mailstop 3000 South
Kansas City, MO 64131

If you have any questions you may contact:

Zach Tyler, Program Director, 816-932-2716, ztyler@saint-lukes.org
Loren Walters, Clinical Coordinator, 816-932-2801, lmwalters@saint-lukes.org