

Employer & Clinical Site Exception Policy

The Employer & Clinical Site Exception Policy exists for a hospital to have the ability to request an individual, who does not meet the normal admissions criteria, to complete the sonography program at their hospital. The applicant is still required to have direct patient care skills and routinely works with patients. This policy is not for individuals who work as a secretary or are employed doing non-patient care work.

Academic Requirements

- The applicant must have completed all mandatory pre-requisites. These are:
 - Medical Terminology
 - English or Communications
 - Intermediate Algebra (or higher) OR Statistics
 - General physics
 - Anatomy
 - Physiology
- These courses must be completed for college credit with a letter grade of C or higher and the applicant must have an overall cumulative GPA of 2.5 or higher

Procedure

- The sonography supervisor is required to email Keith Farwell (keith.farwell@washburn.edu), Program Director, to inquire about training one of their employees at his/her facility and why he/she feels the employee would be a great fit as a student at his/her facility. This request can only come from the sonography department supervisor, a hospital education department employee **CANNOT** make this request.
- The sonography supervisor will complete and submit the Employer & Clinical Site Exception Request Form to the program director.
 - **THIS FORM CANNOT COME FROM ANYONE BUT THE SONOGRAPHY SUPERVISOR.**
- Program faculty will review the applicant's transcripts to verify all pre-reqs have been completed.
- Once it is deemed that the applicant is able to apply, the process will move forward like a normal applicant.
- This policy does NOT guarantee the applicant acceptance into the program. If other students apply for the same hospital and other applicants score higher on their application, then another applicant may be chosen for the spot.

Other

- Clinical requirements are approximately 24 hours a week
- All evaluations, skill checks, and competencies must be completed by a registered sonographer in the area of study
- When the student is completing clinical hours they must be clearly identified as a student vs an employee.

Employer & Clinical Site Exception Request Form

Supervisor/Director: _____

Email: _____

Phone: _____

Facility Name: _____

Applicant Name: _____

Email: _____

Phone: _____

Current degree (if applicable): _____

Current job title: _____

I understand that this employee/individual does not meet the regular admissions criteria to Washburn University Diagnostic Medical Sonography Program. However, we have found that this employee/individual to be a good candidate to advance his/her career as a sonographer and wish to host them for their clinical component of the sonography program. All pre-req coursework is still required per CAAHEP accreditation standards.

This document does not guarantee acceptance into the sonography program. The applicant will still be scored and may have to compete with other applicants for the spot at your hospital if you have more than one applicant. Scoring is also determined by whether a supervisor requests a specific applicant.

Sonography Supervisor Signature: _____

Date: _____