



DARTON COLLEGE OF HEALTH PROFESSIONS  
HEALTH SCIENCES DIVISION

# Diagnostic Medical Sonography Application Packet



Dear Prospective Student:

Thank you for your interest in the Diagnostic Medical Sonography Program. Attached you will find the Diagnostic Medical Sonography Program application and additional information.

Diagnostic Medical Sonographers use the technical skills and knowledge obtained throughout this program to assist in the diagnosis of a patient's medical condition. You will work closely with physicians, other technologists, nurses, laboratory personnel, and a variety of clinical staff to achieve optimal care for your patient. Sonographers use equipment that combines computer technology while also producing high frequency sound waves to collect images for diagnostic content. The knowledge gained through this program will allow you to evaluate the images you have collected and provide the physician with the information needed for an accurate interpretation. You will be able to recognize the normal size, location and echo texture of numerous organs, vessels, and cavities as well as abnormalities and disease processes.

Ultrasound patients can vary from infants and children to adults both young and elderly. This variation, along with the numerous ultrasound exams you will learn to perform, will keep you enthralled with your chosen profession. Sonographers routinely find jobs at hospitals, physician offices, mobile facilities, traveling temporary service companies, educational institutions and as application specialists for ultrasound equipment companies.

The Associate of Science Degree in Diagnostic Medical Sonography at Albany State University is a five (5) semester program designed to prepare you as an entry-level general sonographer. This program is open to all qualified applicants.

Albany State University is an open admission college; however, acceptance into the Diagnostic Medical Sonography Program is by selection. The number of selections is limited to fourteen students per year. The Diagnostic Medical Sonography Program will review and evaluate each application on an impartial basis.

If you have any questions, please feel free to contact the Diagnostic Medical Sonography Program Director in the Allied Health Division using either of the methods below:

Telephone: (229) 500-2235

E-mail: [kacey.davis@asurams.edu](mailto:kacey.davis@asurams.edu)

Sincerely,

*Kacey Davis*

Kacey Davis  
Diagnostic Medical Sonography, Program Director

## **Admission Criteria**

To be considered for admission to the Diagnostic Medical Sonography (DMS) program, the applicant must:

**1. Be admitted to Albany State University**

a. [You may apply online by clicking this link.](#)

- i. Please do not send the application or fee to the DMS Program. The two application processes are separate and no additional fee is required when submitting the DMS Program application.

**2. Submit the completed DMS application by the June 1<sup>st</sup> deadline**

The student must complete a Diagnostic Medical Sonography application by the June 1<sup>st</sup> deadline for fall admission to the Health Sciences office, located in J-210. It is the responsibility of the applicant to ensure all application material has been completed by utilizing the checklist at the end of the application.

- a. Must include an **Observational Hours Form** verifying a minimum of 30 observational hours in a Diagnostic Medical Sonography setting (located in application packet).
- b. Must include at least one **Recommendation Form** (located in application packet).
- c. Must include copies of all transcripts from previous colleges/universities or technical schools.
- d. Must include documentation of previous work experience in an allied health field (if applicable).

**3. Must ensure the applicant meets the following minimum requirements.**

- a. Must complete a minimum of 30 observational hours of experience in one or more Diagnostic Medical Sonography settings. This **excludes** 3D/4D ultrasound facilities.
  - i. The hours must be documented and verified/signed by a Sonographer.
  - ii. An **Observational Hours Form** is located within the application packet.
- b. At least one recommendation form must be completed by a Sonographer where observational hours were completed. The required **Recommendation Form** is located within the application packet and may be photocopied for additional recommendations.
- c. A minimum cumulative grade point average (GPA) (all previous coursework attempted) of **2.5** is required.
  - i. Pre-requisite courses must be completed prior to the start of the program with a grade of “C” or better.

## **Considerations Before Applying to the DMS Program**

1. The student will rotate through every clinical site for approximately 4-6 weeks. Clinical sites are located in Albany, Americus, Cordele, Moultrie, Perry, Tallahassee, Thomasville, Tifton, Valdosta, and any additional site that may be incorporated into the program that meets accreditation standards.
2. You must provide your own dependable transportation to and from clinical sites.
3. You may experience occupational exposure to blood and other potentially infectious material.
4. The student must be able to perform the essential job functions required of a Diagnostic Medical Sonographer (see below: ADA technical standards for the profession).
5. Students must be able to follow protocols.
6. Students must maintain confidentiality according to HIPAA guidelines.
7. Students must be able to perform and adapt to emergency situations.
8. Students must maintain a high standard of professionalism, courtesy and cooperation in dealing with patients, coworkers, and visitors despite the stress of a hospital work environment.

### **Clinical Travel**

Students accepted into the Diagnostic Medical Sonography Program **must be prepared to arrange and pay for their own travel to clinical/practicum facilities.** Students should be prepared for overnight stays if they do not wish to commute. Food and personal items while at the clinical/practicum facilities are also the responsibility of the student. These clinical sites give the student a variety of clinical experiences consistent with national standards.

Upon acceptance into the DMS Program, students must provide a certification of medical examination form, proof of health insurance, and a certificate of immunization form (all forms must be current within one year and must be in the DMSP office no later than October 1<sup>st</sup> following your selection).

## **ADA Technical Standards for the Profession**

The American Disabilities Act requires that careful consideration be given to all applicants seeking education or employment. The Act also requires that accommodations be provided to the disabled person when proven to be reasonable. It also supports the identification of essential job functions that may be used with other selection criteria in the screening of potential applicants for a professional curriculum or employment.

The Diagnostic Medical Sonographer is a care giver that plays a fundamental role in the diagnosis of a patient's medical condition. The sonographer does this by providing a collection of diagnostic medical sonograms and assisting in interventional procedures. Implied in this care giving role are essential job functions that require the sonographer to demonstrate cognitive, psychomotor and affective skills. The performance of these job functions must be consistent with the expectation that the Diagnostic Medical Sonographer must not place his or herself, a fellow worker, or the patient in jeopardy of physical or mental harm.

The purpose of the following is to identify the physical, mental, and emotional requirements appropriate to the profession of Diagnostic Medical Sonography. The examples below are not all inclusive and a sonographer's essential job functions may be considered on a case by case basis.

### **A. Physical Requirements**

The Diagnostic Medical Sonographer must possess sufficient strength, motor coordination and manual dexterity to:

1. Work standing on his/her feet 80% of the time.
2. Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and perform fine motor skills.
3. Lift more than 50 pounds routinely.
4. Transport, move, and/or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination.
5. Push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies.
6. Use senses (vision, hearing, touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patients' condition and needs.
7. Work in a semi-darkened room for prolonged periods of time.
8. Be physically capable of carrying out all assigned duties.

### **B. Mental and Intellectual Requirements**

The Diagnostic Medical Sonographer must be able to:

1. Communicate effectively, verbally and non-verbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.
2. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards.
3. Understand and react quickly to verbal instructions and patient needs.
4. Follow directions effectively and work closely with members of the health care community.
5. View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.
6. Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible.

### **C. Emotional Requirements**

The Diagnostic Medical Sonographer must be able to:

1. Provide physical and emotional support to the patient during sonographic procedures.
2. Interact compassionately and effectively with the sick and/or injured.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Adapt to changing environments and be able to prioritize tasks.
5. Project an image of professionalism.
6. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values.
7. Interact positively with people from all levels of society and all ethnic and religious backgrounds.

### **Selection Process**

After the June 1<sup>st</sup> deadline, the DMS Selection Committee reviews and scores each application. Applications will be processed and **all** applicants will be contacted via email no later than June 15. The top 20 applicants will be sent an invitation via email for a personal interview. Scoring is based on the following criteria: prerequisite course completion, cumulative GPA, the number of hours observed in one or more diagnostic medical sonography settings, previous health care experience or a degree/certificate in an allied health field, the personal interview, and appropriate recommendations received.

After completion of interviews, the top 14 applicants will be selected. Correspondence of acceptance or regret will be made through email and should be received no later than July 12. Selected students must confirm their intent to enroll in writing (via e-mail) within 10 days of their acceptance e-mail. A student that fails to respond in the appropriate time will forfeit their position. The Darton State College DMS program does not utilize a waiting list and those denied acceptance must reapply the following year.

### **Consideration and additional points may be given to those students that have:**

1. Provided documentation of a degree in a Health Care Field, Science or Biology that is directly related to patient care and/or medical imaging; including but not limited to Radiologic Technology.
2. Provided documentation of a certificate in a health care area that is directly related to patient care.
3. Provided documentation of work experience in a health care environment that is directly related to patient care. Documentation of work experience:
  - A. Must be on company letter head.
  - B. A minimum of 6 months' work experience.
  - C. Provide a description of job duties that demonstrate hands on patient experience.
4. Completed all DMS pre-requisite and core course work (only DMS pre-requisite courses must be completed prior to the start of the program).
5. Completed additional Observational Hours above the minimum (30), up to 80 hours.

### **Non-Discrimination Policy**

Albany State University, in compliance with Federal law, does not discriminate based on race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

### **Legal Limitations**

Individuals who have a criminal record may not be eligible for licensure. Therefore, it is recommended that he or she contact the American Registry for Diagnostic Medical Sonography (ARDMS) to verify eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in

clinical practicums. Clinical facilities also require a drug screen prior to placement. The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen. Should the student be denied clinical placement, he or she cannot progress through the program and will be dismissed. Careful consideration of any questionable record should be carefully scrutinized prior to application, as eligibility for licensure is at the discretion of the ARDMS.

ARDMS website: [www.ardms.org](http://www.ardms.org)

# Diagnostic Medical Sonography Program of Study

## Pre-Program General Education Course Requirements

The following general education course requirements (totaling 14 credit hours) must be completed prior to program acceptance:

Course Number	Course Title	Credit Hours
PHSC 1011K	Physical Sciences I <b>OR</b> Introductory Physics (PHYS 1111K, 4 credit hours)	4
MATH 1111	College Algebra	3
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional (this course does not transfer) <b>OR</b> Human Anatomy and Physiology I & II (BIOL 2411K AND 2412K, 8 credit hours)	4
ENGL 1101	English Composition I	3
<b>Total General Education Credit Hours</b>		<b>14</b>

## DMS Core Coursework

The following coursework may be completed prior to or following program acceptance:

Course Number	Course Title	Credit Hours
MATH 2411	Basic Statistics	3
PSYC 1101	General Psychology	3
BUSA 2101	Survey of Computer Applications	3
POLS 1101	American Government	3
ALHE 1120	Medical Terminology	2
Area C Elective	Must choose a Humanities & Fine Arts course from the following: ART 1100, MUSC 1100, or THEA 1100. If you have taken ENGL 1102, you may choose to meet the requirement by taking a literature course (ENGL 2111, 2112, 2121, 2122, 2131, 2132, 2141 or 2142)	3
<b>Total DMS Core Coursework Credit Hours</b>		<b>17</b>

## DMS Program Coursework

After acceptance into the DMS program, the student will complete the following coursework as noted below:

### Fall Semester

Course Number	Course Title	Credit Hours
DMSP 1100	Physics of Ultrasound I	3
DMSP 1101	Introduction to Diagnostic Medical Sonography	2

### Spring Semester

Course Number	Course Title	Credit Hours
DMSP 1102	Abdomen Ultrasound I	3
DMSP 1105	Clinical Observations	2
DMSP 1106	Obstetrics and Gynecological Ultrasound I	3
DMSP 1107	Physics of Ultrasound II	3

### Summer Semester

Course Number	Course Title	Credit Hours
DMSP 2111	Abdomen Ultrasound II	3
DMSP 2112	Obstetrical Ultrasound II	3
DMSP 2113	Clinical Observation & Practicum I	3

### Fall Semester

Course Number	Course Title	Credit Hours
DMSP 2200	Superficial Structures & Pediatric Ultrasound	3
DMSP 2201	Clinical Observation & Practicum II	3
DMSP 2205	Physics in Review	1

### Spring Semester

Course Number	Course Title	Credit Hours
DMSP 2202	Introduction to Vascular Ultrasound	3
DMSP 2203	Ultrasound in Review	3
DMSP 2204	Clinical Observation & Practicum III	3

**Total DMS Program Coursework Credit Hours** **41**

**Total Overall Program Credit Hours** **72**

### ADDITIONAL NOTES:

\* All pre-program coursework requires a grade of "C" or better and must be completed prior to the start of the Diagnostic Medical Sonography program

\*All DMS Program coursework requires a grade of "C" or better to progress through the program

**DARTON COLLEGE OF HEALTH PROFESSIONS  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
APPLICATION FORM**

<b>CONTACT INFORMATION</b>				
Last Name	First Name	MI	Preferred Name (if different)	Date of Birth
Current Street Address or Apartment Number or P.O. Box			City, State	Zip code
Permanent Street Address or Apartment Number or P.O. Box (if different)			City, State	Zip code
E-mail (please give the one you most frequently check)			Cell #	ASU Student ID #

<b>EDUCATIONAL BACKGROUND</b>		
High School Name	City, State	Date of Graduation or GED
(1) College / University Name	City, State	Was a degree completed? Please Circle: Yes or No
Dates Attended	Major & Degree earned (if applicable)	
(2) College / University Name	City, State	Was a degree completed? Please Circle: Yes or No
Dates Attended	Major & Degree earned (if applicable)	

\* If you attended a College/University other than Albany State University, please include an unofficial transcript (for each) with this application. If additional space is needed, please write additional College/University information on the back of this sheet.

<b>OBSERVATIONAL HOURS (a minimum of 30 hours must be completed prior to June 1<sup>st</sup>)</b>		
Please summarize your observational hours as indicated below. Be sure to include the verified/signed documentation of hours with the application.		
<b>Name of Facility</b>	<b>Type of Setting</b> (Hospital, physician office, outpatient imaging center, etc.)	<b>Number of Hours in each Setting</b> (be specific)
<b>Total Hours</b>		

<b>RECOMMENDATIONS</b>	
Please include at least one completed recommendation form from a sonographer in a sealed and signed envelope. It is a requirement to use the DMS Program Letter of Recommendation Form (located in back of packet). The form may be included with the application or mailed separately. If mailing, the student must provide a pre-addressed envelope and postage to Sonographer completing the form.	

**DARTON COLLEGE OF HEALTH PROFESSIONS  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
APPLICATION FORM**

**SIGNATURE PAGE & CHECKLIST**

Have you previously applied to the Darton College of Health Professions DMS Program?  Yes or  No

I hereby apply for admission to the Diagnostic Medical Sonography Program for Fall Semester 20 \_\_\_\_ and certify this application is both correct and complete. I have read the application packet, including the technical standards required for the profession and understand the application and selection processes. I further understand that any failure on my part to comply with these processes will result in the cancellation of my application. I am aware of the competitive nature of the application process for the DMS program and understand that meeting all minimum requirements does not guarantee admission into the program.

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Signature of Applicant

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Date

**PLEASE NOTE:** You will receive correspondence from the DMS Program Director via email by June 15, which is 2 weeks past the deadline of June 1<sup>st</sup>. Please do not call to inquire about the status of an application. The DMS Program Director will not return calls or emails regarding the status of an application (with the exception being after June 15th and the applicant never received an email). Therefore, if you wish to know the application was received, please send the application as certified mail so that you receive a confirmation from the postal service that it was delivered. If you wish to know if your application was complete, please read all directions and utilize the checklist below.

❖ **Observational Hours Form**

- Applicants must use the observational form within this packet.
- Observational hours must be completed in a sonography setting (hospital, physician office, etc). The student cannot complete observation hours at a 3D/4D facility.
- All observation hours must be completed prior to the deadline of June 1st.

❖ **Recommendation Form/s**

- May be mailed separately from the application by the Sonographer completing the form. The student should provide a pre-addressed envelope with postage to Sonographer completing the form.
- At least one recommendation form is required; however, up to three recommendation forms may be completed. Applicants must use the recommendation form within this packet. If additional recommendation forms are needed, the applicant can make copies as needed.

❖ **Copy of Unofficial Transcripts**

- Only required if you attended a College, University, or Technical Institution other than Darton State College.

❖ **Additional Documentation**

- Documentation for previously earned degrees, certificates, and work experience (healthcare related), if applicable, must be attached to the application packet.
- Documentation of work experience must be on company letter head and contain a description of job duties that demonstrates hands on patient experience and must be signed by immediate supervisor.

❖ **Completed Application mailed before the deadline of June 1st**

- Sent as certified mail or personally delivered to the Health Sciences office (J-210).

**DARTON COLLEGE OF HEALTH PROFESSIONS  
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM  
OBSERVATIONAL HOURS FORM**

**Name of Applicant:** \_\_\_\_\_ **Applicant's Phone Number:** \_\_\_\_\_

**To the Clinician:** The above named is applying to the Diagnostic Medical Sonography program at Albany State University. The applicant must complete a minimum of 30 hours of observation in an ultrasound setting such as a hospital, physicians' office, outpatient facility, etc. (this does not include a 3D/4D facility). The clinical observation hours are designed to give the applicant a better understanding of the role of a sonographer in patient care. Thank you for educating potential students about the profession.

**To the Applicant:** Observation hours may be completed at more than one location. Please make sure you total your hours and write the total number of hours on the first page of the application. All hours must be submitted no later than June 1<sup>st</sup>.

\*If additional rows are needed, please make another copy of this sheet and staple together.

**DARTON COLLEGE OF HEALTH PROFESSIONS**  
**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**  
**RECOMMENDATION FORM**

**Name of Applicant (Print):**

Dear Applicant,

Please print your name above and sign below to acknowledge the following statement:

I hereby waive my right to access this letter of recommendation. This letter will remain confidential to encourage the recommender to provide a candid assessment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Sonographer:** Please indicate in what capacity you have known the applicant by checking the appropriate box below.

I do not know the applicant outside of the observational experience.

I know the applicant outside of the observational experience.

If checked, please indicate how long you have known the applicant and in what capacity: \_\_\_\_\_

**Please rank the applicant in relation to the observational volunteer or work experience.**

	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Communication Skills	<input type="checkbox"/>					
Effective Use of Time	<input type="checkbox"/>					
Professionalism	<input type="checkbox"/>					
Responsibility	<input type="checkbox"/>					
Critical Thinking	<input type="checkbox"/>					
Stress Management	<input type="checkbox"/>					
Overall Rating	<input type="checkbox"/>					

Please comment on the characteristics that will make the applicant a competitive candidate for the Diagnostic Medical Sonography Program.

**Comments:**

\_\_\_\_\_  
Sonographer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Facility

This form must be **received no later than June 1<sup>st</sup>**.  
Please place in an envelope, signed and sealed, and mail to:  
**Darton College of Health Professions**  
**Health Sciences Division – DMS**  
**2400 Gillionville Road**  
**Albany, GA 31707**

\*Any questions, comments, or concerns, please call:

Director, Kacey Davis @ 229-500-2235 or Clinical Coordinator, Lindsay Vowell @ 229-500-2248