

NorthCentral

MISSOURI COLLEGE



NURSING & HEALTH SCIENCES

Diagnostic Medical Sonography Program

2023 Pre-Admission Data Packet

APPLICATION PERIOD

Applications will be accepted from October 1st through the application deadline of March 1st for the following program year. Applications received prior to the application period will not be processed.

PROGRAM INFORMATION

North Central Missouri College's (NCMC) Diagnostic Medical Sonography Program is a full-time, two-year program consisting of five semesters. The program is seeking initial accreditation from the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The curriculum is in alignment with the American Society of Diagnostic Medical Sonography (ARDMS) requirements and contains didactic and clinical components. Curriculum is designed to develop health care professionals who possess entry-level skills in diagnostic imaging. Upon successful completion of the NCMC Diagnostic Medical Sonography Program, the student will be awarded an Associate of Applied Science degree in Diagnostic Medical Sonography.

A class will be accepted to begin each August and will graduate in May two years afterward. Although course schedules vary by semester, students can expect to be involved in educational activities up to 40 hours per week. Reliable transportation is required, as travel to clinical sites up to 90 miles from Savannah, Missouri will be required.

The NCMC Diagnostic Medical Sonography Program does not offer transfer credit of professional Diagnostic Medical Sonography courses from any institution. General education courses may be accepted for transfer in compliance with the college's policy.

Prerequisites		
Course Name	Course Number	Credit Hours
College Physics (pre-requisite)	PS185	4
Anatomy (pre-requisite)	BI240	4
Physiology (pre-requisite)	BI242	4
Basic Medical Terminology (pre-requisite)	AH160	3
(or) Interpersonal Communications	SP220	3
English I	EN101	3
American History to 1877	HI103	3
(or) American History since 1877	HI104	3
(or) National Government	PL216	3
College Algebra	MT122	3
Prerequisite & General Education Credits		27

Course Sequence & Descriptions

First Academic Year		
Fall I (16 Weeks)		
Course Name	Course Number	Credit Hours
Introduction to Ultrasound Physics & Instrumentation I	SG 100	3
Introduction to Sonography Diagnostic & Medical Law Ethics (Online)	SG 110	2
Abdominal Ultrasound & Small Parts I	SG 120	2
Vascular Technology I	SG 130	2
Scanning Lab I	SG 140	3
Total Semester Credits		12

Spring I (16 Weeks)		
Course Name	Course Number	Credit Hours
Advanced Ultrasound Physics & Instrumentation II	SG 150	3
Vascular Technology II	SG 160	2
Gynecologic & First Trimester Sonography	SG 170	2
Abdominal Ultrasound & Small Parts II	SG 180	2
Scanning Lab II	SG 190	2
Clinical Practice I	SG 195	4
Total Semester Credits		15
Total First Year Credits		27
Second Academic Year		
Summer II (8 Weeks)		
Course Name	Course Number	Credit Hours
Abdominal Ultrasound & Small Parts III	SG 210	2
Clinical Practice II	SG 220	4
Total Semester Credits		6
Fall II (16 Weeks)		
Course Name	Course Number	Credit Hours
Obstetrical 2 nd & 3 rd Trimester Sonography	SG 230	2
Scanning Lab III	SG 240	2
Clinical Practice III	SG 250	8
Total Semester Credits		12
Spring II (16 Weeks)		
Course Name	Course Number	Credit Hours
Senior Seminar & Registry Review	SG 260	2
Clinical Practice IV	SG 270	10
Total Semester Credits		12
Total Second Year Credits		30

MINIMUM ELIGIBILITY REQUIREMENTS

Be enrolled as a student at North Central Missouri College

- Apply for admission to the college online at www.ncmissouri.edu

Minimum of a 2.5 GPA in prerequisite course work

Successful completion of all prerequisite courses with a minimum grade of a C

Minimum score of 55 on TEAS for Allied Health Exam

Attend a Diagnostic Medical Sonography Program Informational Session

Complete 8 hours of job shadowing in a hospital's ultrasound department

PREREQUISITES

Prerequisites include:

- PS185 College Physics (4 credit hours)
- BI240 Anatomy (4 credit hours)
- BI242 Physiology (4 credit hours)
- AH160 Basic Medical Terminology (3 credit hours)

General Education include:

- SP175 Speech (3 credit hours) **OR** SP220 Interpersonal Communications
- EN101 English I (3 credit hours)
- HI103 American History to 1877 (3 credit hours) **OR** HI104 American History since 1877 (3 credit hours) **OR** PL216 National Government (3 credit hours)
- MT122 College Algebra (3 credit hours)

Prerequisite and general education courses may be taken at any regionally accredited institution; however, students are encouraged to contact the Registrar's Office or the Program Coordinator of Health Sciences to ensure course transferability.

Applicants will be considered for admission prior to completion of prerequisites if proof of enrollment in the prerequisite is provided prior to the application deadline and the class will be complete prior to the start of the program. Admission will be contingent upon successful completion of and providing official transcripts of all prerequisites prior to the start of class.

TEAS FOR ALLIED HEALTH EXAM

The ATI TEAS, or Test of Essential Academic Skills, is designed specifically to assess a student's preparedness entering the health science fields. The ATI TEAS test is comprised of 170 questions set up in a multiple-choice format with four-option answers. Questions are designed to test the basic academic skills needed to perform in the program in the areas of: Reading, Math, Science, and English and Language usage. Results provide valuable data used to evaluate a student's likelihood for success in the Diagnostic Medical Sonography Program

Students have two options for completing the TEAS examination:

- Complete it online through remote proctoring of the exam by an ATI proctor
- Complete the exam at a PSI testing center

To set up an account and register for the exam, either with a remote ATI proctor or at a PSI testing center, please visit <https://atitesting.com/teas/register#prep>

The above website will also answer all of your questions in regard to the TEAS exam, including: test cost (around \$115), test subject matter, testing format, PSI testing center sites and exam preparation products.

Please note, if you register for a remote proctored exam at ATI, you will need to select the school in which to send a transcript at the time you purchase the TEAS Exam. If you do not select a school at the time of the TEAS registration purchase, you will have to purchase another transcript after you complete the TEAS exam. **Students should select North Central MO TEAS for their test transcript to be sent to North Central Missouri College.**

ATI offers reporting of TEAS (Test of Essential Academic Skills) test results to schools as a convenience to allied health school applicants. However, it is solely the student's responsibility to ensure that TEAS test results, are complete, properly submitted, and on file with each school.

Students may also immediately view their test results on the ATI website following testing.

In addition to the study aides outlined within the TEAS website (see above), the NCMC Bookstore has a study book available to purchase and the NCMC Library has a study book to check-out.

Important Notes About the TEAS for Allied Health Exam:

- Previous results will be accepted but must be within the last two years.
- The maximum number of attempts is 3 per calendar year.
- Applicants must wait 30 days between testing dates. If a student tests more than one time in a 30-day period, the second test score will be void.

INFORMATIONAL SESSIONS

To review the schedule or register for a Diagnostic Medical Sonography Program Informational Session, please visit <https://www.ncmissouri.edu/academics/dms-informational-session-request/>

Submit documentation of attendance along with all other application materials.

JOB SHADOW REQUIREMENTS

Schedule and complete a minimum of 8 hours of job shadowing in a **hospital's ultrasound** department. Observe a minimum of 10 diagnostic exams (not CT, MRI, X-Ray, etc. exams).

Based upon your job shadow experience, write an essay (two pages in length, double spaced, Times New Roman, 12-point font) including the following:

- Briefly describe your job shadow experience and exams observed. Be careful not to include patient identifiers.
- Briefly describe the role the sonographer played as a member of the healthcare team.
- Explain why you feel ultrasound is a good fit for you.
- Discuss the strengths you will contribute to the profession.
- Discuss the weaknesses that you will need to overcome prior to entering the profession.

Job shadows may be scheduled in any hospital radiology/ultrasound department. Please review the requirements of the facility you plan to job shadow as you may be required to provide proof of Influenza and/or COVID vaccines prior to shadowing.

Submit job shadow essay and documentation of attendance along with all other application materials.

APPLICATION REQUIREMENTS

Enrollment into the program is limited and admission is competitive. Applicants must submit a completed Diagnostic Medical Sonography Application Packet including all the following by **March 1st**. All applications, mailed or hand delivered, must be received by 4:00 p.m. on the deadline date or the next NCMC business day if the deadline falls on either a weekend or holiday. Application does not guarantee acceptance into the program. Incomplete applications will not be considered.

The completed application packet includes:

_____ Complete Diagnostic Medical Sonography Program Application Form

_____ Proof of enrollment at North Central Missouri College (i.e. letter of acceptance or unofficial transcripts showing current enrollment)

_____ Official postsecondary transcripts from all colleges attended submitted to:
North Central Missouri College
Attention: Admissions Office
1301 Main Street
Trenton, MO 64683
admissions@mail.ncmissouri.edu

_____ Copy of TEAS for Allied Health Exam scores

_____ Confidential Release Waiver

_____ Three completed Applicant Reference Forms from three business/professional/educational references (i.e. employer, teacher, coach) – personal references will receive no points towards admission (Applicant Reference Form included in this packet MUST be used)

_____ Documentation of attendance of a Diagnostic Medical Sonography Program Informational Session

_____ Documentation of attendance of a job shadow in a diagnostic radiology/ultrasound department

_____ Job shadow essay

_____ North Central Missouri College Division of Nursing and Health Sciences Waiver Form

Submit applications to:

North Central Missouri College

North Belt Center

6503 North Belt Highway

Country Club, MO 64506

Attention: Ashley Smith

STUDENT SELECTION PROCESS

Admission into the Diagnostic Medical Sonography Program is based on the items noted below. Admission is competitive. A predetermined number of applicants with the highest scores will be offered a position in the class. All other qualified applicants will be placed on an alternate list. Any tie in applicant ranking will be broken based on the earliest application submission date.

All complete applications will be scored and ranked in an objective numerical format according to:

- Number of completed prerequisites at time of application
- Grades and GPA for prerequisite course work
- TEAS for Allied Health Exam score
- Professional references (employers, teachers, coaches, etc. – personal references will receive no points toward admission)
- Job Shadow essay

All applicants who have submitted a **completed** application will be notified, in writing via United States Postal Service and NCMC email, of their admission status.

Applicants who receive an acceptance letter will need to confirm their acceptance in writing by completing and returning the Confirmation of Intent form included with their acceptance letter by the specified deadline.

Alternates will be contacted immediately and placed on the admission roster, up to the first day of class, should an accepted candidate fail to fulfill all requirements or withdraw their application.

Meeting the application criteria does NOT guarantee admission into the program.

Diagnostic Medical Sonography Program Applicant Ranking Form

Applicant Name: _____ Application Submitted: _____

Scoring Criteria	Scoring Instructions	Score
<p style="text-align: center;"><u>Number of Completed Prerequisites & General Education Courses</u> (max 8 points)</p> <p>_____ College Physics</p> <p>_____ Anatomy</p> <p>_____ Physiology</p> <p>_____ Speech/Interpersonal Communication</p> <p>_____ English</p> <p>_____ History or Government</p> <p>_____ College Algebra</p> <p>_____ Medical Terminology</p>	<p>Course complete with a “C” or better = 1 point Currently enrolled = 0.5 points Not currently enrolled or completed = 0 points</p>	
Scoring Criteria	Scoring Instructions	Score
<p style="text-align: center;"><u>GPA of Prerequisites & General Education Courses</u> (max 5 points)</p> <p>_____ CPA x 4 _____ College Physics</p> <p>_____ GPA x 4 _____ Anatomy</p> <p>_____ GPA x 4 _____ Physiology</p> <p>_____ GPA x 8 _____ (OR) Anatomy & Physiology</p> <p>_____ GPA x 3 _____ Speech or Interpersonal Communication</p> <p>_____ GPA x 3 _____ English</p> <p>_____ GPA x 3 _____ History or Government</p> <p>_____ GPA x 3 _____ College Algebra</p>	<p>Place the GPA of each course in the first column. A = 4 points B = 3 points C = 2 points Incomplete/enrolled courses = 1 point</p> <p>Multiply the GPA in the first column with the number of credits and place the total in the second column.</p> <p>Add the totals in second column and place the number in the space labeled “Total.”</p> <p>Divide the “Total” by 23 to determine the GPA of the Prerequisites.</p> <p>3.5-4 = 5 points 3.0-3.4 = 4 points 2.5-2.9 = 3 points 2.0-2.4 = 2 points 0-1.9 = 1 point</p>	

<p>_____ GPA x 3 _____</p> <p>Medical Terminology</p> <p>_____ Total/27 hours taken</p> <p>_____ GPA of Prerequisites</p>		
<p><u>TEAS Exam Score</u> (max 5 points)</p> <p>_____ Adjusted Individual Total</p>	<p>Exemplary (95.0%-100%) = 5 points Advanced (85.0%-94.9%) = 4 points Proficient (75.0%-84.9%) = 3 points Basic (65.0%-74.9%) = 2 points Developmental (55.0%-64.9%) = 1 point</p>	
<p><u>References</u> (max 1 point)</p> <p>Reference 1 _____/19 = _____</p> <p>Reference 2 _____/19 = _____</p> <p>Reference 3 _____/19 = _____</p> <p>_____ Total/3 = Average _____</p> <p>_____ Average/5 = _____</p>	<p>Figure the total score divided by the number of items for each reference.</p> <p>Average the three scores together.</p> <p>Divide the average by 5.</p> <p>*** Must have 3 with relationship clearly labeled. Friends are inappropriate references and do not add points. ***</p>	
Scoring Criteria	Scoring Instructions	Score
<p><u>Job Shadow Essay</u> (max 1 point)</p>	<p>Use attached scoring rubric.</p>	

Total Score _____/20 points

Job Shadow Essay Rubric

Criteria	Yes	No
Did the paper have fewer than 3 grammatical or spelling errors?	0.25 points	0 points
Was the paper formatted appropriately? (2 pages, double spaced, 12 point font)	0.25 points	0 points
Did the student address the following:		
<ul style="list-style-type: none"> • Briefly describe your job shadow experience and exams observed. Be careful not to include patient identifiers. 	0.10 points	0 points
<ul style="list-style-type: none"> • Briefly describe the role that the radiographer played as a member of the healthcare team. 	0.10 points	0 points
<ul style="list-style-type: none"> • Explain why you feel sonography is a good fit for you. 	0.10 points	0 points

<ul style="list-style-type: none"> Discuss the strengths you will contribute to the profession. 	0.10 points	0 points
<ul style="list-style-type: none"> Discuss the weaknesses that you will need to overcome prior to entering the profession. 	0.10 points	0 points
Total Score:		

REQUIREMENTS FOR FINAL ACCEPTANCE

Final acceptance into the Diagnostic Medical Sonography Program will be contingent upon completion of the following items:

- Completion of all prerequisite courses with a minimum grade of a C and submission of official transcripts prior to the start of the program
- Maintenance of 2.5 GPA in prerequisite course work
- Completion of a criminal background check (felony conviction may be cause for disqualification)
- Verification from the Department of Social Services that the applicant does not appear on the Employee Disqualification List
- Family Care Safety Registry clearance
- Physical examination and drug screening (positive drug screen is cause for disqualification)
- Compliance with the NCMC Diagnostic Medical Sonography Program Immunization Policies; accepted applicants must provide immunization records for required immunizations
- Review the Essential Functions of the Diagnostic Medical Sonography Program and attest that they can be met
- Review the American Registry of Diagnostic Medical Sonography Code of Ethics and Pre-Application Review and acknowledge understanding

APPLICANTS FOR WHO ENGLISH IS A SECOND LANGUAGE

Students must demonstrate English proficiency before entry into the program. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL), with a minimum total score of 500 or ESL level 109. For additional information refer to the College Catalog.

Official transcripts of all high school, college and/or university students must be translated in English, contain descriptive titles of courses studied, final grades in each course and an explanation of the grading system. Student should also submit certificates of the results of official advancement examinations.

TITLE IX INFORMATION

North Central Missouri College does not discriminate in its programs, activities and facilities on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment.

Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver, President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, (660) 359-3948 ext. 1200, lklover@mail.ncmissouri.edu; or Dr. Kristen Alley, Dean of Student Affairs, Alexander Student Center Office 12, 1204 Main Street, Trenton MO 64683, (660) 359-3948 ext. 1400, kalley@mail.ncmissouri.edu.

North Central Missouri College’s policy on non-discrimination can be found at <https://www.ncmissouri.edu/consumerinfo/notice-non-discrimination/>

NORTH CENTRAL MISSOURI COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY ESSENTIAL FUNCTIONS

The following are the essential functions that all individuals must be able to perform independently, with or without reasonable accommodation, in order to be accepted and retained as a student of the Diagnostic Medical Sonography Program at North Central Missouri College.

The essential functions include communication skills, critical thinking skills, interpersonal skills, mobility/motor skills, professional attitude/demeanor, and sensory abilities (auditory, olfactory, tactile, and visual).

Students with disabilities who wish to request reasonable accommodations under the American’s with Disabilities Act must follow the college’s procedure for doing so.

Essential Function	Standard	Some Examples of Necessary Activities (not all inclusive)
Auditory Ability	Auditory abilities (hearing) sufficient to monitor and assess the health needs of patients.	<ul style="list-style-type: none"> • Hear and respond to individuals with differing tones, volumes, and clarity and of speech. • Hear and respond to individuals who may be in close proximity or are distant, with or without the presence of extraneous noise • Hear and respond to individuals whose lips cannot be seen. • Detect monitor alarms, emergency signals, and rotor/exposure sounds on radiographic equipment. • Detect faint sounds such as auscultatory sounds.
Communication Skills	Communication abilities sufficient for effective interaction with others in verbal, non-verbal, and written form in the English language.	<ul style="list-style-type: none"> • Communicate with other members of the healthcare team. • Explain radiographic procedures and provide procedural instructions to patients. • Utilize questioning techniques to obtain accurate clinical history. • Document patient responses, history, and exam information in the patient’s medical record using correct punctuation, grammar, and spelling. • Effectively listen.
Critical Thinking Skills	Critical thinking ability sufficient for safe clinical judgement.	<ul style="list-style-type: none"> • Comprehend and carry out instructions. • Read and comprehend written material. • Identify cause-and effect-relationships. • Recall information from the classroom and apply it to clinical situations. • Calculate dosages or technical factor changes correctly. • Evaluate patient responses. • Synthesize patient results to draw sound conclusions. • Prioritize patients and sequences examinations.

Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups, from a variety of social, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish a rapport and maintain professional relationships with patients and colleagues. • Work as a member of the healthcare team. • Provide care to all types of patient populations. • Demonstrate compassion, empathy, and concern for others.
Mobility/Motor Skills	Physical abilities, stamina, and gross and fine motor skills sufficient to provide safe and effective patient care.	<ul style="list-style-type: none"> • Possess the physical stamina to stand and walk for long periods of time, usually 8 to 12 hour shifts. • Lift 50 pounds. • Wear leaded apparel for long periods of time. • Manually move and position radiographic equipment. • Push and maneuver mobile radiographic equipment. • Reach and operate an x-ray tube placed 48 inches above the x-ray table. • Bend, stoop, or reach items on the floor or low/high shelves or cabinets. • Assist and support patients and be capable of positioning patients of all sizes for all procedures. • Transport patients in wheelchairs or on stretchers, sometimes with additional ancillary equipment. • Perform cardiopulmonary resuscitation (CPR). • Use both hands simultaneously. • Use instruments such as a goniometer, tape measure, and caliper. • Manipulate dials, buttons, and switches of various sizes. • Perform a manual blood pressure check. • Insert an IV catheter for instillation of contrast media for radiographic procedures.
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental and patient safety.	<ul style="list-style-type: none"> • Distinguish smells which are contributory to assessing and/or maintaining the patient's health status. • Distinguish smells related to environmental safety.
Professional Attitude and Demeanor	Ability to present professional appearance and implement measures to maintain own physical and mental health and emotional stability.	<ul style="list-style-type: none"> • Maintain composure and function effectively in stressful or emergent situations. • Self-regulate emotional responses. • Use appropriate precautions when exposed to communicable diseases and radiation. • Adapt to fluctuating work environments. • Take responsibility for one's own actions. • Resolve conflict and respond to feedback in a professional manner. • Adhere to appropriate ethical standards.
Tactile Ability	Tactile ability sufficient for physical assessment and performance of radiographic procedures.	<ul style="list-style-type: none"> • Perform functions of physical examination such as checking for a pulse. • Palpate the patient to locate radiographic landmarks for procedural positioning.
Visual Ability	Visual ability sufficient for observation and assessment necessary for safe patient care and in the operation of equipment.	<ul style="list-style-type: none"> • Observe patients up close and at a distance to gather data about the patient. • View controls, letters, numbers, etc. of varying sizes located on radiographic equipment and supplies while working in a low light environment. • Detect x-ray collimation field and radiation field center.

		<ul style="list-style-type: none"> • Differentiate subtle changes in shades of gray on radiographic images. • View radiographic images on a computer screen and evaluate for quality acceptance standards. • Have use of depth perception and peripheral vision.
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NORTH CENTRAL MISSOURI COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY BACKGROUND CHECK

After acceptance into the program, a Criminal Record Check will be conducted. Any adverse findings may eliminate an applicant or participant.

Convictions that occur while attending the North Central Missouri College’s Diagnostic Medical Sonography Program may result in the student being unable to complete the clinical experience and dismissal from the program. Likewise, it may result in ineligibility to take the national certification or state licensure exams.

Students must immediately notify the Program Coordinator if an event occurs that may be found on a future Criminal Record Check.

NORTH CENTRAL MISSOURI COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY AMERICAN REGISTRY OF DIAGNOSTIC SONOGRAPHY ETHICS REVIEW PRE-APPLICATION

Certain violations on a criminal background check could deem the graduate ineligible to take the national certification examination administered by the American Registry of Diagnostic Sonography (ARDMS). North Central Missouri College’s Diagnostic Medical Sonography Program recommends that students or prospective students with violations on their criminal background check pre-apply to determine eligibility for the ARDMS examination.

The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification when you have completed an ARDMS-recognized educational program and may be used for the following circumstances:

- Criminal proceeding including:
 - misdemeanor charges and convictions,
 - felony charges and convictions,
 - military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations.

The review applies only to violations specified in the Ethics Review Pre-Application packet; it does not apply to any violations not reported or occurring after submission of the Ethics Review Pre- Application.

Submission of the Ethics Review Pre-Application does not waive any other ARDMS eligibility and application requirements. An Application for Certification must still be submitted at the time of graduation.

It is the student’s responsibility to complete and submit the application. NCMC faculty will assist the student in finding and completing the application; however, completion and submission is the student’s sole responsibility.

The ARDMS Ethics Review Pre- Application Packet can be found at:

<https://www.ardms.org/wp-content/uploads/pdf/Pre-application-Criminal-ARDMS.pdf>

North Central Missouri College

Division of Nursing and Health Sciences

2023-2024 Diagnostic Medical Sonography Program Application

Applicant Information

 New Applicant
 Returning Applicant
 Re-Entry Applicant

Last Name: _____ First Name: _____ Middle Name: _____ Maiden Name: _____

SSN: _____ Phone: _____

Cell Phone: _____ E-mail: _____

Current address: _____

City: _____ State: _____ ZIP Code: _____

Application date: _____ Birth Date: _____

Birth City: _____ How did you hear about our program? _____

Accepted as an NCMC student? Yes No Reason: _____

Only applicants who are fully accepted as an NCMC student before the application deadline will be reviewed.

TEAS Score on file with the college? Yes No Reason: _____

Only applicants who have a TEAS score on file with the college before the application deadline and meet the TEAS score guidelines will be reviewed.

Emergency Contact

Name: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP Code: _____

Relationship: _____ Cell Phone: _____

Previous Education

School Attended	Name and Location	Diploma/Degree/Certificate	Year Complete
High School			
College/University			
Other			

If you have not already done so, please contact those school(s) and have the following records sent to the admissions office at North Central Missouri College:

1. High School Transcript/G.E.D. Certificate
2. College or University Transcripts

Convictions

Have you ever been convicted as an adult of any crime (excluding traffic violations unrelated to alcohol and drugs)? If "Yes," please list the charges below and describe on a separate piece of paper. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Program Director.

Yes No

**NORTH CENTRAL MISSOURI COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY
PROOF OF ATTENDANCE OF JOB SHADOW**

To be filled out by the technologist being shadowed:

I, _____, verify that on the date of, _____, I supervised
(technologist name) (date and times of job shadow)
_____, in the following ultrasound department:
(student name)

Name of Hospital: _____

Address: _____

Phone Number: _____

Signature: _____ Job Title: _____

**NORTH CENTRAL MISSOURI COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY
CONFIDENTIAL RELEASE WAIVER**

Personal references are given assurance of confidentiality. For this reason, we are requesting the following waiver agreement to be signed. This is necessary in order to comply with Federal Law PL93-380 (FERPA), regarding confidential letters and statements of recommendations submitted by the reference on your behalf.

AGREEMENT

I, _____ hereby waive my right to see the personal/professional letters of reference from people I have requested as references on my application for admission to North Central Missouri College's Diagnostic Medical Sonography Program. I do give permission for representatives of North Central Missouri College's Diagnostic Medical Sonography Program to have full access to this confidential information during the admission process.

Signature

Student ID

Date

Reference Form

Following is a list of characteristics we feel are required for a student to be successful in the Diagnostic Medical Sonography Program at North Central Missouri College. Please rate according to the following rating scale listed:

- 5-Outstanding**
- 4-More than satisfactory**
- 3-Satisfactory**
- 2-Needs improvement**
- 1-Unsatisfactory**

Abilities & Skills	5	4	3	2	1	Descriptions
Responsibility						Accountable for one's actions
Leadership						Has capacity to direct activity of others
Initiative						Motivated to pursue actions independently
Flexibility						Capable of responding or conforming to changing or new situations
Organization						Arranges by systematic planning for optimal efficiency
Self-confidence						Assured in one's abilities and skills
Independent Work						Completes tasks with minimal supervision
Communication-verbal						Contributes knowledge and opinions in an articulate manner
Communication-written						Expresses self clearly in writing
Stress Response						Maintains composure and able to function
Attitude						Positive approach to work and coworkers
Manual Dexterity						Ability to perform psychomotor skills
Group Interaction-peers/coworkers						Ability to get along with peers/coworkers
Group Interaction-teachers/employers/supervisors						Ability to get along with teachers/employers/supervisors
Maturity						Demonstrates common sense, tact, and initiative
Knowledge Application						Ability to apply academic theory to practice
Decision Making						Ability to analyze a problem and formulate a solution
Dependability						Follows through on assignments
Attendance						Prompt, punctual, and prepared

Additional information: Use to amplify or add to characteristics rated previously. Please indicate the above person's strengths and those qualities that require further development.

Strengths: _____

Qualities that require further development: _____

Thank you for your assistance!

NORTH CENTRAL MISSOURI COLLEGE
Division of Nursing and Health Sciences
WAIVER FORM – 2023-2024 Academic Year

I understand that admission to the North Central Missouri College does not automatically confirm admittance into the Diagnostic Medical Sonography Program. Selection is based upon meeting published entry requirements, which demonstrates the potential for successful achievement in the Diagnostic Medical Sonography Program.

I understand that successful completion of the clinical practicums and course of study in the Diagnostic Medical Sonography Program at North Central Missouri College does not necessarily guarantee job placement upon completion of the program. Obtaining a job upon successful completion of the program also entails satisfaction of licensure requirements as set forth by the American Registry of Diagnostic Medical Sonography. The undersigned applicant acknowledges that there are circumstances in which the American Registry of Diagnostic Medical Sonography may refuse to allow the applicant to take the required licensure examination and/or to license the applicant.

I authorize North Central Missouri College to request and obtain a copy of my criminal background as provided in section 610.120 RSMo and to make an inquiry to the department of social services regarding the employee disqualification list as provided in section 660.315. I further authorize North Central Missouri College to provide the necessary documentation, to individual clinical affiliates, to verify my eligibility to participate in the clinical experience.

In the event that I become involved with criminal action resulting in violation of RSMo 335.066, 610.120, or 610.315, I will notify the Program Director. If it is found that I have been dishonest in disclosing any past act in my application process, I may be denied entry and/or terminated from the program. I understand that criminal action may result in dismissal from the nursing program.

If during the time in the Diagnostic Medical Sonography Program at North Central Missouri College I should become unable to perform safely the duties of a student sonography technologist, it is my responsibility to seek help and/or remove myself from the program until such time as I can resume the responsibilities safely.

Should I develop a new or recurring physical or mental condition, which prevents me from performing safely at minimal levels, I agree to seek help and to be held responsible for the identification, treatment, and financial obligations of this concern.

The applicant understands that all information contained in this application will be reviewed, and I hereby grant permission to do the same. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines presented in the pre-admission packet of information. I understand the process and have had the opportunity to ask questions for clarification.

Applicant Signature

Date

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20_____, before me, _____ (Notary)

Notary Public in and for said state, personally appeared, _____, (Student) known to me to be

the person who executed the within instrument and acknowledged to me that he/she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

Notary Public Signature

My commission expires