

**2024-2026**



# **Henry Ford Hospital**

## **Diagnostic Medical Sonography Program Booklet**

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\* The information, policies, conditions, and fees stated in this Bulletin, are subject to change without notice.

## Important Program Information

- Applications are being accepted for the class beginning September 2024, and concluding August 2026, 24 months in length.
- The application deadline is May 31, 2024.
- There is a non-refundable \$60 application fee.
- Program tuition is \$8,000 + \$150 lab fee (textbooks not included – approximately \$800). Financial aid is not available.
- Interviews will be conducted in the summer of 2024.
- All prerequisite courses, awarding of a degree, as well as health care observational experience must be completed prior to submitting your application.
- The completed application form, official transcripts, letter of intent, letters of reference and application fee must be received by the application deadline, and mailed in one envelope to the program office.
- All candidates selected for a program interview will be required to complete the Ultrasound Student Assessment Admission Exam on premises at Henry Ford Hospital. It will be scheduled and administered by program official prior to the interview. The Ultrasound Student Assessment Admission Exam will test your knowledge in physics, algebra, anatomy, pathophysiology, your ability to solve different problems as well as hand-eye coordination.
- Applicants cannot choose the date nor time of their interview.

## Notice of Nondiscriminatory Policy

Henry Ford Hospital's Diagnostic Medical Sonography Program does not discriminate on the basis of race, color, religion, sexual orientation, gender identity and/or gender expression, disability, national origin, socioeconomic background, military or veteran's status, or for any other discriminatory reason.

## Program Outcomes

Year	#Students entering	Graduates	Attrition	ARDMS Passing rate	Job placement rate
2022	5	4	20%	100%	100%
2021	6	5	16.6%	100%	100%
2019	5	4	20%	100%	100%
2017	8	7	12.5%	100%	100%
2016	7	6	16%	100%	100%
2014	8	8	0	100%	100%

\*No class in 2020, class extended into 2021

## Program Accreditation

The HFH DMS Program has full accreditation by The Commission on Accreditation of Allied Health Programs (CAAHEP) in Abdominal-Extended, and Obstetrics and Gynecology, through 2024. <https://www.caahep.org/students/find-an-accredited-program>

Thus, Program graduates are eligible to take several national credentialing examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

The accrediting agency is:

**Commission on Accreditation of Allied Health Educational Programs (CAAHEP)**

9355 113th N, # 7709

Seminole, FL 33775

[www.caahep.org](http://www.caahep.org) 727-210-2350

The site visit agency is:

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

6021 University Boulevard, Suite 500

Ellicott City, Maryland 21043

[www.jrcdms.org](http://www.jrcdms.org) 443-973-3251

The Program's sponsor is the agency which accredits Henry Ford Health System – "The Joint Commission".

Henry Ford Hospital Radiology Department is accredited through the American College of Radiology (ACR).

The HFH DMS Program has affiliations with Concordia University of Ann Arbor and Oakland University, which are in turn accredited by the Higher Learning Commission of the Commission of the North Central Association of Colleges and Schools.

## **About Henry Ford Health**

**Serving communities across Michigan and beyond, Henry Ford Health is committed to partnering with patients and members along their entire health journey.**

Henry Ford Health provides a full continuum of services – from primary and preventative care, to complex and specialty care, health insurance, a full suite of home health offerings, virtual care, pharmacy, eye care and other healthcare retail.

It is one of the nation’s leading academic medical centers, recognized for clinical excellence in cancer care, cardiology and cardiovascular surgery, neurology and neurosurgery, orthopedics and sports medicine, and multi-organ transplants. Consistently ranked among the top five NIH-funded institutions in Michigan, Henry Ford Health engages in more than 2,000 research projects annually. Equally committed to educating the next generation of health professionals, Henry Ford Health trains more than 4,000 medical students, residents, and fellows every year across 50+ accredited programs.

With more than 33,000 valued team members, Henry Ford Health is also among Michigan’s largest and most diverse employers, including nearly 6,000 physicians and researchers from the Henry Ford Medical Group, Henry Ford Physician Network and Jackson Health Network.

The health system is led by President and CEO [Robert G. Riney](#) and serves a growing number of customers across 250+ locations throughout Michigan including five acute care hospitals, two destination facilities for complex cancer and orthopedics and sports medicine care, three behavioral health facilities, primary care and urgent care centers.

## About Henry Ford Hospital

For over 100 years, Henry Ford Hospital has been a leader in advancing medicine and delivering the most innovative treatments. People travel to Henry Ford Hospital from throughout the United States and the world for specialized care.

Henry Ford Hospital, the flagship hospital of the Henry Ford Health, is an 877-bed state-of-the-art academic hospital and research center. Located the heart of Detroit, Henry Ford Hospital is nationally recognized for clinical excellence in the fields of cardiology and cardiovascular surgery, neurology and neurosurgery, orthopedics and sports medicine, transplant, and cancer. Henry Ford Hospital is a Level I trauma center and is home to one of the largest teaching hospitals in the country.

Henry Ford Hospital is one of the nation's leading comprehensive integrated health systems. Our hospital system provides care for a diverse group of patients with wide-ranging pathologies, ranging from routine well-care visits to major trauma and comprehensive cancer treatment. In fact, oncologic care provided by Henry Ford continues to expand with the recently opened Brigitte Harris Cancer Pavilion. Additionally, Henry Ford operates the busiest transplant service in Michigan, which includes heart, lung, liver, kidney, intestine, as well as multi-visceral transplants. The hospital is staffed by Henry Ford Medical Group.

One of the busiest areas of the Hospital is the Department of Radiology, occupying several sites on the second and third floor of the Hospital's clinic and west clinic buildings; as well as at the satellite facilities. Presently, the Radiology department performs over 1,500,000 imaging studies annually and employs over 100 radiologists and 11 physicists.

Currently, the Division of Diagnostic Ultrasound, of the Department of Radiology, consists of 8 staff radiologists (daily); several fellows and residents; 80 staff sonographers; and 6-12 students. The Ultrasound examination volume is over 400,000 procedures annually. All of our locations are accredited by the American College of Radiology, and all of our sonographers are registered with the American Registry of Diagnostic Medical Sonographers.

## Profession Description

Medical Sonography is an imaging modality that is excellent in visualizing the soft tissues of the body. It is used to evaluate the abdominal organs, the pregnant uterus,



the non-gravid pelvis, the heart, the eye, and the neonatal brain, as well as the neck, breast, scrotum, and other anatomical structures. Through Doppler ultrasound, the patterns of blood flow in vascular structures such as the carotid artery, renal transplant, tumors, and peripheral vessels may be studied. Ultrasound may be used in the operating suite to localize neoplasms or guide shunt placement.

The technique of using high frequency sound waves involves no discomfort, nor no proven hazard to the patient, and has been used in medical diagnosis for 3 decades. In recent years, this non-invasive technique has found new and expanded uses in the medical field, partly due to the improvement in instrumentation, but also due to the increased awareness of its potential value in diagnosis.

The diagnostic medical sonographer is a skilled allied health professional who performs ultrasound examinations under the supervision of a physician. The sonographer is required to integrate knowledge of anatomy, physiology, pathology, and ultrasound physics, and to apply this knowledge during the examination of a patient.

Successful sonographers are astute individuals who are adaptive and who evidence a high degree of dedication to the exactness of their work.

A strong work ethic, emotional maturity, and empathy are required skills for a successful sonographer. The sonographer works closely with the physician (sonologist) to attempt to solve a clinical problem.

The sonographer is required to exercise clinical judgment during the examination, by recognizing pathology, and by adjusting the examination technique and patient position, to highlight that pathology.

The sonographer is able to perform the following:

1. Obtain, review, and integrate pertinent history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.

6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic vascular techniques, and promote principles of good health. (Standards & guidelines at [www.caahep.org](http://www.caahep.org))

Medical Sonographers may work in hospital settings - radiology, obstetrical, vascular, or cardiology departments, to name a few. Others are employed in private physician offices and other outpatient facilities. Employment opportunities also exist in the commercial field, as application specialists, product managers, and salespersons. There are over 100,000 active credentialed sonographers worldwide.

### **Credentialing in Sonography**

Voluntary credentialing in the profession of Diagnostic Medical Sonography is strongly encouraged upon graduation. Credentials (and additional registries) are obtained by successful completion of international credentialing exams conducted by the ARDMS ([www.ardms.org](http://www.ardms.org)). Successful completion of the ARDMS credentialing examinations will award the credentials of RDMS (Registered Diagnostic Medical Sonographer), which is recognized as the international standard in sonography credentialing.

Graduates of the HFH DMS Program are eligible to take the ARDMS examinations in Sonographic Principles and Instrumentation (SPI); Abdomen (AB); and Obstetrics/Gynecology (OBGYN). There are several additional specialty areas in which the ARDMS offers credentialing examinations.

ARDMS examination fees (\$250 per exam) are the student's personal responsibility.

### **Henry Ford Hospital Diagnostic Medical Sonography Program**

The Diagnostic Medical Sonography (DMS) Program at Henry Ford Hospital (HFH) began in 1975, formally established in 1979, and received initial accreditation in 1984. The Program faculty and its facilities are dedicated to providing a meaningful, extensive experience in diagnostic medical sonography, integrating exceptional didactic and clinical education.

The 24-month program places emphasis on the key areas needed to produce a quality, multi-disciplinary, skilled sonographer: abdominal sonography, obstetrical

& gynecological sonography; musculoskeletal sonography and ultrasound physics and instrumentation. There is a yearly application deadline of May 31.

Didactic classes are principally conducted in the lecture format. Clinical case presentations are often presented and assigned, to gain extended clinical knowledge beyond the personal experiences of each student. Most classes are taught by the program supervisor, clinical coordinator, and MSK concentration coordinator, although students will receive several guest lectures presented by staff sonographers and division physicians. Students also have the opportunity to attend ultrasound conferences and radiology resident lectures. The number of classroom hours varies between 8 and 30 hours per week.

The academic program is divided into six semesters. The essential academic subjects (ultrasound physics, abdominal sonography, obstetrical & gynecological sonography, and musculoskeletal sonography) are each divided into a beginning and an advanced section. Beginning sections are covered in the program's first semester. All classes require attendance in the classroom. Occasional virtual lectures may be offered with advanced notice.

Introductory courses cover the anatomy, physiology, lab values, and commonly encountered pathology of a particular organ system. The advanced courses cover rarer disease states and image interpretation.

The Program also offers introductory courses and some limited clinical experience in the following areas: vascular sonography, pediatric sonography, and breast sonography.

Students are tested regularly throughout the year.

Since sonographic examination is a 2-dimensional display of 3-dimensional anatomy, a major emphasis is placed on the understanding of the gross anatomy and sectional imaging of the major organ systems examined by ultrasound. PowerPoint lectures, images, and demonstrations cover the abdominal vasculature, liver, biliary tree, pancreas, spleen, kidneys, bladder, uterus, ovaries and musculoskeletal system, as well as the developing fetus and the infant brain.

Image interpretation and sonographic pattern recognition is stressed throughout the Program, in didactic lectures and case reviews. Student sonographers must develop an ability to make preliminary interpretations of the images they obtain.

In the Program, a thorough discussion of the physical principles and instrumentation, which underlie sonographic examinations, is presented. The physics course is conducted using lectures, problem-solving, and demonstrations of clinical equipment.

Based on a strong background in anatomy and sonographic pathology, the student receives a wide exposure to a variety of clinical applications of ultrasound. The student first observes sonographic examinations being conducted by a staff sonographer. In later months, the student begins to physically assist the sonographer, by performing portions of the study of a patient, under direct supervision.

As the student's clinical ability progresses, they are given more freedom to conduct the case, but are always supervised by a staff sonographer, either directly or indirectly. Clinical performance is assessed daily, and at the end of each semester, by written performance standards. Clinical competency and/or proficiency tests are required each semester.

Academic classes and clinical experience is concurrently utilized throughout each week of the program. Students are free to consult with the Program Supervisor or Clinical Coordinator, at any time, on academic, clinical, or personal concerns. There are also several designated clinical preceptors who aid in evaluation of student performance and give the students additional clinical aid when necessary.

The HFH DMS Program is a competitive graduate program in medical education. As such, courses and clinical assignments are at an accelerated pace and volume. Including study time, it is not unusual that this Program requires a commitment of 50-70 hours per week. Maintaining employment while in the Program is not recommended. If employment outside the Program is necessary, it cannot conflict with the academic or clinical schedules of the Program. All classroom and clinical hours are conducted during dayshift.

The students' clinical experience is primarily based at the Main Campus Hospital in Detroit. The students have clinical rotations to several of the hospital's suburban satellite facilities. Students cannot choose their rotation site. Currently, the Division of Ultrasound has 6 scanning rooms at its main location: 6 rooms at the New Center site, 2 rooms at the Cancer Pavilion site, 1 room at the Detroit Pistons Performance Center site, and a total of 13 rooms at the other satellite facilities.

## Program Goals

To prepare competent entry-level Abdominal-Extended, Obstetric and Gynecologic and Musculoskeletal sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive Domain

The student will:

- a. Apply basic and advanced knowledge of the requirements of a diagnostic medical sonographer.
- b. Demonstrate knowledge of anatomical structures and sonographic appearances.
- c. Differentiate normal from abnormal sonographic findings through knowledge of physiology and pathophysiology.
- d. Demonstrate application of ultrasound physics and instrumentation to optimize sonographic images.
- e. Analyze clinical history, lab values, and other diagnostic imaging findings and apply them to sonographic examination findings.
- f. Combine medical and sonographic terminology knowledge with sonographic findings to compose a descriptive and accurate sonographer's impression.
- g. Demonstrate effective judgment in reporting any critical findings of the sonographic examination.

### Psychomotor Domain

The student will:

- a. Apply a practical application of learned skills in a laboratory and clinical setting.
- b. Possess the technical skills to utilize various aspects of the instrumentation to produce quality, diagnostic sonographic images.
- c. Be prepared to demonstrate the clinical skills practiced in the lab environment to produce quality sonographic examinations in various clinical patient care environments, such as outpatient, inpatient, emergency room, portable, and intensive-care units.

- d. Devote ample time to learning and practicing early skills in the lab environment, under faculty guidance and direct supervision.
- e. Demonstrate proficiency and competency in various types of sonographic examinations throughout the program by completing several clinical competency exams during each semester, with increasing levels of difficulty.
- f. Modify technique and adapt to various patient conditions to produce diagnostic sonographic images.
- g. Synthesize sonographic findings and tailor examinations to provide all necessary information to the interpreting physician.

### **Affective Domain:**

The student will:

- a. Maintain professional interactions, behaviors, and conduct in didactic and clinical environments.
- b. Provide all patients with care, kindness, compassion, comfort, and empathy, with respect for differences.
- c. Demonstrate the ability to work independently, as well as part of a team.
- d. Appreciate similarities and differences of individuals, professions, and cultures as part of a diverse population of community members and co-workers.
- e. Attend educational conferences.
- f. Work alongside Radiologists, Residents, and other Radiology staff employed by the Henry Ford Health System.

### **Learning Outcomes:**

Graduates of the Henry Ford Hospital Diagnostic Medical Sonography Program are expected to achieve the following outcomes:

1. Develop into competent entry-level Abdominal – Extended, Obstetric and Gynecologic, and Musculoskeletal sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

2. Apply didactic knowledge and clinical skills to successfully pass at least three ARDMS certification examinations on the first attempt.
3. Serve the community as compassionate, valued members of the health care team.

## **Our Mission**

Our mission is to produce exceptional quality medical sonographers by providing an innovative and comprehensive educational environment, promoting student growth and success. The Henry Ford Hospital Diagnostic Medical Sonography Program prepares students to perform sonographic examinations competently and independently while providing exceptional patient care to a diverse patient population. We aim to improve people's lives through excellence in the science and art of health care and healing.

## **Our Vision**

Our vision is to integrate our educational program with the delivery of health care services. We develop and support a program that leads change in preparing professionals for employment opportunities and evolving models of care. We refine skills in areas where expertise is essential and monitor the quality of our programs through measurable outcomes. We continuously improve the environment for learning, utilizing information systems, employing team skills and being culturally sensitive.

## **Our Values**

We have an obligation to students. We provide students with a quality education that is adaptive to their needs and to that of the profession. Students are our future. They embrace what we value through our instruction and by example. We instill PRIDE: Professionalism, Responsibility, Initiative, Dedication and Enthusiasm. People are our strength. Our work defines our success and determines our reputation. Patient care is paramount. We exist to serve those who need our services.

## **Areas of Specialization**

The HFH DMS Program educates students in Abdominal-Extended, Obstetric and Gynecologic, and Musculoskeletal sonography, in addition to Ultrasound Physics Principles and Instrumentation.

Clinical exams include ultrasonography of the abdomen, abdominal Doppler, obstetrical & gynecology, superficial parts (including breast sonography), and musculoskeletal sonography, with limited didactic instruction and clinical introductions to vascular sonography, breast sonography, and pediatric sonography. Pediatric Sonography rotation locations may include DMC Children's Hospital of Michigan. In the final clinical semester, students may have the option to spend additional time in a specific department.

Graduates will take the ARDMS international credentialing examinations in Ultrasound Physics (SPI), Abdomen (AB), Obstetrics & Gynecology (OBGYN), and Musculoskeletal Sonography (RMSKS). With further clinical practice after graduation (and after receiving RDMS credentials), a sonographer may be eligible to take the ARDMS examinations in Pediatric, Vascular, and/or Breast Sonography.

Students do NOT receive didactic or clinical education in Adult Echocardiography and, thus, are not eligible to take the ARDMS examination in Adult Echocardiography.

Sonography includes direct patient care, which requires being in direct close-contact with patients for extended periods of time. The average sonographic examination takes 30-45 minutes, with advanced exams taking upwards of 90 minutes. Gloves, gowns, masks, and appropriate PPE are used when applicable and in line with Universal Standards and Precautions.

HFH DMS students are required to scan anatomical body parts of female and male patients. They will be required to perform ultrasound examinations of the exposed abdomen, female pelvis (including intracavitary), breast, neck, extremities, scrotum, prostate and penis, among others.

Although universal precautions are utilized, including specialized precautions as necessary, students may potentially be exposed to communicable diseases and/or infectious agents such as blood, feces, urine, saliva, and other bodily fluids. Students will receive formal training on infection control, blood-borne pathogens, and standard precautions.



## Clinical Education Centers:

All students must rotate to Henry Ford Hospital Main Campus Ultrasound Department in Detroit, MI. Satellite facilities of the Department are located in the metro-Detroit suburbs of Dearborn, West Bloomfield, Macomb, Novi, Sterling Heights, Grosse Pointe, Livonia, and Taylor. Each satellite facility is staffed by department sonographers.

### Minor affiliates:

#### **Vascular Lab, Division of Vascular Surgery**

*2nd and 8th floor, Henry Ford Hospital  
Staffed by sonographers from the Vascular Lab*

#### **DMC Children's Hospital of Michigan**

*Detroit, Michigan*

## Clinical Hours

The student has academic and clinical hours totaling no more than 8 hours per day, 40 hours per week, for 24 consecutive months. Typical classroom hours are 8:00am to 4:30pm. When students have a clinical day, without classes, typical hours are 7:00am-3:30pm or 8:00am-4:30pm (depending on the site location hours). Students are not allowed to choose their clinical hours, nor their clinical assignments.

## Program Standards/ Graduation Requirements

To successfully complete the program, and to graduate, the student must:

1. Show evidence of satisfactory clinical ability (performance objectives are established for each quarter) and maintain passing grades.
2. The student must achieve a grade of 80% or better, in every course; either as an original grade, or based on a make-up examination.
3. Apply the knowledge of anatomy and physiology and scanning procedures to competently demonstrate anatomical and pathological structures for the ultrasound exams instructed within the curriculum.

4. Provide accepted standards of patient care, safety and comfort.
5. Adhere to hospital, departmental and program policies. Program policies are listed in program policy manual given to each student upon acceptance in the program and reviewed with each student at start of the program.
6. Maintain regular attendance. Absenteeism in excess of the allotted days off must be made up, as discussed in the program description.
7. Complete the assigned case presentations and student project.

**Upon graduation, students are given a certificate of graduation.**

**There is no guarantee of employment upon graduation.**

**There is no job placement by the Program.**

## **Admission Standards**

It is important for applicants to recognize that Medical Sonography Programs are not entry-level programs. Academic and clinical prerequisites are set by the accrediting body, and the Joint Review Committee on Education in Diagnostic Medical Sonography. It is required of all applicants to have documented observation of direct patient care in an ultrasound department. Due to the complexities and expense of processing a student visa request, the Program is currently unable to admit foreign students.

**Patient Care Experience** - All candidates to the HFH DMS Program must have at least 40 hours of documented patient care experience (observation) in sonography, with at least 20 of those hours completed in the Henry Ford Hospital (main campus) Ultrasound Department. If observation hours are completed at another health care facility, the applicant must obtain documentation, on official letterhead stationery, from the institution where the observation was completed. This must be signed and dated by the chief sonographer or instructor. This documentation should include your name, dates, and times of your observation. To complete observation hours at Henry Ford Hospital, contact the Program Clinical Coordinator, Courtney Neithamer, RDMS [courtneyk@rad.hfh.edu](mailto:courtneyk@rad.hfh.edu). Additionally, applicants may contact Henry Ford Health Volunteer Services at (313)-916-7495; or 916-1876.

All volunteer hours at Henry Ford Hospital are arranged through the Program Clinical Coordinator, upon approval from Henry Ford Hospital Volunteer Services.

To be considered for admission, all candidates must have recent, documentable patient care experience, AND meet one of the following prerequisites:

### **Prerequisite # 1**

Be a graduate of - or a student in good standing in - an allied health program that is patient-care related.

The program must have been a minimum of two years in duration. GPA must be a minimum of **2.8** overall or better, as well as a minimum 2.8 cumulative GPA in all science and non-science prerequisite coursework. Radiologic technologists, registered nurses, respiratory therapists, medical assistants are examples of health care professionals eligible to be considered for admission.

Applicants who are students, may be accepted on the condition that they successfully complete their allied health program. They are required to take, and pass, the registry/licensing examination(s), in that respective profession, by the end of the Medical Sonography Program's first semester. Failure to pass that examination will result in dismissal.

### **Prerequisite # 2**

Have a U.S. (or equivalent) Bachelor of Science or Arts degree, or a U.S. (or equivalent) Associate of Science degree, in any major, with a GPA of minimum **2.8** overall or better, as well as a minimum 2.8 cumulative GPA in all science and non-science prerequisite coursework. Applicant must have patient care experience observing sonographic examinations for a minimum of 40 hours.

### **Prerequisite # 3**

Be a student in good standing enrolled in the Bachelor of Science in Diagnostic Medical Sonography Program at Concordia University or Oakland University, with a GPA of minimum 2.8 overall or better, as well as a minimum 2.8 cumulative GPA in all science and non-science prerequisite coursework. Applicant must have patient care experience observing sonographic examinations for a minimum of 40 hours.

## Prerequisite Coursework

Regardless whether a candidate meets prerequisites 1, 2 or 3, the following is mandatory for admission:

1. Two semesters of college math (one semester algebra, one semester trigonometry – any level)
2. College physics (any level, except astronomy)
3. Two semesters of Human anatomy and physiology I & II with Lab
4. Pathophysiology
5. Medical terminology
6. Medical ethics and law
7. Communication skills (may be a speech component in an English or dedicated communications or speech course)

**All courses must have been completed within the past ten (10) years of application to the DMS program.**

## Transfer Credit and Prior Credit

Prerequisite courses may have been taken at an accredited college or university. Transfer credit will be accepted only if the course(s) are listed on an official transcript from another academic institution and meet program standards/requirements.

## Advanced Placement

The HFH DMS Program does not offer advanced placement.

## Selection Criteria

Candidates are selected into the program based on valid and objective admission criteria. The principle criteria in which candidates are selected are (in no particular order of importance): academic standings, clinical/patient care experience, results of the Ultrasound Student Assessment Admission Exam, and a personal interview conducted by the candidate selection committee.

The principles of candidate selection are:

1. Academic and clinical performance in prior allied health education, and in college.
2. Letters of recommendation.
3. A complete application package submitted on time.
4. Passing the Pre-entrance physical, which includes a drug screening (Scheduled one week prior to the beginning of school)
5. Passing a criminal background check and a reference check
6. Results of the Ultrasound Student assessment Admission Exam and personal interview by candidate selection committee.
7. The admission committee's perception of the candidate's motivation, maturity, and ability.

**There is no waiting list. Applicants who are not selected may reapply.**

### **Personal Interview**

A personal interview is a required part of the application process. The Program Supervisor will evaluate all applicants for eligibility. A limited number of the eligible applicants will be selected for the interview process. All applicants will be informed of their eligibility and interview status. Candidates that are selected for the personal interview of the selection process will be interviewed by a candidate selection committee, composed of Program faculty, medical advisors, clinical instructors, department administration, and others. All candidates who are interviewed will receive an emailed a letter of acceptance or non-acceptance.

The interview process takes about 6 hours.

Candidates cannot choose the date or time of their interview.

All travel and lodging expenses for the interview are the responsibility of the candidate.

Not all applicants are interviewed. Completion of the prerequisite courses does not guarantee an interview or admission. Applicant files are not returned.

## Ultrasound Student Assessment Admission Exam

All qualified candidates for an interview will be required to complete the Ultrasound Student Assessment Admission Exam during the interview process at Henry Ford Hospital. This aptitude-style test will be administered by program officials prior to the personal interview. Cost of the USA exam is included in the program application fee.

### Application Process

**The next application deadline is May 31, 2024.**

All application materials – transcripts, letters of recommendation, etc., – are to be sent together, in a single envelope, to the program office. Be sure to review the Application Checklist prior to submission of your application. The application envelope may be mailed or hand-delivered to the Program office.

In addition to a personal interview, completion of the application process requires that the following materials be submitted prior to the application deadline of May 31:

1. Official high school transcript (HS transcripts do not need to be sent if the candidate's date of graduation is more than ten (10) years from date of application).
2. Official transcript from an allied health program, if an allied health program was attended
3. Official transcript from college(s), if college(s) was attended
4. Foreign transcripts must be pre-evaluated by Educational Credential Evaluators, Inc. <http://www.ece.org>
5. Proof of licensing/registration in an allied health profession, unless a current student in that profession, if applying under Prerequisite #1
6. Proof of a U.S. college degree, if applying under Prerequisite # 2
7. At least two typed and signed letters of recommendation, on official letterhead stationary, from a manager who has known you in a professional capacity, such as a physician, instructor, program director, or supervisor.
8. Application fee of \$60 (make checks payable to Henry Ford Hospital)

9. Signed Technical Standards Survey
10. Documentation of 40 hours of patient care experience, with at least 20 of those hours done in Henry Ford Hospital Ultrasound department.

*\*Note: Transcripts and high school/college graduation will be verified. A criminal background check will be completed on accepted candidates. Prior employment and school attendance will be verified.*

**Important –**

- a) Letters of recommendation must be signed, typed, and on letterhead stationary; handwritten letters are not acceptable.
- b) Transcripts must be ORIGINAL, OFFICIAL transcripts of the school or college. Official transcripts may be sent electronically to the program Supervisor. Student copies of transcripts are not accepted.
- c) Application documents must be mailed or hand-delivered in a single envelope to the Program Office:

Henry Ford Hospital School of Diagnostic Medical Sonography

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Radiology Department, WC-370  
2799 West Grand Boulevard  
Detroit, MI 48202

### **Minimal Physical Requirements**

All applicants are notified of the minimum physical requirements appropriate to the field of Diagnostic Medical Sonography. The Technical Standards Survey (see application forms) must be completed and returned with the application.

It is program policy, in compliance with the Americans with Disabilities Act (ADA), to provide reasonable accommodation to select qualified, disabled individuals so that they can perform the essential functions of the job. It is the responsibility of the individual to display accommodation requests with the Program Supervisor. Reasonable accommodations will be provided to such individuals unless it imposes

an undue hardship upon the program. All students must be able to meet the Technical Standards in order to remain in the program.

All candidates have to sign the Technical Standards Survey prior to admission to the program.

## **Henry Ford Hospital School of Diagnostic Medical Sonography Technical Standards Survey 2024-2026**

All applicants to the School of Diagnostic Medical Sonography are notified of the minimum requirements appropriate to the profession of Sonography.

The Americans with Disabilities Act (ADA) technical standards for the profession of diagnostic medical sonography include the ability to perform all of the following with reasonable accommodations:

- Manage heavy academic schedules and deadlines
- Achieve an 80% or higher average for each didactic unit
- Read and comprehend relevant information in textbooks, medical records and professional literature
- Retain and apply information
- Measure, calculate, reason, analyze and synthesize complex information
- Apply knowledge and learning to new situations and problem solving scenarios
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence and within the required time frame
- Perform in fast-paced clinical situations
- Lift more than 50 pound routinely
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both hands, wrists and shoulders



- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work standing on their feet 80% of the time
  
- Able to remain calm and focused during instruction or performance of sonographic exams
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables

Are you able to perform all of the technical standards identified above with reasonable accommodations?

YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Veterans Benefits

Eligible students enrolling in the program are eligible to apply for veteran's benefits.

## Financial Information

### Tuition and Textbooks

The 2024-2026 program tuition is \$8,000 plus a \$150 lab fee and \$60 application fee. Tuition may be paid in full at any time. The first tuition payment of \$2,000 is due with a signed Letter of Agreement, upon acceptance into program.

The second tuition payment of \$2,000, plus a \$150 lab fee, is due on the first day of class.

The third tuition payment of \$2,000 is due on the first day of second semester.

The remaining tuition balance of \$2,000 is due on the first day of third semester.

**Required textbooks must be purchased by students and are NOT included in the tuition amount (2023 textbook costs were approximately \$800).**

All application fees and tuition payments are **nonrefundable after payment is received**. All tuition fees are due at designated payment dates and would constitute program dismissal if not paid by these deadlines.

### Uniform Expenses

Students are responsible for purchasing required "scrub-type" uniforms (navy blue color) and shoes that meet hospital and all clinical affiliate requirements. Students will need to purchase their own binders to hold coursework materials for program.

### Additional costs:

1. After graduation, the student is responsible for their credentialing examination (ARDMS) fees; \$250 per examination.
2. (Optional) Membership in the Michigan Sonographers' Society - MSS (free)
3. (Optional) Membership in the Society of Diagnostic Medical Sonographers – SDMS (fee - \$45)

4. (Optional) Membership in the American Institute of Ultrasound – AIUM (fee-\$25)

## **Financial Aid**

The HFH DMS Program does not participate in any financial assistance programs.

## **Tuition Forgiveness Program**

The tuition forgiveness program is not yet available.

## **Scholarship information is available from:**

### **The SDMS Educational Foundation**

2745 Dallas Pkwy Ste. 350

Plano, TX 75093-8730

(214) 473-8057 or (800) 229-9506

Radiologic Technologists should contact the **Michigan Society of Radiologic Technology (MSRT)** for scholarship information through V. Kay Williams MS, RT(R), ARRT Chairperson MSR Scholarship and Grant Committee  
1924 Crabtree Lane  
Jenison, Michigan 49428  
(618) 457-4721

## **Time Off**

80 hours of scheduled and unscheduled time off (including sick time and vacation time) are permitted to the students during the 24-month program. In addition, there are week-long breaks between semesters, students are off on the Friday after Thanksgiving and on six legal federal holidays. The only acceptable reasons for excessive time off are pregnancy leave or illness. Excessive absenteeism is grounds for corrective action and possible dismissal. Classes are not repeated for absent students.

Tardiness in the classroom or clinical setting will result in time off subtracted from the student's elective time off bank.

## **Employment During the Program**

Due to the intensity and volume of course material, maintaining employment while in the program is not recommended. If employment outside the program is necessary, it must not conflict with the academic or clinical schedules and not interfere with clinical or academic performance. HFH DMS students are hired as paid student-employees of Henry Ford Health System. They are eligible to earn minimum wage during off-shifts, completing miscellaneous clerical or transportation tasks. Students may NOT receive pay for performing ultrasounds.

## **Background Check/Health Screening**

Accepted candidates must pass the Hospital health screening, as well as a criminal background check. Final acceptance into the ultrasound program is contingent upon a satisfactory background check. Please note that all HFH employees and students are required to be up to date on vaccinations, including seasonal influenza and COVID-19 vaccinations.

## **Security**

The Hospital has its own armed security force. In addition, approximately 10,000 employees, visitors, and patients are in the Hospital every weekday. Student parking is provided in several guarded, well-lit lots, approximately four blocks from the Hospital. Shuttle bus service is from 5:30am to 11pm.

## **School List**

For a complete listing of ultrasound programs in the USA and Canada, contact the SDMS at [www.sdms.org/public/career.asp](http://www.sdms.org/public/career.asp) or CAAHEP at [www.caahep.org](http://www.caahep.org) to find an accredited program. There are over 200 Programs in the US and 11 in Michigan.

## **Information on the Profession of Medical Sonography**

Individuals are encouraged to utilize the following websites:

[www.sdms.org/public/career.asp](http://www.sdms.org/public/career.asp) - Sonographers' professional organization

[www.aium.org](http://www.aium.org) - Physicians'/Physicists'/Sonographer's professional organization

[www.ardms.org](http://www.ardms.org) - Examination standards

## Graduate Testimonials

“Good clinical experience, good education, small class size, direct communication daily with Radiologists.”

- SZ

“Classroom instruction was very thorough, and detail orientated.”

- MD

“HFH has by far one of the best schools of Sonography.”

- JW

“Great amount of hands-on scanning with very experienced sonographers.”

- JC

“We learned good ergonomics to reduce our risk of injury.”

- LG

“Since it has been almost a year since graduation, I have been doing a lot of reflecting of my education and the journey I have taken so far. I have to admit that Henry Ford's Ultrasound Program has prepared me so much more than I could ever expect. The staff (especially you and Cindi) have given me the tools to be a great Sonographer. My independence and confidence has grown significantly since graduation. I am incredibly grateful that I got to be a student and work and learn from you both and the rest of the staff at Henry Ford. Thank you so much for everything that you do.”

- SK

## Testimonials from Employers

“\_\_\_ has been a great asset to our department. Her scans are top notch!” - DB

“\_\_\_ came out highly trained and confident in all areas.” - DC

“\_\_\_ is very confident and a fast learner...a perfect fit for our department.” - LR

“\_\_\_ has been a great addition to our team in terms of quality and ability to pick things up quickly. The radiologists are pleased with the quality of her work.” - SW

“\_\_\_ is a wonderful addition to our staff. She communicates well and is well liked by her peers. She is professional and great with patients.” - TD

“\_\_\_ is a very motivated sonographer. She is working a second shift with requires independent thinking. She has adjusted well to our department’s needs.” - DH