

EXCELLENCE IN HEALTHCARE TRAINING AND EDUCATION

UNITED MEDICAL INSTITUTE CATALOG



2016-2017

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LICENSURE AND ACCREDITATION

United Medical Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at www.bppe.ca.gov.

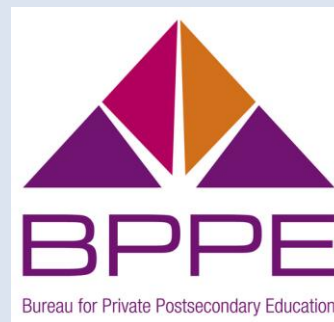
United Medical Institute is accredited by the Accrediting Commission of the Western Association of Schools and Colleges (WASC).

United Medical Institute is approved to accept participants from EDD, Vocational Rehabilitation Program at VA and Post 9/11 GI Bill.

United Medical Institute is a member of the Society of Diagnostic Medical Sonography.

United Medical Institute is a member of the Better Business Bureau.

The Ultrasound Technology Program is the only approved program for Veterans Training (GI Bill, post 9/11 GI Bill).



UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS



As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and School Performance Fact Sheet.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798. Website: <http://www.bppe.ca.gov>. Telephone: 916-431-6959, or (888)370-7589, or Fax: 916-263-1897

For three consecutive years United Medical Institute is recognized by the Sacramento Business community as the “Best of Sacramento” for Medical Training and Education!



Mission Statement

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Educational Objectives

The program prepares graduates to:

- Employ diagnostic sonographic imaging techniques, critical thinking skills, effective communication skills, and professional judgment.
- Effectively apply ergonomically correct scanning techniques.
- Successfully complete nationally recognized credential examinations.
- Develop a dedication to independent life-long learning and professional contribution.

Schoolwide Learner Outcomes (SLO's)

Graduates from the Ultrasound Technology program will be able to demonstrate:

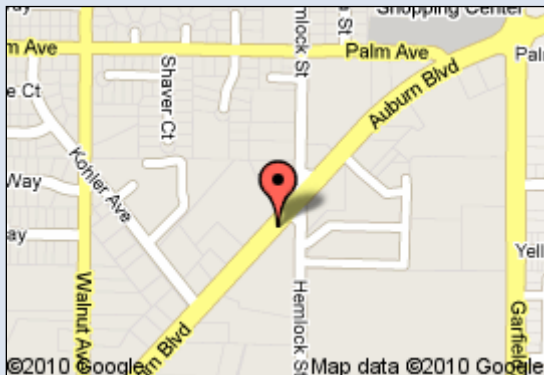
1. Effective oral, visual, and written communication skills.
2. The ability to work effectively in teams.
3. The ability to provide basic patient care and comfort while utilizing ethical, professionalism and HIPAA guidelines.
4. Knowledge and understanding of human gross and sectional anatomy relative to normal and abnormal sonographic imaging.
5. Knowledge and understanding of human physiology, pathology and pathophysiology.
6. Knowledge and understanding of ultrasound physical principles and instrumentation.
7. Knowledge of sonographic biological effects, proper application of sonographic instrumentation relative to imaging and image quality.
8. Appropriate ergonomic scanning applications.

Targeted Student Population:

The student body to be served will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

As prospective student, you are encouraged to review school catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Facts Sheet, which must be provided to you prior to signing an enrollment agreement.

School Location:



5280 Auburn Blvd. Sacramento, CA 95841

Phone: (916) 334-5118

Fax: (916) 334-6852

Website: www.Unitedmedicalinstitute.com

E-mail: info@unitedmedicalinstitute.com

School Location & General Description of Facilities:

The campus is located in a modern professional plaza. The campus houses 5 classrooms, an imaging lab, a massage therapy lab, and a library. There are administrative and educational offices, as well as a reception area, and separate student and faculty lounges. The imaging lab is equipped with ultrasound scanners capable of performing general and specialized procedures and color-flow imaging. Standard equipment includes a film library of case studies, a library of text and reference books, video monitors, computers, TV sets and VCRs, journals, and audio and video aides. The massage therapy lab is equipped with massage tables, mannequins and other patient-care equipment. All class sessions are held at: 5280 Auburn Blvd. Sacramento, CA 95841.

School Governing Body, Administrators, and Faculty:

Directors:

- Mrs. Galina Ayzenberg, M.D. - President/CEO
- Ms. Linda Simonyan, B.A. - Admission Director

Administrative Officials:

- Ms. Linda Simonyan, B.A. – Registrar/Veterans Record Clerk/VA Certifying Official

Instructors:

- Mr. Aoss Albumalalah, Ph.D. – Professor
- Mrs. Jeanie Rumminger, RDMS (AB), - Professor
- Mrs. Dalia AlHaidary, M.D. – Professor
- Mrs. Tatyana Vartanova, CAMTC – Proffesor
- Mr. Francisco Ortega, CCT - Professor
- Mrs. Marjorie Quevedo, RDMS, AB, OB/GYN, AE, VT – Professor
- Mrs. Jeannie Cerna, RDMS, AB, OB/GYN – Professor

PROGRAM DESCRIPTIONS

Ultrasound Technology

Program Description

The Ultrasound Technology program prepares graduates for entry-level employment as an Ultrasound Technician with specialization in general sonography (Abdominal & Small Parts, Obstetrics and Gynecology and Vascular ultrasound). Working in hospital’s imaging centers, physician’s offices or clinics; the Ultrasound Technician plays a very important role on today’s medical diagnosis and treatment team.

Ultrasound Technology Program Diploma Completion Requirements		Total Clock Hours				Quarter credits
Course Numbers	Course Titles	Lecture Hrs	Lab Hrs	Clinical Hrs	Total Hrs	
UT 50	Introduction to Sonography: (HIPPA, Ethics, etc.)	10			10	1.0
UT 30	Anatomy and Physiology	56			56	5.6
UT 20	Medical Terminology	32			32	3.2

UT 120	Physics I - II	72			72	7.2	
UT 200	Abdomen & Small Parts	144	144		288	21.6	
UT 300	OB/GYN	144	144		288	21.6	
UT 400	Vascular	64	64		128	9.6	
UT 100	Special assignment	106			106	10.6	
CLINICAL EXTERNSHIP START AFTER COMPLETION OF DIDACTIC AND LABORATORY PORTION OF THE PROGRAM							
UT 500	Clinical 1				100	100	3.3
UT 501	Clinical 2				150	150	5.0
UT 502	Clinical 3				690	690	23.0
TOTAL Diploma Program Requirements		628	352		940	1920	111.7

Licensure Requirements:

UPON COMPLETION OF THE PROGRAM STUDENTS ELIGIBLE TO TAKE THE NATIONAL REGISTRY EXAM (ARDMS) **ADDITIONAL CLINICAL WORK EXPERIENSE MAY BE REQUIREMENT. No license in the State of CA is required.**

Program Schedule:

Program is 24 month in length with the following schedule each calendar year:

Module I - Module II:

Morning classes: Monday – Thursday 9:00AM – 1:00 PM

Evening classes: Monday – Thursday 6:00 PM – 10:00 PM

Module III: Clinical Externship (CE): Each student must complete a minimum of 24 hours per week of clinical rotation time (externship). Total of 940 hours of CE should NOT exceed eight (8) calendar months. No evenings or weekends for the CE available. All CE is completed in the regular business hours for the medical facility.

Estimated Program Fee:

Registration Fee: \$100.00 (*this fee is not refundable*)
Tuition Down Payment: \$3,200.00 (*payment is due at the time of enrollment*)
Tuition Remainder: \$22,000.00 (*\$998.00 supply and material and \$150.00 processing fee and \$200.00 Technology fee is not refundable*)

Total Estimated Program Cost: \$25,300.00*

** Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.*

Admission Requirements:

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native speakers.

Post-Admission Requirements:

1. Text books (purchased by the student) may be ordered on Amazon.com
2. Purchase appropriate uniform - \$55.00* per set (approximate price, purchased by the student)

Required for Externship:

1. The fee for CPR training – approximately \$60.00*
2. Corporate Screening Services–Criminal Background Check (should include sex offenders’ list check) 10-panel Drug Screening – (included in Criminal Background) - \$160.00*
3. Insurance (needed for the externship) - \$220.00* Liability & \$200.00* Malpractice

**All charges are subject to change. Post – Admission charges are not part of the tuition and are a student’s responsibility.*

Cardiovascular Technology

Program Description

The Cardiovascular Technology program prepares students to perform non-invasive cardiovascular exams enabling them to work as entry level non-invasive cardiovascular technology. This program focuses on using cardiovascular technology to view the heart, blood vessels and blood flow to affirm good health and detect disease.

Cardiovascular Technology Program Diploma Completion Requirements		Total Clock Hours				Quarter credits
Course Numbers	Course Titles	Lecture Hrs	Lab Hrs	Clinical Hrs	Total Hrs	
EC 50	Introduction to Cardiovascular: (HIPPA, Ethics, etc.)	10			10	1.0
EC 30	Anatomy and Physiology	56			56	5.6
EC 20	Medical Terminology	32			32	3.2
EC 120	Physics I-II	78			78	7.8
EC 300	Echocardiography I	96	96		192	14.4
EC 310	Echocardiography II	100	100		200	15
EC 400	Vascular I	96	96		192	14.4
EC 410	Vascular II	100	100		200	15
CLINICAL EXTERNSHIP START AFTER COMPLETION OF DIDACTIC AND LABORATORY PORTION OF THE PROGRAM						
EC 500	Clinical 1			50	50	1.7
EC 501	Clinical 2			150	150	5
EC 502	Clinical 3			740	740	24.7
TOTAL Diploma Program Requirements		568	392	940	1900	107.8

Licensure Requirements:

UPON COMPLETION OF THE PROGRAM STUDENTS ELIGIBLE TO TAKE THE NATIONAL REGISTRY EXAM (ARDMS) **ADDITIONAL CLINICAL WORK EXPERIENSE MAY BE REQUIREMENT.** No licensure in the State of CA is required.

Program Schedule:

Program is 18 month in length with the following schedule each calendar year:

Module I - Module II:

Evening classes: Monday – Thursday 6:00 PM – 10:00 PM

Module III - Clinical Externship (CE): Minimum requirement 24 hours a week. Each student must complete no more than 8 month of CE in order to acquire hands-on experience. No evenings or weekends for the CE available. All CE is completed in the regular business hours for the medical facility.

Program Fee:

Registration Fee:	\$ 100.00 <i>(this fee is not refundable)</i>
Tuition Down Payment:	\$ 3,200.00 <i>(payment is due at the time of enrollment)</i>
Tuition Remainder	\$25,300. <i>(\$998.00 supply and material and \$150.00 processing fee and \$200.00 Technology fee is not refundable)</i>

Total Charges for the period of attendance: \$28,600.00*

** Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.*

Admission Requirements:

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native speakers.

Post-Admission Requirements:

1. Text books (purchased by the student) may be ordered on Amazon.com
2. Purchase appropriate uniform - \$55.00* per set (approximate price, purchased by the student)

Required for Externship:

1. The fee for CPR training – approximately \$60.00*
2. Corporate Screening Services–Criminal Background Check (should include sex offenders' list check) 10-panel Drug Screening – (included in Criminal Background) - \$160.00*
3. Insurance (needed for the externship) - \$220.00* Liability & \$200.00* Malpractice

**All charges are subject to change. Post – Admission charges are not part of the tuition and are a student's responsibility.*

Vascular Technology

Program Description:

Vascular Technology, also called Vascular Ultrasound, is in need of well-trained ultrasound specialists to help in the care of patients with vascular disease. Vascular technologists typically work in the Vascular Laboratory of a hospital or in vascular surgery group practices. They use ultrasound to evaluate patients that may need treatment from a vascular surgeon or vascular medicine specialist. The ultrasound examination differs from other forms of diagnostic testing.

Vascular Technology Program Completion Requirements		Total Clock Hours				Quarter credits
Course Numbers	Course Titles	Lecture Hrs	Lab Hrs	Clinical Hrs	Total Hrs	
VAS 50	Introduction to Vascular: (HIPPA, Ethics, etc.)	10			10	1.0
VAS 30	Anatomy and Physiology	56			56	5.6
VAS 20	Medical Terminology	32			32	3.2
VAS 120	Physics I-II	80			80	8.0
VAS 300	Cerebrovascular Ultrasound	86	86		172	12.9
VSTC 310	Arterial Ultrasound	70	70		140	10.5
VSTC 320	Abdominal Vascular Ultrasound	90	90		180	13.5
VAS 310	Venous Ultrasound	90	90		180	13.5
VAS 400	Cardiovascular Pharmacology	20	20		40	3
VAS 500	Echocardiography	36	36		72	5.4
CLINICAL EXTERNSHIP START AFTER COMPLETION OF DIDACTIC AND LABORATORY PORTION OF THE PROGRAM						
VAS 600	Clinical 1			200	200	6.7
VAS 601	Clinical 2			220	220	7.3
VAS 602	Clinical 3			430	430	14.3
TOTAL Diploma Program Requirements		564	386	850	1800	104.9

Licensure Requirements:

UPON COMPLETION OF THE PROGRAM STUDENTS ELIGIBLE TO TAKE THE NATIONAL REGISTRY EXAM (ARDMS) **ADDITIONAL CLINICAL WORK EXPERIENSE MAY BE REQUIREMENT.** No licensure in the State of CA is required.

Program Schedule:

Program is 16 month in length with the following schedule each calendar year:

Module I - Module II:

Evening classes: Monday – Thursday 6:00 PM – 10:00 PM

Module III - Clinical Externship (CE): Minimum requirement 24 hours a week. Each student must complete no more than 8 month of CE in order to acquire hands-on experience. No evenings or weekends for the CE available. All CE is completed in the regular business hours for the medical facility.

Program Fee:

Registration Fee: \$ 100.00 (this fee is not refundable)

Tuition Down Payment: \$ 3,200.00 (payment is due at the time of enrollment)
Tuition Remainder \$20,300. (\$998.00 supply and material and \$150.00 processing fee and \$200.00 Technology fee is not refundable)

Total Charges for the period of attendance: \$23,600.00*

** Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.*

Admission Requirements:

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native speakers.

Post-Admission Requirements:

1. Text books (purchased by the student) may be ordered on Amazon.com
2. Purchase appropriate uniform - \$55.00* per set (approximate price, purchased by the student)

Required for Externship:

1. The fee for CPR training – approximately \$60.00*
2. Corporate Screening Services–Criminal Background Check (should include sex offenders' list check) 10-panel Drug Screening – (included in Criminal Background) - \$160.00*
3. Insurance (needed for the externship) - \$220.00* Liability & \$200.00* Malpractice

**All charges are subject to change. Post – Admission charges are not part of the tuition and are a student's responsibility.*

Medical Assistant

Program Description:

This program consists of 5 modules and provides 725 hours of instruction. Each of the modules lasts about 3-4 weeks. By the end of each module students have tests; the pass rate should be at least 70%. To complete the program students must take all of 5 modules and pass tests. The program lasts 7 months, 4 times per week and 4 hours per session. Each of the session consists of 2 parts: lectures and hands-on practice (Vital signs, Blood Pressures, Shots, etc). After 4 months of training students get placed to Internship/Externship

MODULE – 1 (3 weeks long)

- Skeleton system
- Muscular system
- Nervous system
- Vital signs, shots, blood pressure hands-on practice

MODULE – 2 (3 weeks long)

- Digestive system
- Urinary system
- Reproductive system
- Vital signs, shots, blood pressure hands-on practice

MODULE –3 (3 weeks long)

- Endocrine system
- Immune system
- Senses
- Vital signs, shots, blood pressure hands-on practice

MODULE – 4 (3.5 weeks long)

- Specialization: Administrative Assistant
- Vital signs, shots, blood pressure hands-on practice

MODULE – 5 (3.5 weeks long)

- Specialization: Clinical Medical Assistant
- Vital signs, shots, blood pressure hands-on practice

Program Schedule:

Program is approximately 8 month in length.

Evening classes: Monday – Thursday 6:00 PM – 10:00 PM

Clinical Externship (CE) requires 220 hours with the 24 hours a week minimum. No evenings or weekends for the CE available. All CE is completed in the regular business hours for the medical facility.

Program Fee:

Registration Fee:	\$ 100.00 <i>(this fee is not refundable)</i>
Tuition Down Payment:	\$2,500.00 <i>(payment is due at the time of enrollment)</i>
Tuition Remainder	\$5,800.00 <i>(\$998.00 supply and material and \$150.00 processing fee and \$200.00 Technology fee is not refundable)</i>

Total Charges for the period of attendance: \$8,400.00*

** Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.*

Admission Requirements:

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native speakers.

Post-Admission Requirements:

1. Text books (purchased by the student) may be ordered on Amazon.com

2. Purchase appropriate uniform - \$55.00* per set (approximate price, purchased by the student)

Required for Externship:

1. The fee for CPR training – approximately \$60.00*
2. Corporate Screening Services–Criminal Background Check (should include sex offenders’ list check) 10-pannel Drug Screening – (included in Criminal Background) - \$160.00*
3. Insurance (needed for the externship) - \$220.00* Liability & \$200.00* Malpractice

**All charges are subject to change. Post – Admission charges are not part of the tuition and are a student’s responsibility.*

Licensure Requirements:

UPON COMPLETION OF THE PROGRAM STUDENTS ELIGIBLE TO TAKE THE NATIONAL REGISTRY EXAM. **No licensure in the State of CA is required.**

Massage Therapy

Program Description:

Our 500 Hour Massage Therapy Program is designed for learner to become proficient in massage therapy. The focus is aimed at the novelist learner. The skill and knowledge addressed areas in full body massage therapy.

Module 1: Massage Therapy Program - 130 hours

- Business / Marketing
- Ethics
- Health & Hygiene
- Self Care
- Anatomy & Physiology
- Terminology & Techniques:
- Swedish techniques
- Senior techniques
- Deep tissue techniques
- Prenatal techniques
- Clinical Practice/ Technique

Module 2: Deep Tissue (Medical Massage) - 120 hours

- Deep Tissue Massage
- Contraindications
- Myofascial Release
- Trigger Point Therapy
- Carpal Tunnel Syndrome Relief
- On-Site Chair Massage
- Anatomy & Physiology & Kinesiology

- Facilitated Stretching
- Client Assessment
- Clinical Practice/ Technique

Module 3: Advanced Classes - 250 Hours

- Acupressure
- Shiatsu
- Aromatherapy
- Lymphatic Drainage
- Hot Stone
- Reflexology
- Cranial Sacral
- Sports Balance & Performance
- Spa Services
- Pathology
- Advanced Anatomy, Physiology & Kinesiology
- Skills Integration
- Business
- Clinical Practice/ Technique

Program Schedule:

Morning classes: Tuesday - Wednesday – Thursday 9:00 AM – 1:00 PM
 Evening classes: Tuesday - Wednesday – Thursday 6:00 PM – 10:00 PM

Clinical Externship (CE) required 100 hours with the 24 hours a week minimum. No evenings or weekends for the CE available. All CE is completed in the regular business hours for the medical facility.

Program Fee:

Registration Fee: \$ 100.00 (*this fee is not refundable*)
 Tuition Down Payment: \$1,500.00 (*payment is due at the time of enrollment*)
 Tuition Remainder \$5,250.00 (*\$998.00 supply and material and \$150.00 processing fee and \$200.00 Technology fee is not refundable*)

Total Charges for the period of attendance: \$6,850.00*

** Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.*

Admission Requirements:

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native speakers.

Post-Admission Requirements:

1. Text books (purchased by the student) may be ordered on Amazon.com
2. Purchase appropriate uniform - \$55.00* per set (approximate price, purchased by the student)

Required for Externship:

1. The fee for CPR training – approximately \$60.00*
2. Corporate Screening Services–Criminal Background Check (should include sex offenders’ list check) 10-panel Drug Screening – (included in Criminal Background) - \$160.00*
3. Insurance (needed for the externship) - \$220.00* Liability & \$200.00* Malpractice

**All charges are subject to change. Post – Admission charges are not part of the tuition and are a student’s responsibility.*

Licensure Requirements:

California massage therapists require obtaining license through the city or county in which they wanted to practice. The California Massage Therapy Council (CAMTC) implements a statewide certification process so that massage professionals can obtain certification. Massage Therapy program graduates are eligible for CAMTC certification.

UMI School Policies

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the School Director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the United Medical Institute Policies will be posted on bulletin boards and shown as a supplement to the UMI catalog. UMI Policies does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and school policies. United Medical Institute never applied for bankruptcy and does not have a pending bankruptcy petition.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to UMI policies (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the UMI catalog.

Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution’s rules and regulations.

Mission Statement: The purpose of the UMI Programs is to provide students with integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care in keeping with the service excellence philosophy of United Medical Institute. In

the professional course providing these skills and experiences, students are expected to successfully complete the national registry examination after meeting all the necessary qualifications.

Goal #1: The programs will provide quality educational opportunities for students enrolled in the program.

Goal #2: The programs will facilitate student development of problem-solving and critical thinking skills in the theory and practice.

Goal #3: The programs will help students to develop personal learning skills, demonstrate good citizenship and engage in activities supporting community.

Goal #4: The programs will prepare program graduates to be highly qualified entry level professionals.

Goal #5: The programs will provide employees for the United Medical Institute service region.

Assessment Criteria for Each Goal: The assessment criteria, program benchmark, assessment methods, outcome results, analysis of data, time frame of assessment, action taken, and responsible party are delineated on the Program Continual Quality Improvement Plan.

Development and Revision of Mission, Goals, and Outcomes: The Program Director and faculty will develop and review annually the program's mission statement, goals, outcomes, and assessment procedures. The Program Advisory Committee will review each of the aforementioned.

ADMISSION AND COURSEWORK REQUIREMENTS

To be considered for acceptance into the UMI, the applicant must meet the following criteria:

1. Student must have high school diploma, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam, with a score of at least 19
4. ESL test is required for non-native English speakers.

Student's Right to Privacy

UMI complies with The Family Educational Rights and Privacy Act of 1974 (FERPA) commonly referred to as the Buckley Amendment. This act provides UMI students and parents of UMI students with certain rights involving access and release of records that are deemed personally identifiable.

The Office of the Registrar maintains records that can be reviewed by students. Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student or of a parent of a student under the age of eighteen. Notwithstanding the above, disclosure to members of UMI administration and faculty who have a legitimate educational purpose in seeing the records is permitted. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release.

Under FERPA regulations, it is presumed that the parents of a student under the age of eighteen have FERPA rights of access. An exception exists if legal documentation is furnished to UMI indicating that a parent no longer has the right to see records or the rights of a parent have been

terminated. FERPA permits students to question the accuracy of their educational records.

Any student or employee who engages in conduct which directly or indirectly violates, or infringes upon, the privacy rights of an employee or student will be subject to disciplinary action up to and including dismissal from UMI.

Educational Programs:

On the first day of each subject students will be provided with the following materials for the course of study: UMI Mission Statement and Schoolwide Learner's Outcomes (SLO's), teachers name and title, course outline with the short descriptive title, educational objectives, detailed schedule with the subject length, textbooks and required materials, skills to be learned and how those skills are to be measured, instructional mode and methods, assignments, expectations and requirements, competencies and class rules.

POLYCIES AND PROCEDURES

ACADEMIC STANDARDS/GRADING PROCEDURES/RECORDS SYSTEM/PROGRESSION REQUAREMENTS

I. GRADES:

Students must complete all prerequisite and program courses with at least a "C" (70%) or better. A failure of any subject in the prerequisite courses or the program will result in immediate dismissal. Progression to the next sequence in a course cannot occur until the failed course has been repeated and successfully passed with at least a "C" (70%). See Reinstatement Policy for specific details.

II. GRADING SCALE:

- A - 90-100 Excellent
- B - 80-89 Good
- C - 70-79 Average
- D - 69-60 Below Average
- F - 59-0 Failed

III. INCOMPLETES, COURSE INCOMPLETE:

An incomplete "I" is assigned when the student cannot complete the required number of course hours. An incomplete will not be issued to didactic (classroom) courses without due cause of circumstances. Such a ruling will be made by the program director. The student must resolve the clinical "I" by the end of the mid-term of the course. A maximum of two "I" will be allowed for program enrollment (prerequisite classes included).

IV. TEXTBOOKS:

All textbooks are considered mandatory. Student will be responsible and incur all financial obligations for the textbooks, materials, supplies, uniform, immunizations, insurance, room and board, and including any other fees and expenses that the student will incur upon enrollment and with in the program duration.

V. TESTING PROCEDURES:

All tests are to be taken as scheduled. Students should miss a test only if completely necessary. The student is required to personally notify the Program Director, instructor or UMI administration by filling out appropriate form of all course absences/tardiness. Students will be allowed **only** one make-up test (originally scheduled test) per subject if the student could not avoid an absence on a test day. Subsequent absences on test days will result in no make-up test and a grade of “F” to be recorded as the test grade, and/or any assignment due. Make-up tests should be taken on the first day back from the absence (even it is a lab day). **It is the student’s responsibility to contact the course instructor to schedule the make-up test.** Students are not permitted to keep graded tests and/or final exams. Class sessions will be scheduled to review graded tests and final exams.

VI. FAILED TESTS:

Due to the cumulative-knowledge-based design of the program’s curriculum, students are expected to pass each test and final exam with at least a grade of “C” (70%). Students must pass with at least a 70% of a test for both a written and performance (lab) exam. Students who do not pass a test required taking the same subject again for the additional price. Certificate of completion will not be issued to a student with the failed subject and student will be allowed to take a Final Competency and Final Program Exit Exams.

VII. COURSE FINAL DIDACTIC and COMPETENCY EXAMS:

Course Final (didactic) exams are graded using following components:

- 50% Final Exam
- 40% Course quizzes and tests
- 10% Special assignments/Homework

Competency-based evaluation Final Exam: In the course of a subject student will be required to complete a final exam with a minimum grade of 70%. The final course (subject) exam will comprise 50% of the student’s didactic grade.

Course quizzes and tests: The average of the grades for all quizzes and tests for the subject will comprise 40% of course didactic grade.

Special assignments/Homework: Recognizing that research and homework are an integral part of education and professional readiness, special assignments/homework grading will comprise 10% of the course and subject laboratory grade.

Final competency (laboratory) exams are graded using following components:

- 50% Competency-based Final Exam
- 40% Course quizzes and tests
- 10% Special assignments/Homework

Competency-based evaluation Final Exam: In the course of program student will be required to complete a final competency exam with a minimum grade of 70%. The competency for course will comprise 50% of the student’s laboratory grade. The competency evaluation will include the evaluation of the student’s patient interaction, equipment readiness, positioning skills, equipment manipulation, technique selection, and image evaluation with regards to anatomy, quality, and film/image identification.

Course quizzes and tests: The average of the grades for all quizzes and tests for the subject will comprise 30% of course lab grade.

Special assignments/Homework: Recognizing that research and homework are an integral part of education and professional readiness, special assignments/homework grading will comprise 10% of the course and subject laboratory grade.

VIII. FINAL COMPETENCY EXAM: After completion of all program subjects students must pass a Final Competency Exam with a minimum of 70%. Failure to achieve at least 70% will result in a failure of the entire course. The student will not be permitted to take the Final Program Exit Exam. Failure of a Final Competency Exam will result in the non-issuance of the certificate of completion and dismissal from the program.

IX. FINAL PROGRAM EXIT EXAM: Students must pass the comprehensive Final Program Exit Exam with a minimum of 70% given three attempts in the ultrasound course. Failure to achieve at least 70% at the third attempt will result in a failure of the entire program.

X. FAILED PROGRAM EXIT EXAM: Should a student fail a Final Program Exit Exam (scores below 70%), the UMI administration will assign a time for the re-test of a final exam. **A maximum of four re-tests** of a Final Program Exit Exam will be allowed. If a student fails the initial exam a first re-test fee of \$150.00 dollars will be charged to the student requiring first re-test attempt to pass the Program Final Exit Exam. If a student fails the first re-test for the Final Program Exit Exam a second re-test time will be scheduled and a fee of \$250.00 dollars will be charged to the student requiring second re-test attempt to pass the Program Final Exit Exam. If a student fails the second re-test for the Final Program Exit Exam a third re-test time will be scheduled after 30 business days had passed since the second re-test date and a fee of \$350.00 dollars will be charged to the student requiring third re-test attempt to pass the Program Final Exit Exam. If a student fails the third re-test for the Final Program Exit Exam a fourth and final re-test time will be scheduled after 60 business days had passed since the second re-test date and a fee of \$450.00 dollars will be charged to the student requiring fourth re-test attempt to pass the Program Final Exit Exam. Failure of the Final Program Exit Exam for the fourth time will result in the non-issuance of the certificate of completion, dismissal from the program, and ineligibility to take the ARDMS exam.

The date and time set for the Final Program Exit Exam may be changed **ONLY** by the UMI. Absence is a cause for immediate program dismissal. **ONLY** life threatening event will be considered acceptable as an absence for Final Program Exit Exams. It is the student's responsibility to inform the school if a life threatening situation occurs and absence on the day of the examination is necessary. The life threatening event is defined **ONLY** as: scheduled or emergency surgical procedure and/or life threatening accident requiring immediate doctor's assistance. One day doctor appointments are **NOT** accepted as an excuse. Student must provide UMI with the supporting documentation for the aforementioned absence. (Attendance Policy applies). Student's refusal to take examination will result in immediate program dismissal without the possibility of reinstatement.

XI. GRADE DOCUMENTATION: All student grades are maintained in the faculty offices. All course grades are forwarded to the United Medical Institute Admissions office and grade reports are issued from that office upon request. Posting of grades will not be allowed in the Ultrasound Technology Program or prerequisite classes.

XII. STUDENT PROGRAM PROGRESS: Student progress while enrolled in the Ultrasound Technology is an ongoing process, which utilizes a variety of indicators for assessing program effectiveness. Students receive grades from tests, course assignments, and lab evaluations in a timely manner. Students' signatures are required on all evaluations once the final grade has been tallied. The tools used to assess student progress are:

- Scores on course tests and final exams
- Scores on laboratory evaluations and competency check-offs
- Quizzes and final grade average for all subjects
- Final grade report and advisement session
- End-of-term grade report

XIII. STUDENT ADVISEMENT: United Medical Institute Administration is available for advisement during the enrollment of the students into the program required prerequisite classes or the program. Students meet formally at the end of each course with the Program Director or instructor to view the student's record and discuss his/her current progress. Additional meetings between student and Program Director, or school Administration, or instructor are arranged as the need arises. UMI adheres to the Family Educational Rights and Privacy Act of 1974, which provides for the availability and security of student records. At no time may students view records other than their own or take records from the Admissions office. If the student's personal or emotional problems are affecting program performance, the faculty may recommend outside counseling for the student or a program withdrawal. The student will be responsible for the counseling expense.

XIV. STUDENT RECORD SYSTEM: All student records are maintained in a secure and confidential manner. A student may view his/her record in the presence of the Program Director or Admissions Director. A "Release of Information" form is required to be completed by all students who request that program grades, transcripts, or general references be sent to future educational programs or employment. The following list depicts the record keeping system for the program:

<u>Status</u>	<u>Documents</u>	<u>Maintenance Time</u>
Currently enrolled	Application information Course grade Clinical/lab evaluations Release Form	During current enrollment
Graduates	Release Form Transcript	Indefinitely
Withdrawal from Program	Application Release Form Transcript	5 years

XV. ACADEMIC REGULATIONS:

1. All written work submitted by students enrolled in any Ultrasound Technology Program course to fulfill course requirements shall be evaluated for SPELLING and GRAMMATICAL ERRORS, as well as essential content.

2. All written assignments submitted should represent the student's own work. **PLAGERISM IS PROHIBITED.** This includes violation of copyright regulations.
3. A student submitting another student's work (currently enrolled, past student and/or program graduate), classroom and/or lab assignments, as his/her own or cheating on a test/exam shall be dismissed from the program.
4. Tape recorders and laptop computers are permissible during lecture. No tape recording is allowed during test review or the test sessions.

XVI. PROGRAM SECURITY: PROGRAM POLICIES, STUDENT RECORDS AND EQUIPMENT:

All permanent student records, which include transcripts, grades, clinical/lab evaluations, written communication, etc., are maintained in the Admissions and Records offices in a locked file cabinet or in school archives. Only the Admissions and School Director have access to the student files.

All students may view their individual files on an appointment basis. The files are reviewed behind closed doors with only the President/CEO, Program Director or Admissions Director and the student present to maintain privacy. **No individual may review another individual's record/file under any circumstance.** Any content of the student's record can be released, but only by written consent of that student. A "Release of Information" form is required to be completed and signed by the student who requests the program grades, transcripts, or general references be sent to future educational programs or employment.

XVII. PROGRAM PROGRESSION REQUIREMENTS:

1. Pass all courses with a course grade average of at least a 70% (C). A student who earns a grade of less than a "C" in any ultrasound technology course subject or a prerequisite class may not progress in the Ultrasound Technology sequence until that course has been satisfactorily repeated.
2. Pass all final course/subject exams with at least a grade of 70% (C). Students who fail a final course/subject exam (below 70%) must repeat the course again.
3. Successful completion of the required number of laboratory performance competencies scheduled for each course/subject and the program as a whole.
4. Successful demonstration and retention of the technical skills necessary in the day-to-day work environment of an Ultrasound Technologist. **Failure to demonstrate retention of laboratory or clinical externship skills will result in the student's failure of the laboratory education course and program dismissal.**
5. Successful class and lab performance in all courses. Students who fail any ultrasound technology program course/subject as a result of laboratory or clinical externship performance may not be permitted to repeat that course at United Medical Institute.
6. Successful passing of the Final Competency and Final Program's Exit Exams and ARDMS (SPI) examination. Failure to achieve a score of 70% after the third attempt in the Program Final Exit Exam in Ultrasound Technology will result in a grade of F in the program and non-issuance of the certificate of completion.

XVIII. ACADEMIC PROBATION AND ADVISEMENT:

If a student does not meet UMI academic minimum requirement, grade "C" or 70%, student will be placed on academic probation. Probation term will consist of 30 scheduled lecture, or laboratory class days. Only one academic probation term is allowed in the program period.

While on probation, student must seek advisement from Admission Director, or an authorized school staff member, and if applicable an Academic Improvement Plan will be put in place before making any subsequent program changes. Upon Academic Improvement Plan approval by the UMI Registrar the Plan will be placed on permanent record in student file.

If upon academic probation expiration student did not achieved minimum requirement, grade “C” or 70%, this student will be academically disqualified and dismissed from the program of study.

ATTENDANCE POLICY

1. Absence Notification: It is the student’s responsibility to personally notify the faculty of any absence or tardy (for lecture and/or laboratory) 24 hours prior to the scheduled start. Students should notify the school Admission Office for class absences and submit required Leave of Absence Form. Each student must have a means to communicate with the faculty or school administration via a phone or cell phone. Out-of-range cell phone difficulties are not acceptable reasons for failure to notify faculty or school administration. Any type of failure to notify faculty will lead to disciplinary action.

See the Program Disciplinary Policy for further details concerning attendance policy violations (i.e., verbal/written warnings, suspension, dismissal, etc.)

2. Class Absence(s): After a student has missed the 3rd. class session, the student will be dropped from the course/subject with a grade of “F” (excluding surgical/maternity leave). When an absence occurs, it is the responsibility of the student to contact the course instructor to review what course work was missed. All make-up/missed coursework, tests, and/or labs should be completed on the first class day back. Make-up test information can be found in the Academic Policy of this Handbook. In incidences where a large amount of course work is missed, the course instructor may allow an action plan to be produced to help the student complete assignments in a timely manner.

3. Tardiness/Documentation of Tardiness: A tardy is when the student is not in class or in the assigned scheduled start-time. Students should sign in no more than 5 minutes early for the lecture or laboratory class, students should allow ample time considerations for parking/walking to class. Tardiness and/or absences over 30 minutes will be deducted from the total amount of hours for the program.

4. Leave Early(s): Only the school administration or subject instructor may grant a student permission to leave lecture or lab class early (which is an excused leave early). Leaving early without faculty permission is considered unexcused and will be deducted from the total amount of hours for the program.

5. Time-off: Any change of schedule or time-off requests will occur only with the approval of the school administration.

6. Bereavement Leave: Three bereavement days are granted for immediate family members with no penalty to attendance grading. For this policy, immediate family members include: mother, father, children, spouse, grandmother, grandfather, and same for spouse’s family.

The program recognizes married partners/legal guardian children for bereavement and sickness absences.

7. Jury Duty: Any student called to serve on jury duty is encouraged to request a postponement until the end of the program since it may impede the student's progress in the program. If the student chooses to serve or a postponement is not granted, the time served should not go beyond 10 days. If it exceeds 10 days a student may be required to retake the subject again. Official documentation of jury duty (days and time) is required to be submitted to the program faculty.

8. Sign-in/out Time Sheets: All assigned times must be documented on signing in/out time sheets for the lecture or for laboratory class. Students may not sign-in or out for other students. Accurate times must be recorded. An instructor's signature is required on the time sheet for documenting in/out time.

9. Outside Employment: Outside employment should not interfere with the program's schedules or policies. Students who work may not wear program uniforms while on their job. Meetings or in-services for employment between students and their employees should not occur on program time; any missed time will be deducted from the total program hours.

10. Physician's Release: A physician's written medical release must be submitted to the Admission Director (prior to resuming program activities) in the following incidences: a student who is absent due to a communicable illness (see # 11 below), and/or absence over two consecutive days, and/or missed a test. Written medical excuses from the doctor where student is employed will not be accepted as a doctor's excuse. An ED (Emergency Department) physician's written excuse is acceptable if the student was formerly admitted to the ED where the physician works and the doctor attended to the student.

11. Communicable Illness: Students with a contagious viral or/and bacterial infections (e.g., flu, strep-throat, GI virus, etc.) should refrain from attending class/clinic until either: 1) they have had no fever for 24 hours and/or 2) they have been on an antibiotic medicine at least 24 hours; and/or 3) have a medical release form signed by their personal physician that states the student is not contagious and may resume program activities.

12. Leave of Absence: Should a UMI students circumstances be such that a leave of absence is needed, student should submit an application for a leave of absence to the Program Director or School Administration. At the Program Director and Administration discretion, a leave of absence may be granted for a reasonable time, as warranted by the circumstances.

If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program of study, the School Administration may, dismiss a student from the program.

13. Breaks: During lecture/laboratory class time, students may have a 10 minute AM and/or PM break.

Students are not permitted to use tobacco products (smoking/chew) during class or laboratory assignments.

14. Personal Phone Calls and Communication: Students should not be receiving or making personal phone calls/pages or using any other means of electronic communication while in class/lab. All personal pagers, beepers, and phones should be in the off mode while in class or

lab. Family and friends of enrolled students should be instructed to call the school administration in cases of emergency at (916) 334-5118 and the student will then be notified.

15. Surgery Leave/Maternity Leave: Definitions:

Surgery leave: A student who has been diagnosed with an illness that requires a surgical procedure (elective surgery is excluded). A written physician's note must be submitted to the school Administrative office stating type of surgery and estimated length of recovery. Pre and post surgery doctor visits follow the normal program attendance policy for absences and are not included in the extended illness/surgery leave.

Maternity leave: A student who has formerly (in writing) "declared" her pregnancy to the Program or Admission Director. A written physician's note must be submitted stating the estimated length of recovery. Maternity leave extends from true labor- childbirth to the return of program activities as scheduled. Pre and postnatal doctor visits follow the normal program attendance policy for absences and are not included in the maternity leave.

Assignments: All course assignments, homework, tests, and performance competencies are to be completed in a timely manner. Any incomplete course/subject, which occurs in the surgical/maternity leave period, will be assigned a grade of Incomplete (I); such incompletes must be resolved prior to advancing to the next subject in the program. Should a student not be able to complete assignments the student may be required to withdraw from the program and re-enter at the beginning of the next enrolment for the course/subject retake.

Make-up Lecture/Laboratory Class Time: All missed lecture or laboratory class time due to surgical/maternity leave will have a make-up opportunity in the form of assignments. Should a student not be able to complete make-up assignments, the student may be required to withdraw from the program and re-enter at the beginning of the next enrolment for the course/subject retake.

16. Absence Communication and make-up:

- Student must notify the faculty or school administration of any absences or tardy and fill out the leave of absence form for all absences 24 hours prior to the scheduled start.
- Only absences with the physicians written medical release, surgery or maternity leave considered excused.
- Only students with the physicians written medical release, or a surgery, or on the maternity leave of absence will have a make-up opportunity.
- Make-up opportunity will consist of homework and special assignments. No lecture or laboratory class retake will be available. **It is responsibility of a student to contact the course instructor to review missed class work.**
- Total of 7 vacation days of absence is allowed with out excuse per entire program duration.
- Leave of Absence Form submitted with out the physicians written medical release only informs faculty of an absence. Program Director/Administrator signs it in acknowledgment. This type of absence is not considered excused.
- It is a student responsibility to read the program handbook and to be familiar with all UMI policies.

BLOOD AND BODY FLUID PRECAUTION

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) transmission in health care settings.

Each hospital that provides clinical experience for United Medical Institute students has developed policies, procedures, and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel.

United Medical Institute students shall observe all policies, procedures, and/or protocols that the institution has established when handling blood or other body fluids (if applicable). Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the program of study.

COMMUNICATION, STUDENT REPRESENTATION

I. PROGRAM COMMUNICATION:

The school strives to have good communication between all those involved within the educational process including: faculty, students, lab instructors, and school administration staff.

II. POLICY COMMUNICATION:

Enrolled students receive all pertinent student-program policies in their Student Handbook. All enrolled students are required to sign a statement that they have received and reviewed the contents of the Handbook during program orientation. Any changes in program policy are first discussed with the appropriate faculty and administration. The policy changes/revisions are then presented to the student through a memo and verbal communication. Any change in policy will require the student to sign a "Policy Revision" or "Policy Addendum" statement.

III. STUDENT REPRESENTATION:

Each class will choose one class representative. The representative will provide the faculty and school administration with student views and opinions on various issues as they relate to the overall effectiveness of the program. The representative will be able to communicate regularly with the Program or Admission Director.

COMPETENCY-BASED CLINICAL EDUCATION EXTERNSHIP AND EVALUATIONS

The Ultrasound Technology Program at United Medical Institute offers a comprehensive competency-based curriculum for the lab/clinical education of enrolled students. After a satisfactory completion of chosen program of study, completion of the required tests and exams, students will be given a final evaluation. UMI will **NOT** provide clinical externship to the student who had to retake the subject or final exit exam due to the academic failure. **ONLY** students with the grade "B" or higher will be offered externship placement through the UMI (final examination re-take makes student not eligible for the clinical externship placement through UMI). Satisfactory feedback will result in progress to an externship program. If the school has available place of externship at the time, it may be offered to the student; however, each student is encouraged to find their own medical facility for a place of externship. Student may **NOT** make clinical externship inquiries in the facilities where UMI trains students. Student's direct contact with the UMI clinical affiliate/preceptor will be considered conduct unbecoming to the profession, resulting

in immediate program dismissal. All clinical externship (CE) hours will be monitored by the school as well as the participating medical facility.

While participating in the CE, program rules governing student conduct still apply. It is essential for the student to remember that he or she is representing United Medical Institute at the place of externship. Bad conduct is grounds for immediate dismissal. If, after placement, student quit CE attendance without UMI approval, student will be dismissed from the program without possibility of reinstatement.

Thorough evaluation combined with extensive clinical experiences provides a well-organized clinical education for each student. All students must attend externship in clinical sites. The faculty strives to make the clinical assignments as fair and equitable to each student as possible. Final decision of acceptance is made by the CE facility after the review/interview with the student. Place of the clinical assignments can not be changed. It is the student's responsibility to get to and from the clinical site. **Student should be prepared to travel up to three (3) hours one way.**

No evenings or weekends for the clinical assignments will be available.

The students are responsible to acquire all necessary uniforms, footwear, drug test, TB test, etc... required by the clinical site.

Expectations: Students are expected to be present and on time for ALL CE sessions according to the set schedule. Absences/tardiness/early leave for CE rotations is counted in the complete amount of hours for the program externship and to the amount of credits for the program certificate. Each student is expected to be in their assigned CE area at all scheduled times. At no time should students leave their assigned area to "visit" other areas in the ultrasound department, doctor's offices, or hospital/clinics. Visitors (employees and non-employees) to the student's clinical areas are not permitted and students should not visit clinical sites during their "off" times.

For CE, each student is given a half-day = 4 hours; a whole day = 8 hours unless otherwise noted. Each student must complete a minimum of 24 hours a week of clinical rotation time (externship).

All ultrasounds performed by a student at the time of CE are required to be checked for accuracy by a clinical instructor or a registered technologist prior to sending it the physician for interpretation.

The Ultrasound Technology curriculum is designed to correlate learning theories in the classroom (didactic/lecture) setting into laboratory and clinical performance. This comprehensive educational plan is accomplished using the following steps:

- Material is presented in class lecture and demonstrated in laboratory sessions.
- Written and laboratory performance testing.
- Practice in laboratory setting. Equipment competency evaluations must be successfully passed prior to attempting any procedure that uses that specific type of equipment
- Gain experience in clinical setting under the direct supervision of a registered technologist.
- Document (with technologist's signature on required forms) all performance attempts.

If student attends clinical externship at the place of her/his employment it would be considered by the School as the same (Employment/Externship) site. If a student's employment is terminated, for any reason, UMI would consider that as externship termination as well.

Employment/externship termination will lead to immediate program dismissal. No refunds will be issued.

PREREQUISITE FOR CLINICAL EXTERNSHIP

All Ultrasound Technology Program students preparing for their Clinical Externship must sit for the SPI examination.

Employment requirements and opportunities as Diagnostic Medical Sonographer have become more demanding with more emphasis to have the student graduate obtain and pass the 2-Step ARDMS Exams. All students are required to sit for the SPI – Sonography Principles and Instrumentation examination before they will be placed in a clinical externship. Students will be allowed to begin their externship once they show proof that they took and pass SPI exam. Students are encouraged to study and prepare to pass this test. SPI examination certificate must be provided to UMI no later than one month (30 calendar days) after Final Program Exit Exam’s completion. Failure to provide the evidence of SPI examination completion will result in the UMI’s inability to place student for clinical externship and student will have to find their own preceptor. Student(s) will have sixty calendar days (60) to secure their own place for externship training.

Furthermore, in order to receive a credential from the ARDMS, an applicant must sit for and pass the Sonography Principles and Instrumentation (“SPI” or “Physics”) examination and specialty examination administered by ARDMS. The only means of obtaining an ARDMS credential is by examination. Required prerequisites must be met before an applicant can earn an ARDMS credential. Sonography professionals wanting to earn an ARDMS credential are required to pass both the SPI examination and a corresponding specialty within five years.

CLINICAL SUPERVISION OF STUDENTS

All clinical experiences for students enrolled in the United Medical Institute programs are fully supervised using the following parameters:

- 1) A qualified medical personnel reviews each procedure
- 2) A qualified medical personnel is present during the conduct of the procedure

CLINICAL EDUCATION GRADING SYSTEM:

Each clinical education course grade is derived using the following components:

- 40% Competency-based evaluations (average)
- 20% Work Ethics/Clinical Progress/ Evaluations (average)
- 20% Clinical Proficiency
- 10% Faculty Student Review
- 10% Attendance (see Program Attendance Policy for details)

Competency-based evaluations: In the course of program enrollment, the student will be required to complete a specific number of competencies with a minimum grade of 70%. The competency for course will comprise 40% of the student’s clinical grade. The competency evaluation will include the evaluation of the student’s patient interaction, equipment readiness, positioning skills, equipment manipulation, technique selection, and image evaluation with regards to anatomy, quality, and film/image identification, etc.

The competency-based CE evaluations (CBE) may be evaluated by the program clinical coordinator, a clinical instructor, or an ultrasound technologist who has 2 years of professional ultrasound technology work experience.

Lecture Instructor/Lab Instructor/Technologist Evaluations/Work Ethics: The student will be assessed on his/her performance, as well as, the overall performance for the course. This assessment includes the following affective domain components: work ethics, adaptability, disposition, attitude, professionalism, ethical behavior, reliability, punctuality, initiative, industry, cooperation, leadership, and motivation. This assessment comprises 20% of the CBE grade.

Faculty Course Student Review: The student will be assessed on his/her overall program progress, which includes lecture and laboratory class assessments. This review comprises 10% of the course class/lab grade.

Attendance: Recognizing that punctuality and attendance are an integral part of being a professional technologist, attendance grading will comprise 10% of the course and subject lectures and lab grade. See Attendance Policy for specific grading information.

Clinical Proficiency: The student will be assessed on his/her laboratory assignments. Assignments for each course of study and grading guidelines can be found in the Student Handbook. The average of the grade comprises 20% of the course lab grade.

General Clinical Practicum Guidelines: The student should:

1. Make the patient's needs and care your first priority. Always cover patient during procedures and transport with a sheet or blanket if necessary, and treat all patients with courtesy and respect.
2. Refrain from receiving and making personal phone calls and/or using personal pagers/beepers or any other electronic form of communication.
3. Refrain from chewing gum or candy in presence of patients and/or physicians.
4. At all times be self-motivated to learn ultrasound procedures and display a high level of industry and enthusiasm.
5. When righting a scan reports and making a hard copy of an image on storage devices to follow the existing hospital/clinic guidelines for it.

CONFIDENTIALITY

Confidentiality is the protection of the patient's privacy in written and oral communication. The United Medical Institute requires that the student respect the patient's right to privacy by using professional judgment in revealing confidential information to other persons.

Students are expected to maintain patient confidentiality in all clinical settings by adhering to Healthcare Insurance Privacy and Portability Act (HIPPA). In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas when others may overhear or with any layperson outside of the medical field. The patient's problems and conditions should be discussed only with those who need such information in order to improve the patient's care. Disciplinary measures will be taken if a student violates this policy.

CPR (CARDIOPULMONARY RESUSCITATION)

Often times the place of the CE will require from the student a CPR certification. That is why prior to the CE, students shall submit certification in CPR to the UMI Clinical Coordinator.

The CPR course required establishes student certification for two (2) full years.

It is the student's responsibility to be certified during the clinical education. Clinical time will not be given to obtain CPR certification. Student required submitting a photocopy of the CPR

card to the school Clinical Coordinator, which shall be retained in the student's program files. Student shall not attempt clinical education without certification.

CODE OF CONDUCT, DISCIPLINARY PROCEDURES

A student must recognize that his/her conduct is reflection of United Medical Institute, as well as himself.

The following guidelines are established to maintain an atmosphere conducive to learning in a positive atmosphere. Students are not only expected to adhere to the UMI standards of conduct, but also to promote and encourage their peers in the same. Students are expected to assist staff and faculty in maintaining a positive environment and in upholding school principles.

UMI Rules:

1. All staff members are to be addressed by their proper name – either Mr., Miss., Mrs., or Dr., followed by their last name (first name in some cases when instructed).

2. **Students may not use phones at all during the school day.**

3. Family members, friends or persons other than the students are not allowed in the classrooms at any time.

4. There will be NO knives or weapons of any kind.

5. Students are responsible for damage incurred to school property or equipment, whether willful or accidental, including abuse or loss of books, tapes, DVD's, VHS tapes, or any other materials.

6. Unacceptable school behavior☹ (this list may not be exhaustive, but is intended as a guideline for students): Swearing, gambling, vulgarity, disrespect, lying, mental or physical injury to others, cheating, stealing, possession or use of weapons, cigarettes, alcohol, narcotics, or agitation.

7. Possession or use of alcohol, narcotics/drugs, tobacco products; actions that threaten the physical safety of faculty or human life; demonstration of excessive misbehavior or defiance; or poor academic performance will lead to dismissal.

Students are expected to be familiar with the content of the student code accordingly.

The faculty reserves the right to determine the severity of infractions.

I. DISMISSAL: Grounds for immediate **dismissal** include, but are not limited to:

- Failure to meet academic standards and/or complete all lecture or laboratory class requirements.
- Behavior/actions unbecoming to the profession.
- Failure to achieve competency standards during CE.
- Denied access of clinical assignments from one or more clinical facilities.
- Failure to uphold the Standards of Ethics for the profession.
- Failure to demonstrate suitable progress in lecture or laboratory class practice.
- A request from a clinical facility that the student does not return to the CE facility again.
- Cheating in any form (to include plagiarism, class, lab paperwork, lab competencies or practices using past or present program student's assignments, tests, projects).

- Falsification of application for admission, transcripts, program document or any course assignment/clinical practice/competency.
 - Physical/verbal abuses of a faculty members, school administration, student, patient, visitor, doctors, technologist, health care provider,
 - Revealing confidential information about any patient, employees of a health care facility, student or employee of United Medical Institute or of the program.
 - Failure of a drug test for illegal substances/alcohol or mind-altering drugs (if required by the medical facility).
 - Failure to pass required criminal background check and sex offenders list.
 - Falsifying information on school, hospital or clinical site records (to include attendance records/patient charts/clinical competencies).
 - Possession of a lethal weapon on school campus or on CE facility premises.
 - Willful destruction of school, program, and/or clinical facility property.
 - Larceny or unauthorized possession of property belonging to the UMI, program, any employee of school, program or clinical facility, visitor, student, doctor, or patient.
 - Soliciting tips, loans, drugs (prescribed or illegal) and/or gifts from others (including faculty, school personnel, and/or fellow students).
 - Absence without notification.
 - Attending program activities (class and/or lab) under the influence of alcohol or any mind-altering drugs (including sleep aids and/or pain relievers.)
 - Negligence or carelessness in the performance of duty actually or potentially hazardous to self or another person, the school or the property of the health care facility.
 - Behavior and/or appearance of being under the influence of drugs (including pain medicine) or alcohol.
 - Medicated while on program duty. If you are going to be using any type of pain medicine, you must notify the school administration and submit a written note from referring physician.
- Students are not allowed in CE or laboratory or lecture class assignments while on strong pain medicine.**
- Possession or consumption of alcohol while on program hours/duty.
 - Three written warnings in the program record.
 - One program suspension for any offense.
 - Gross failure to abide by program policies.
 - Three days or more absences from CE, laboratory or lecture class with out the physicians written medical release or signed permission of a Program or Admission Director or school administration.
 - After the third (3rd) unexcused absence in a lecture, laboratory class or CE the student will be dropped from the course with a grade of F; thus resulting in program dismissal. Documented surgery/maternity leave are excluded.

II. PROGRAM SUSPENSION: Grounds for **suspension** on first offense and **dismissal** on second:

- Verbal abuses/vile language (includes sexual harassment and/or unprofessional language) of any patient, visitor, doctor, technologist, health care employee, school administration, faculty members or other persons (to the person or about the person).
- Behavior/actions unbecoming to the profession.
- Failure to uphold the Standards of Ethics for the profession.
- Willfully marking his/her and/or other's time sheets/attendance (cards) incorrectly.

- Engaging in a heated argument in such a manner as to disrupt the flow of patient care, or the work, or study environment of others in the classroom.
- Insubordination.
- Willfully asking clinical personnel to leave early or arrive late to CE.
- Sleeping during scheduled program hours (lab and/or class).
- Removals of library materials from the program, school, or health care facility without permission.
- Betting or gambling while assigned to program activities (class and lab).
- Willfully using the Internet in unsuitable ways while engaged in program assignments (i.e., class, labs, CE, etc.)
- Program faculty/administration and/or medical physician asked student to leave a procedure due to actions, behavior, language, and/or personal hygiene.
- Non-productive in clinic (i.e. staying busy, but failing to scan patients), or doing class assignments on class/lab time.
- Dishonesty.
- Loss of time sheets on more than one occasion.
- Failure to review missed class work with instructor upon first day back from an absence.
- Absence from or leaving program activities (clinical/lab or class) without permission or notification of school administration or clinical coordinator.
- Signing (clocking) in/out for other students.
- One written warning in the program record.
- Three days absences from lab or class.

III. DOCUMENTED WRITTEN WARNING: Written warning on first offense; **suspension** on second offense, **dismissal** on third offense:

- Violation(s) of a health care facility and/or school parking rules and regulations (if applies).
- Possessing unsuitable magazines, books, and audiovisuals while on assigned program activities (i.e., class, labs, internet, etc.).
- Having personal phones or pagers (beepers) on your person while engaged in program activities (i.e., lab and/or class).
- Failure to personally notify the faculty concerning an absence or tardy.
- Unbecoming discussions concerning self-behavior or behavior of other persons.
- Use of vile, intemperate or abusive language to a person or about other persons.
- Absences from assigned class/lab area and/or whereabouts unknown on more than one occasion.
- Use of tobacco products (smoking/chew) while on lab assignments or in class.
- Extending breaks and/or lunch periods.
- Loss of time sign-up sheets.
- Completing competencies, practices, and/or objectives, which may lead to an earned student grade with a spouse and/or significant other that may be employed in a program clinical affiliate.
- Violations of Dress Code and personal hygiene guidelines.
- Insolence (i.e., rude, disrespectful).
- Unauthorized use of computers in class.
- Negligence or careless use of property resulting in loss or damage.
- Use of health care facility phones for making/receiving personal phone calls.
- **Promotion of negative attitudes and actions to others.**

- Loafing and non-productive actions in classroom and/or lab assignments.
- Use of tobacco products (smoking/chew) while in lab or in class.
- Late to call in to report sickness or tardy.
- Making and/or receiving personal phone calls while in lab or class assignments.
- Failure to report cheating on program class or lab assignments.
- Thirteen (13) or more tardiness in lab or class per course.
- Three (3) absences from any course/subject. Documented surgery/maternity leave are excluded.

IV. VERBAL WARNINGS: All verbal warnings are documented and placed in the student files. Such warnings may include, but not limited to:

- Violations of Dress Code policy
- Tardiness/Absences to class and/or lab
- Use of cell phones/beepers or other meant of electronic communication while on program duty
- Failure to achieve competency practices and evaluations in a timely fashion
- Insolence (i.e., rude, disrespectful).
- Unbecoming discussions concerning self-behavior or behavior of other persons.
- Use of vile, intemperate or abusive language to a person or about other persons.

V. DISCIPLINARY PROCEDURES: All disciplinary incidences up to and including program suspension and dismissal, are managed by the Program Director, School Administration and the Clinical Coordinator. Suspensions range from 1-3 days for each offense and may include suspension from lecture class, laboratory assignments, or both.

Program Reinstatement Procedures: A student may request an appeal for program suspension and/or dismissal according to the program Reinstatement Policy as described in the Student Handbook.

Program Suspension Make-up Time: All missed program time (includes both lab and class assignments) must be made up prior to the start of the next course and will be given in the form of special assignments or homework. All class assignments are the responsibility of the student and tests must be made up the **FIRST** day back.

DRESS CODE, UNIFORMS

Students reporting for the program class (prerequisite classes excluded), clinical/lab experience must dress in complete uniform as indicated by the school or clinical setting. UMI policies are reviewed during program orientation and must be followed. A student inappropriately dressed may be asked to leave the class and/or lab area and will be charged with an absence. A verbal warning will be recorded in the student's program file. See Disciplinary Procedures Policy in the Student Handbook for additional disciplinary information.

The complete student uniform consists of: Top, Pants and white medical shoes (**white tennis shoes are not acceptable**).

1. The **FEMALE** complete student uniform consists of:
 - UMI Top (with solid white/visible shirt underneath and tucked in pants) and Pants (uniform to be purchased by the student). UMI logo will be embroidered on the

uniform. The outer blue top must be left outside of pants; undershirt must be tucked in pants.

- Solid white professional nursing/clinical shoes with clean, white shoestrings.
- White trouser socks or white hose (no golf-type/low-cut socks allowed)
- Hair must be out of eyes and face. Long hair must be pulled up, must be dry and if colored, no major difference between roots of hair and length of hair, or two or more contrasting shades, or hair color that not considered natural.
- Short fingernails.
- No excessive use of cosmetics, elaborate hairstyles, chewing gum or candy.
- No perfume or strongly scented hair products or perfumes may be used.

2. The **MALE** complete student uniform consists of:

- UMI Top (with solid white/visible shirt underneath and tucked in pants) and Pants (purchased by the student). UMI logo will be embroidered on the uniform. The outer green top must be left outside of pants; undershirt must be tucked in pants.
- Solid white professional white nursing shoes with clean, white shoestrings.
- White trouser socks or white hose (no golf-type/low-cut socks allowed).
- Hair must be shorter than the top of shirt with the collar in back and top of ear on the sides; bangs must be no longer than eyebrows; sideburns must be no longer than 1” and cannot extend below the level of the superior notch of tragus (flap of ear cartilage before hole in ear), style must be and/or appear dry and if colored, no major difference between roots of hair and length of hair, or two or more contrasting shades. No ponytails permitted.
- Faces must be cleanly shaved for all program activities (class and/or lab). Stubble is not accepted. Beards and mustaches are allowed if neatly groomed.
- Short fingernails.
- No strongly scented hair products or colognes may be used.

3. Avoid the following when wearing the uniform:

- The use of excessive cosmetics, elaborate hairstyles, chewing gum or candy.
- Smoking.
- Perfume, shaving lotion, and strongly scented hair products.
- Personal cell phones/beepers/pagers are not allowed in clinic, class, or lab.
- Head wear or caps/hats/scarf’s or any other head covering is not allowed.
- All visible tattoos must be covered up and multiple piercing removed.

4. General appearance and hygiene when in uniform:

- The uniform must be freshly laundered and ironed for each wear.
- Shoes and uniform shall be clean and in good repair at all times.
- Students must maintain proper hygiene: daily bathing/showering, clean hair, and clean teeth.
- Students must wear the scrub uniforms daily.

DUE PROCESS, GRIEVANCE POLICY

We desire to work together to provide the best education possible for our students. When differences arise we try to resolve disagreements by following:

<i>Level of Due Process</i>	<i>Action Timeline (upon receiving documents)</i>
First Appeal: Program or Admission Director	7 days
Second Appeal: CEO or Chairperson	14 days

First Appeal: Is a student has a grievance or desires an appeal, the student must submit the grievance/appeal in writing to the Program Director within seven working days of the occurrence. The Program Director will schedule an interview with the student to discuss the submitted grievance/appeal request. The decision of the Program Director shall be made within seven working days of receiving documentation or of the investigative interview and is binding and final for all purposes, as far as a Program Director is concerned. In the absence of a Program Director the role may be assumed by another school official.

Second Appeal: Should the aggrieved person be dissatisfied with said decision, he/she may petition the CEO or Chairperson of the UMI, to continue the grievance/appeal, the Grievance/Appeal Committee will then be formed to discuss and recommend appropriate action. The Committee’s membership will be an odd-number group ranging from a minimum of three to a maximum of five participants. Each member is considered a voting member. The potential committee member includes, but is not limited to, the CEO, Program Director, Clinical Instructor, Administrative Director, or School Staff. The person with whom the student has a personal grievance cannot sit on the committee. The Chair of the Committee is appointed by the School CEO. The committee will be charged to investigate the grievance, conduct investigative interviews, and render a decision within 14 working days of the submitted grievance/appeal. The decision of the Grievance/Appeal Committee shall be binding and final for all purposes, so far as the United Medical Institute is concerned.

Questions regarding school policy, situations requiring legal action or involving a violation of school policy should be directed to the Administration.

If You Have a Complaint:

Complaint about the school policy or operations should be expresses directly to the Administration. Instructors are responsible for carrying out school policy, not developing it (i.e. “They are just doing their job”). Please express school policy questions or complaints about specific individuals or classroom procedure to Program Director or Administration ONLY if you cannot work it out between yourselves or if you feel the Administration should know about it.

Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved. Besides added problems, an impression of disharmony is presented.

If you overheard or are told about a concern encourage that person to follow the above steps. Do not listen to or spread rumors.

GRADUATION REQUIREMENTS

General Statement: This policy outlines the requirements and general information for graduating.

I. Graduation Requirements:

1. Pass all program courses/subjects with at least a “C” average (70+) including all prerequisites, clinical externship and assignments.

2. Pass the Program Exit Exam and Competency Final Exam (if applicable) with at least a score of 70% after the last course/subject of the program.
3. Attend the program the required length of time with all unexcused absences resolved prior to the last day of the program.
4. Returned all items belonging to the program or made restitution for any lost or damaged property of the program; i.e., books, charts, models, etc.
5. Pay any outstanding fees for tuition, books, materials, etc., received, ordered, or used by the student.

II. Graduate Competencies (Student Learning Outcomes):

The UMI Programs' curriculum and instructional methodologies strive to graduate students with the following competencies:

1. Apply knowledge of the principles and instrumentation.
2. Apply knowledge of human anatomy, physiology, pathology, procedures and techniques, instrumentation and equipment.
3. Demonstrate at all times: ethical conduct and values, positive professional behavior, positive communication, and empathy towards their patient's needs.
4. Exercise good judgment, common sense, and critical thinking skills in the pursuit of quality ultrasound and solving problems.
5. Exercise confidentiality of patient records and information.
6. Provide patient care essential to specific medical procedures.
7. Recognize emergency patient conditions and initiate life saving first aid if necessary.
8. Introduction to advanced or specialized procedures for those desiring advanced educational opportunities.
9. Recognize the need to obtain further education in the pursuit of life-long learning.

III. Job Acquisitions for Program Graduates:

The program will assist the graduates in finding a job in the following ways:

1. Present job-finding skills such as interviewing and resume production in a program workshop.
2. Post job openings on the student bulletin board.
3. Host healthcare recruiters (when solicited) on or off campus for class presentations.

UMI does not produce reference letters for its graduates, but will complete a reference form.

HEALTH REQUIREMENTS, PREGNANCY POLICY

Any time there is questionable ability to perform physically or emotionally, further examination is required. A FCE (Functional Capacity Exam) by an IME (Independent Medical Examiner) is required or a psychiatric exam if appropriate.

1. Prescribed Medications: Any student taking prescribed medicine or any over-the-counter mind/mood altering drug must disclose the situation to the Program or Admission Director. Program attendance is prohibited for any student taking Type II Narcotics or any type of drug that induces sleep, anxiety, mood altering, or any behavior change from the considered normal state.

2. Pregnancy Policy: It is the philosophy of United Medical Institute to provide all students a safe environment for clinical experience and training. Furthermore, in compliance with regulations regarding the declared pregnant student, female students have the option of whether or not to inform program officials of pregnancy. With notification to the Admission Office the student

may change from one option to another at any time during the pregnancy as long as all program objectives, courses, and competencies are completed. However, if a student chooses to declare her pregnancy to program officials, she must provide written notification.

At any time, a student may withdraw her declaration without question. A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for completing the training at United Medical Institute.

Options:

a) Continuing the training without modification or interruption. This option means that the student agrees to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the instructors and United Medical Institute. The student must present a letter from a physician releasing the student to continue in the training with United Medical Institute reserving the right to contact the physician to verify student physical activity level and ability to complete all requirements of the clinical experience.

b) The student may take up to 6 months leave of absence from the didactic and clinical components of the program and be allowed readmission to the program. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. This option timing is contingent upon an available student position in an appropriate clinical facility.

For Students in Ultrasound Technology Program there is an additional option:

c) Students may also continue the training with a modification of clinical assignments. This option means the student would have the choice to delay clinical assignments. However, in order to accomplish this successfully, the training may need to be extended. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The student will present a letter from a physician releasing the student to continue in the training.

3. Suspicious behavior: Should a student's behavior or actions be suspect for drug or alcohol usage while on program duty (lab or class time), the student will be required to have a blood test done at his or her expense. Should such a test be positive, the student is immediately dismissed from the program. See Substance Abuse Policy in student handbook for further details.

4. Limitations: Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health, or jeopardize the health of others must be reported to the Program Director. Such occurrences will require a medical release.

INJURIES AND OCCURRENCES IN CLINICAL AREA

1. The student will notify the instructor immediately of the injury and the instructor will institute appropriate action.

2. The CE instructor/sonographer will notify the departmental supervisor and initiate an occurrence report provided by the health care institution.

3. The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family or person to contact in case of an emergency. If an emergency situation and if family cannot be reached, the decision will be made based upon the professional judgment of medical professionals.

4. If health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the school.

5. The student is responsible for all costs of medical treatment incurred.

6. The CE facility will contact ultrasound technology program representative or school administration to report the occurrence.

7. The CE facility will submit a copy of the occurrence report to the program director or school administration.

8. The occurrence report will be placed in the student's program file

PROFESSIONAL ACCOUNTABILITY

By the end of each course/subject the student will be functioning satisfactory, or demonstrating satisfactory progress toward the development of the following behaviors that are considered essential in the safe and effective practice of a medical field:

The student will:

1. Comply with all program policies, especially those concerning academic standards, student supervision, dress code, and attendance.

2. Recognize abilities and limitations.

3. Have a registered technologist in the exam room present.

4. Accept and profit from constructive criticism and suggestions.

5. Establish and maintain rapport with classmates, faculty, and all health care team members.

6. Make the care and safety of the patient your first priority.

7. Have each student-generated image passed by a registered technologist for accuracy prior to sending to physician for interpretation.

8. Display empathy and sympathy with your patients.

9. At no time engage in any type of sexual harassment or sexual misconduct (speech and/or behavior) directed towards or about patients, physicians, technologists, faculty and/or classmates.

10. Use time and resources purposefully.

11. Cope with own anxiety, or seek appropriate help.

12. Utilize appropriate channel of communication.

13. Promote the medical profession in a positive manner.

14. Represent the program and the school in a professional manner while engaged in all program activities and assignments.

STUDENT SAFETY AND ETHICAL CONDUCT ISSUES

1. All students are required to follow the Code of Ethics set forth by the American Registry of Ultrasound Technologists and by the American Medical Association.

2. Each student will receive basic **equipment instructions** in the program orientation prior to operating ultrasound equipment in the clinical and/or laboratory setting. Each student will follow the guidelines set forth in the orientation session.

3. A student who is not wearing a school required uniform and appropriate shoes will be suspended from the class.

4. Students **should NOT diagnose** patients during examinations.

5. A technologist or clinical instructor must be present in the room with the student for direct supervision of performance.

Failure to follow these guidelines will result in disciplinary action.

6. Students should report any malfunction of equipment to the supervisor on duty or to the faculty member.

7. Students are allowed to operate the medical equipment only for competency practices or performance evaluations.

8. Students are not allowed to attend class or lab assignments under the influence of alcohol, pain medicine, or any mind-altering drugs. If students are on prescribed pain medicine, the student must notify the instructor and submit a written note from the referring physician to the school admission office. Violation of this policy will lead to program dismissal.

9. Students are not allowed to solicit money, tips, or drugs (prescribed or illegal) from any physician, fellow student, or healthcare worker while in a student capacity at a program clinical facility or in class.

10. Negligence or carelessness in the performance of duty or any potentially hazardous acts to self, patient, fellow student, or healthcare personnel, faculty or administration will lead to immediate program dismissal.

For All Laboratory Equipment

Student is to report any suspicious wires, smells, electrical malfunctions immediately.

Do not attempt to fix any of the above listed equipment. Inform the faculty of any concerns.

PROGRAM WITHDRAWAL

If a student wishes to withdraw from the program of study for any reason a written and signed letter of the program withdrawal should be submitted to the Program Director, or Admission and Records Office, or School Director before student will be considered dismissed from the program. **Verbal communication will not be considered.**

If a student drops from the program with out the written notification UMI Attendance Policy will be applied (see Attendance Policy). Such student will be dismissed from the program and student will not be eligible for the tuition refund.

PROGRAM REINSTATEMENT

Program Reinstatement Request: A student, who has withdrawn passing and desires program re-entry, must make their request known for re-admission in writing to the Admission Director before the last scheduled admissions' interview date of the current enrolment. Should the student be granted "Reinstatement with prescribed criteria status", the student must follow the guidelines set forth in this policy (see below). Should the student be denied re-entry, the student can follow the appeals process as described in the program Due Process, Grievance Policy.

A student who has been dismissed from the program of study due to failing course grades and desires reinstatement must make their request known for readmission in writing to the Admission Director 30 days prior to the start of the next registration period. Both program faculty and the Program or Admission Director of the UMI will interview the student. The decision is made with in 7 business days and is binding and final as far as the UMI is concerned. Should the student be granted, "Reinstatement with prescribed criteria status", the student must follow the guidelines set forth in this policy (see below). Should the student be denied re-entry, the student can follow the appeals process as described in the program Due Process, Grievance Policy.

A student who has been dismissed from the program due to disciplinary actions and/or violations of program policies, which resulted in program dismissal or suspension which lead to dismissal, will not be allowed to petition for program reinstatement.

If the student is granted “reinstatement with prescribed criteria”, the program faculty will devise a “plan of re-entry” for the student, which outlines the criteria for re-admission and a timeline schedule. The student must provide supportive evidence that he/she has met set re-entering criteria. These criteria are individualized according to the past circumstances and the needs of the involved student. Such criteria may involve, but is not limited to, re-taking all previously passed courses and clinical competencies, starting the program from the beginning, pass a drug screen prescribed by the faculty, and/or written and performance assessment tests. Should the student not meet the prescribed criteria, program reinstatement is then denied. Should the student be denied re-entry, the student can follow the appeals process as described in the program Due Process, Grievance Policy.

General Statements:

1. Students who have been advised to re-start the program from the beginning and have met set criteria must re-apply to the program and complete all current UMI and program admission procedures and documents.

2. Students, who have to retake previous courses for a grade, must remit all previous course work to include quizzes, test, and exams prior to program re-entry. Students using previous course work of their own or from past program graduates or from currently enrolled students will be dismissed from the program on the basis of cheating.

3. Students may re-enter the program a maximum of one time and must do so on a space available basis.

4. Students shall repeat entire courses/subjects taken more than two years prior to program reinstatement (i.e., Ultrasound Technology courses previously passed cannot be over two years old).

5. Students who have failed any course as a result of clinical performance may not be permitted to repeat that course at United Medical Institute.

Due to limited enrollment per group, student admissions for reinstatement purposes, follow these priorities:

First Priority: Qualified new applicants and students returning from surgery or maternity leave who withdrew passing and have met set criteria.

Second Priority: Re-entering students who were dismissed due to academic situations and have met set criteria.

-10% of the grade will be deducted for the students who are repeating the course.

SUBSTANCE ABUSE AND TESTING

1. UMI accepted students are required to pass a drug screening and criminal background check prior to the beginning of the CE. All screening fees are the responsibility of the student.

2. The UMI prohibits any student to be under the influence and/or possession of drugs (legal or illegal) and/or alcohol while attending program activities (to include class, clinical/lab and/or program sponsored activity). Any student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The program faculty member’s decision to drug test will be drawn from those facts in light of experience of the observers and may be based on:

- observable phenomenon such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug

- erratic behavior, slurred speech, staggered gait, flushed face, dilated/ pinpoint pupils, wide mood swings, sleeping, drowsiness, and/or deterioration of work performance
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

3. Should a faculty member suspect drug/alcohol usage while on program activities, the faculty member will have an additional faculty member (if not available the class mate is OK) to confirm the suspicious behavior.

4. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to be immediately drug tested will be made.

5. Should a drug test be required, the student will immediately go to a drug-screening location. The cost of the test will be the responsibility of the student.

6. The student is suspended from all program activities (class/lab and/or CE) until the appropriate personnel and/or committees, as designated by the UMI, have reviewed the case.

7. Should the test result be positive for any illegal drugs and/or alcohol the student is immediately dismissed from the program and a recommendation for a medical referral will be made.

8. Should the test result be negative, the student will be allowed to make-up missed CE time and class assignments with no penalty. Missed class assignments must be initiated by the student on the first day back to class or clinical (which ever comes first).

9. If a student is going to be using any type of pain medicine/mood alternating medicine or antidepressants, he/she must notify the Program/Admission Director prior to attending class and/or clinical assignments. The student may not attend any program activity (to include class, lab, clinic, or other program activity) if the drug/medicine is a Type II narcotic, and/or any type of drug that would induce drowsiness, and/or prohibits the operation of equipment, and/or advises the student not to drive, and/or impairs sound judgment.

The student is required to submit a written note stating the prescribed drug and usage from the ordering physician (one in which the student had a personal appointment).

10. Students may not solicit any type of drug prescription(s) from any physician while on program duty (clinic/lab or class). This policy includes, but is not limited to Radiologists, Emergency Department physicians, and/or any other type of physician in which the student did not have a doctor's office visit as a patient.

TUITION PAYMENT

Tuition payment is due on the 1st day of every month at the school office. Three days "grace" period is given. **If tuition is not paid by the 3rd of the month student is not allowed to enter the class.** Three consecutive absences with out the good cause will result in dismissal. Tuition non-payment is not considered to be a good cause. All students just starting the program must pay first tuition payment according to their financial plan at the time of enrollment regardless

of the date of the first class or on the date indicated in the financial agreement. A \$25.00 late fee and a \$25.00 bookkeeping fee will be applied for the late tuition payment.

There will be a \$25.00 charge for the returned checks. If the check was returned once subsequently School will not accept the check from the student only cash or money order will be accepted. Fee doubles in the amount (\$50.00) for the second return.

If tuition is not paid by the third day of the month or as indicated in student financial agreement, student account becomes delinquent. Student with delinquent account will not be able to graduate from the class, subject or program and will be dismissed from the program of study. If a student dismissed from the program as a result of tuition non-payment, previous tuition payments will not be refunded.

All Fees are subject to change without notice. The tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Payment plans are for convenience purposes. Tuition cost for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.

TRANSFER OF CREDITS

United Medical Institute will not accept students who wish to transfer from other school offering same or similar program.

NOTICE CONCERNING TRANSFERIBILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at United Medical Institute is at complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Ultrasound Technology, Cardiovascular Technology, Vascular Technology, Massage Therapy, or Medical Assistant is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UMI to determine if your credits, diploma or certificate will transfer.

UMI has not entered into an articulation agreement.

Veteran transfer of Credits

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to UMI. The UMI evaluates the information and grants appropriate credit, with training time and tuition reduces proportionally. The veteran students and the Veterans Administration are notified.

Based on the UMI evaluation of previously earned credits student may be given opportunity to challenge previously earned applicable courses and in order to establish competency.

NONDISCRIMINATION

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or

activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

PROGRAM CANCELLATION AND REFUND

The student has the right to cancel his/her enrollment, without further obligation. Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Enrollment applications deadline is 30 days before the start date.

The student may cancel enrollment and obtain a refund by giving written notice to the school and obtain a prorated refund of charges paid. The student may do this by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time, and place of mailing any notice of cancellation. **Cancellation notice must be submitted no later than seven (7) days after the last class attendance.**

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student's Right to Withdraw from a Program: If the student withdraws from the program the student is obligated to pay only for educational services rendered and any equipment not returned, plus all non-refundable fees. Students who have completed 60% or less of the period of education (subject) attendance shall be issued a pro rata refund.

Refund examples as follows:

10% of subject education completed equals 90% of the refund; 25% of subject education completed equals 75% of refund; 40% of subject education completed equals 60% of refund, 50% of subject education completed equals 50% of refund, there shall be no refund issued after 60% or more of subject education completed. Student is responsible for the entire tuition payment after 60% or more of subject education is completed.

Within 30 days of the day on which the enrollment cancellation is made, the school will notify the student in writing of the date on which the refund will be made, the amount of the refund, and the name and address of the entity to which the refund will be sent. The following statement will be placed at the top of the notice in at least 10-point boldface type: "This Notice is Important. Keep It For Your Records."

UMI will refund any balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which student was enrolled.

Tuition covers the cost of classroom instruction ONLY. Externship does not have tuition charges. Tuition cost breakdown for each subject is available upon request. Monthly tuition payment plans are made for convenience purposes ONLY.

VA students ONLY: Tuition refund is 100% -\$10.00

SCHOLASTIC DISHONESTY

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the institute. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHERS (ARDMS)

Disclosure Regarding Certification Requirements (ARDMS):

Although Ultrasound Technology, Cardiovascular and Vascular Technicians are not required to meet licensure requirements in California, employers may require credential(s) offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). **Graduates of United Medical Institute from Ultrasound Technology program will be eligible for ARDMS exam** however school does not bare responsibility for the ARDMS exam preparation. UMI strongly suggests ARDMS information and exam requirements research to each student. The goal of this school is to prepare students for the entry-level Ultrasound Technology position. It is a graduate's responsibility to prepare for and pass ARDMS exam.

ARDMS is not affiliated with any schools and all information regarding the exam preparation can be found on their web site at: www.ardms.org

ISSUANCE OF TRANSCRIPTS POLICY

Each student file will contain the student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, it will be available upon request and a payment of a fee of \$20.00.

Transcripts, attendance, grade records or any other information contained in the student file will be released to the student or other indicated institution only upon receipt of a written and signed request form. No transcripts will be issued until all tuition and other fees due the institution are paid current or if a student was dismissed from the Program for the Behavior Unbecoming to the Profession, Attendance or other UMI Policy breach.

Concerning Transcripts: An official transcript is a transcript signed by the Registrar. It contains the school's official seal. The official transcript must be sent to a party other than the student or must be presented by the student in a sealed school envelope. Note: If the envelope is opened by anyone other than the authorized recipient, it becomes an unofficial transcript.

All requests for transcripts must be submitted by mail in the transcript request form RT0050. Payment must be made at the time of the request. Please allow 10 to 14 business days to process your request.

LABORATORY SIMULATION POLICY

All students will be required to participate in the laboratory simulation classes on the regular basis and for the entire program duration.

Laboratory simulations include mandatory student participation in practice and in performance of medical procedures on each-other in the appropriate and professional manner with all required percussions taken as it is required for the specific procedure performed.

Students who fail to participate or disrupt the class by arguing with the instructor about it will be dismissed for the day from the class immediately with the absence in attendance noted for that day and written warning issued.

Due to the liability issues it is a normal practice for the educational medical facility to require students to engage in the laboratory practicum using each-other as patients in order to learn and pass required competencies. Without it student will not be able to advance and complete the program.

To sign off and pass the Laboratory competencies every student required to bring a "model" for the Competency Final Exams for every subject (OB, GYN, Abdomen & Small Parts, Vascular, etc) and for the Final Program Competency Exit Exam.

It is student's responsibility to come for the Final Competency Exams with the "model". Student will inform lab class "model" that it is a participation in the Laboratory simulation for the educational purposes. No medical diagnoses will be provided. The "model" will NOT receive compensation of any kind for the exam participation.

Participating "model" may be a friend, family member, or acquaintance and must sign Liability Waiver Form prior to the exam. Forms will be provided by the instructor.

STUDENT SERVICES

Academic Advisement: All entering and enrolled students may discuss program and course selection with the Program Director or an admission advisor. An appointment is required.

Accessibility for Disabled Students: The campus of United Medical Institute has handicapped parking spaces available. Students with disabilities who require assistance are encouraged to disclose this information to their Admission Advisor in order to determine a plan of action for support services.

Orientation of New Students: Orientation is conducted prior to the beginning of each program as a means of introducing new students to United Medical Institute. During this orientation, members of the administration familiarize students with the School facilities and explain academic policies and School regulations.

Tutor Service: Students who experience difficulty or who have learning challenges will be provided assistance in locating qualified tutors, since our school does not provide a tutoring program. Interested students should contact the program director. Individual tutoring can be arranged by the program director to help straggling students to catch up with the program and to improve academic progress. UMI does not charge for tutoring services.

Library Resources: Library resources including but not limited to latest video tapes, CDs and DVDs as well as current magazine publications and medical books are available for the student use at the campus and through the internet. Resources are accessible on campus in the library and online. Students may access the on-campus library Monday thru Thursday 5:00PM to 10:00PM and the internet 24/7. There is a check-in check-out system for removing resources from the library.

Equipment and Material Resources: Students have access to equipment and programs that are essential for their educational and work-related experiences. The laboratory simulations classes are equipped with the equipment essential for the program of study also printer and copier to help students in education and research projects.

Employment Assistance: The School provides job search assistance to graduates in good standing for as long as the graduate continues to cooperate with the School. The School cannot and does not promise or guarantee employment upon graduation. Embarking on a course of education typically enhances one's thinking and potential productivity. The concentrated programs offered at United Medical Institute require a significant commitment of time and effort. There is also the risk that, due to market fluctuations, personal issues or other factors, some graduates are unable to find employment in their field of training within a timeframe that is acceptable to them. Therefore, they elect to pursue other career options; some use their training indirectly and some do not.

Job search assistance will be in the form of some or all of the following:

1. Interviewing skills booklet
2. Resume preparation workshop
3. Referrals to potential employers

In some allied health occupations, many jobs start part-time, averaging 20 to 25 hours per week, with an opportunity to progress to or change employment to a job that is full-time.

Finding employment is a joint effort between the student and the School. The student must agree to cooperate with School staff in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews and completing all required assignments. Further, it should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In order to maximize chances for success, students must commit to a reasonable timeframe to complete the job search process, which typically takes several months beyond graduation. During this time, the student should maintain regular weekly contact with the school. It should also be understood that a potential employer may consider a job applicant's attitude, grades, attendance, and personal performance on an interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

United Medical Institute programs are comprehensive in nature and are designed to prepare

students for entry-level positions. An entry-level position usually entails additional training to learn further skills and protocols specific to that position. Normally an applicant for an entry-level position, in order to secure such employment, must adopt a “get your foot in the door” approach by maintaining flexibility with regard to salary, hours, location and potential relocation.

Housing: United Medical Institute does NOT assume responsibility for student housing, does NOT have dormitory facilities under its control, nor offers student housing assistance. According to the rentals.com rental properties in the following cities start at approximately the following rates per month: Sacramento, CA \$750.00, Roseville, CA \$900.00, Antelope, CA \$750.00, North Highlands, CA \$500.00, Citrus Heights, CA \$825.00.

Language: This institution does not provide instruction in English as a Second Language. All instruction at United Medical Institute is provided in English.

Textbooks: This institution does not sell, order or otherwise participates in acquiring textbooks that the students are required to have.

International Students: United Medical Institute does not participate in student visa program or I20.

ENGLISH LANGUAGE POLICY

Recruitment leading to enrollment, enrollment agreement, and instruction at United Medical Institute (UMI) is provided only in English language. Due to the nature of the programs offered at UMI English proficiency is required.

Applicants whose native language is not English may be required to take the ESL test. Applicants holding a foreign diploma must bring proof of successful completion of an ESL class from community college system or to successfully pass TOEFL test with the following minimum scores: 560 for the PBT (paper-based test) and 87 for the IBT (internet-based test).

CATALOG UPDATE POLICY

Because the current catalog was released in the beginning of the calendar year, students are encouraged to consult with advisors and visit the United Medical Institute website for the most current information.

Changes in Rules and Policies: Although every effort has been made to assure the accuracy of the information in the current catalog, students and others who use UMI catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in the current publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the United Medical Institute Administration, or by the President or designee of the School. Rules governing student conduct, admissions policies, graduation requirements and other information that pertains to students, the institution, and the United Medical Institute and this catalog are updated annually. More current or complete information may be obtained from the appropriate department in school, or administrative office. Updated policies are added to this catalog in the form of Addendum. The Addendum will include: updated information about new and modified requirements, regulations, policies, procedures,

dates, fees and deadlines (if applicable) and added to the end of this Catalog. Updated Catalog is published annually in January.

Nothing in the catalog should be construed as, operate as, or have the effect of an abridgement or a limitation of any rights, powers, or privileges of United Medical Institute or privileges of the President of the School. The UMI, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. UMI catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or the United Medical Institute. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, the UMI, the President and their duly authorized designee.

Catalog Distribution: UMI Catalog is available online to all potential students at: www.unitedmedicalinstitute.com and written informational materials are provided at the time of orientation/information. When enrolled, each student signs Affidavit acknowledging the receipt of the UMI Policy's.

United Medical Institute never applied for bankruptcy and does not have a pending bankruptcy petition.

Rules governing student conduct, admissions policies, graduation requirements and other aspects of this institution's and this catalog are updated annually.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling a toll-free telephone number (888) 370 - 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>

POLICY ADDENDUMS 2015-2016 SCHOOL YEAR

TRAVEL DISCLOSURE POLICY

Every attempt is made to place a student as close to home as possible; however, clinical experiences are often limited by the number of students living within a specific geographic region and by the number of clinical sites available.

All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. Students may be required to travel more than three (3) hours to clinical site.

Travel to an externship site varies and can be over 100 miles one way from campus. In addition, some of our programs may occasionally conduct labs at our clinical sites. Students/applicants are encouraged to check with their program officials for more details.

Transportation for students to externship sites is not provided by the school. Students should plan accordingly for additional travel costs. The student must provide his/her own transportation. If for any reason the student does not have access to a vehicle for personal use or does not have a valid driver license, the student is responsible for acquiring an alternative form of transportation. It is

important for each student to have independent reliable transportation. Externship assignments cannot and will not be based on transportation needs.

CLINICAL EXTERNSHIP REQUIREMENTS POLICY

Immunization Requirements: For protection and compliance with state regulations, United Medical Institute requires all students to be properly immunized. Documentation of immunizations must be provided to the admissions office prior to the start of the program internships or as programmatically determined.

Students must comply with the minimum health requirements from each individual clinical facility where performing internships which may include additional immunity or vaccination requirements not specifically listed within this catalog. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccinations (immunization documents or evidence of a blood titer), before the clinical component can be attended:

1. Varicella immunity.
2. MMR immunity.
3. Rubella: documented receipt of one vaccine after first birthday, serology or born before 1957.
4. Rubeola: documented receipt of one vaccine after first birthday, serology or born before 1957.
5. Chicken pox: history or documented receipt of vaccination.
6. Up-to-date tetanus shots (*defined as within the past 10 years*).
7. Hepatitis B vaccine series (*if not complete, proof immunization must be shown for the 1st shot within one month or 1st and 2nd shot within six months*).
8. Two-Step TB skin test (TST) within the past six months.*
9. One step TST for students with proof a negative TST in the last 6 month. Chest radiograph for students with proof of past positive TST.
Student may be expected to comply with additional TB screening requirements as determined by the hospital/clinical setting.
10. Annual influenza vaccination or signed declination.
11. Negative 10 panel drug screening.
12. Criminal background SS trace, Sex Offenders List check.

Failure to keep these immunization requirements up-to date will impact the student's ability to attend the clinical facility, to complete the program's graduation requirements, or to obtain Diploma after completion of the program.

UMI reserves the right not to accept titers if they are not done within the last 2 years.

Health Screening Requirements: Each applicant must provide an attestation from his or her family physician certifying of the absence of physical and/or mental and/or contagious disorders. Drug screening test results are required prior to the start of externships and must be completed at UMI designated laboratory. Positive results of a student's drug testing will impact the student's ability to attend the clinical facility, to complete the program's graduation requirements, or to obtain certification after completion of the program. The cost of examinations, screenings and drug tests will be paid by the student.

Background Check:

Applicants may need to complete a general background check and Sex Offenders' List check prior to the start of the externship as requested by a hospital/clinical setting. For some of our programs background checks are a mandatory requirement. The cost of all required background checks will be paid by the student. UMI will facilitate background checking procedures. Background check results will be provided to the clinical facility by the student upon request of the clinical education site. Background check results could impact the student's ability to attend the clinical facility, to complete the program's graduation requirements, or to obtain certification after completion of the program. Applicants should be aware that the clinical education site has the ability to request an additional background check or to refuse a student based upon the results. Applicants should check State regulations related to criminal convictions and the ability to be licensed.

CELL PHONE POLICY

Cell phones must be turned off in class* and clinical settings at all times. Students may use their cell phones on campus before or after class and during breaks in the posted designated areas or outside of the school. Students who are not in compliance with this policy are subject to disciplinary probation or expulsion at the discretion of the school administration.

**please note some instructors may allow restricted use of cell phones in class for certain activities.*

Administration of Examination: All electronic devices must be turned completely off during the administration of all forms of evaluation and displayed within the instructors view. All non-electronic personal belongings will be stored out of all class members' view by storing belongings under the chair and/or desk. There will be no talking or questions during the administration of evaluations. Forms of evaluation include but are not limited to: quizzes, tests, and examinations. Students who are not in compliance with this policy are subject to disciplinary probation, suspension, or termination at the discretion of the school administration.

Electronic Recording: United Medical Institute prohibits video recording of any kind on academy grounds or at a clinical site by students and/or any other individuals who didn't receive a written permission by UMI's administration to do so. This policy is in order to protect the privacy of all students, faculty, staff, as well as clinical site employees and patients in addition to protecting the confidentiality and intellectual property of all instructional material and curricula. Voice recording is solely permitted during a lecture class with the instructor's permission and when being used for the educational purpose of an individual's studying resource. Any student found in violation of this policy will be immediately withdrawn from UMI and will not be permitted to re-enroll per the School's Re-enrollment Policy's guidelines on withdrawal due to disciplinary action.

Video & Audio Surveillance Notification: When on UMI premises, individuals enter an area where video & audio recording may occur. By entering the premises, individuals consent to video and audio recording and release UMI, its officers and employees, and each and all persons involved from any liability connected with the video and audio recordings.

In order to promote the safety of employees and students, as well as the security of its facilities, United Medical Institute may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms and that video cameras will be positioned in appropriate places within and around UMI.

By entering the premises, individuals waive any right to inspect or approve any video or audio recordings taken by UMI or the person or entity designated to view recordings.

VA STUDENT RESPONSIBILITY DISCLOSURE

In order to avoid overpayment of personal VA benefits all students receiving stipend or monthly VA allowance are obligated to inform VA of absences, vacations, time off, leave of absence, or program withdrawal. UMI does not bear responsibility for the individual VA student benefits. All questions concerning this issue should be addressed directly to the Veteran Affairs Administration.

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