



**Application to Enroll in Diagnostic Medical Sonography Courses**

We are pleased that you are interested in enrolling in clinical sonography courses in the School of Allied Health at Northwestern State University. In order to be considered for enrollment for sonography courses, you must meet the Special Admission Policies of Undergraduate Studies in the Bachelor of Sciences in Radiologic Sciences (BSRS) Ultrasound Concentration.

Procedure for submitting Application to Enroll in Sonography Courses follows:

1. An applicant must be **currently enrolled** in the University **or** have **submitted an application for admission** to Northwestern for the semester requested.
2. All official transcripts from universities other than NSU must be on file in the office of the Registrar on the Natchitoches campus.
3. An applicant must submit the following materials:
  - A. Completed application to BSRS Ultrasound Concentration (attached)
  - B. Copy of scores of TEAS Entrance Exam (if **not** taken at NSU). Test will be given in the ALHE 2210 course.
  - C. Signed Release of Information
  - D. Signed CONSAH Performance Technical Standards Form
  - E. Signed Pregnancy Policy Form
4. The submission of an Application to Enroll **does not** guarantee enrollment in clinical sonography courses.
5. The application **must be downloaded, completed and EMAILED** to: Jennifer Evans, Ultrasound Program Coordinator at: [evansje@nsula.edu](mailto:evansje@nsula.edu) by **August 31, 2024**.
6. **You will receive an email notification that your application has been received.**
7. **No** application will be accepted after the designated deadline.
8. Students must have completed all required courses and criteria by the last day of the NSU fall semester. Official transcripts of grades earned from other institutions must be submitted to the Office of Registrar at NSU by the **last day of the NSU fall semester**.
9. Each student will receive notification of the admission decision regarding his/her enrollment for sonography clinical courses as soon as possible after the Admission Committee has reviewed all applicants.
10. This application is valid for one semester only.



### **DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) PROGRAM**

#### **Checklist for Materials That Must Be Submitted by August 31, 2024**

- Completed application to Diagnostic Medical Sonography Courses
- Signed CONSAH Performance and Technical Standards
- Signed Pregnancy Policy
- Signed Release of Information
- Submit application to complete Background Check



# NORTHWESTERN STATE

## School of Allied Health

1800 Line Avenue  
Shreveport, LA 71101  
318.677.3020  
F 318.677.3068  
radiologicsciences.nsula.edu

### APPLICATION TO ENROLL IN DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) PROGRAM COURSES **SPRING 2025**

This application must be sent by EMAIL to: Jennifer Evans  
Sonography Program Coordinator  
[evansjc@nsula.edu](mailto:evansjc@nsula.edu)

### APPLICATION MUST BE RECEIVED BY August 31, 2024

1. Name \_\_\_\_\_ ID #: \_\_\_\_\_  
Last First Middle Maiden

2. Permanent Address: \_\_\_\_\_  
No. & Street Apt. # City ZIP

() Please check if you wish this address to be entered into your computer record at Northwestern State University.

3. Telephone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Permanent Current

4. Current and valid email address: \_\_\_\_\_

5. Campus: **Natchitoches, LA** (Classes and Labs will be held on the Natchitoches Campus)

6. List other Colleges and University Attended/Attending:

College Name	City	State	Dates	Degree Earned/ Number of Hours

- 6. Are you a registered Radiologic Technologist? Circle one: Yes or No  
(Enclose ARRT verification and state licensure, if applicable)
- 7. Have you ever been arrested, charged with, pled guilty or not contest to, or been sentenced for any criminal or misdemeanor offense in any state? Circle one: Yes or No  
(If yes, you must contact the American Registry for Diagnostic Medical Sonography (ARDMS) regarding this offense (ARDMS (301)738-8401). The final order of the American Registry for Diagnostic Medical Sonography will determine your eligibility for consideration for admission and must be submitted before the selection process.)
- 8. A. Completion of requirement for clinical and submission of this application **DOES NOT**  
**GUARANTEE** admission into clinical sonography courses.  
B. This application is valid for Spring 2025 **only**.  
C. In order to be eligible for clinical, the student must:
  - (1) ensure that all official transcripts from other universities attended are on file in the Office of the Registrar by December 15, 2024.
  - (2) be currently enrolled at NSU or have submitted an application to the University for the Fall semester.
- 9. Read and sign the attached Performance and Technical Standards and Pregnancy Policy.

I HAVE READ THE REQUIREMENTS FOR ADMISSION TO CLINICAL SONOGRAPHY COURSES. I HAVE ALSO READ THE PERFORMANCE AND TECHNICAL STANDARDS AND PREGNANCY POLICY. I CERTIFY THAT ALL INFORMATION FURNISHED IS COMPLETE AND CORRECT.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## Background Check Requirement

Changes are taking place within healthcare facilities nationally. These changes directly affect all health programs at Northwestern State University.

The Joint Commission of Accreditation of Healthcare Organization (Joint Commission), which accredits healthcare facilities across the country, enforced background screenings in September of 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

A background investigation must be completed prior to your first clinical rotation at Northwestern State University. Students are responsible for the payment of their background investigation. Northwestern State University has contracted with our partners at PreCheck to store and maintain your student background check and health requirements set by Northwestern State University.

To initiate your background clearance, you must first register for an account with PreCheck.

Step 1. Go to <https://candidate.precheck.com/StudentCheck?schoolId=17663>

Step 2. Select School: Northwestern State University-Louisiana- CONSAH-BSRS

Step 3. Select Program: RADS Class of 2027

Step 4. Only select Background Check

Step 5. Start Application



<p><b>Background Information</b></p> <p>If you are ordering a background check please make sure you have the following information prior to continuing.</p> <ul style="list-style-type: none"> <li>• Social Security Number or Alternate ID Number</li> <li>• 7 years of residential history</li> <li>• Valid email address</li> </ul>	<p><b>Expected Timeline</b></p> <ul style="list-style-type: none"> <li>• Background Check - Typically completed within 3-5 business days.</li> <li>• Drug Testing - Results are available within 24-48 hours of specimen collection.</li> <li>• Immunization Tracking - Your documents will be verified within 48 hours.</li> </ul>	<p><b>Confirmation</b></p> <p>You will receive a confirmation page/receipt upon successful submission of your order via email.</p>	<p><b>Delivery</b></p> <p>Your background report and/or drug test results will be available for your review within your profile.</p>
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If your school program is not listed below, please submit your application by mail using the form provided by your school. If you are unsure of what package is needed, please contact your program director for assistance.

**School and Program**

→ Northwestern State University - Louisiana - CONSAH - BSRS

→ RADS Class of 2027

**Select Services**

→  Background Check

Immunization

→ **Start Application**

Please enter all fields when prompted, and then complete your order. You will be emailed a receipt to the email address you provide. Please use your NSU email address account.

To retrieve a copy of the background report, log into:

<https://candidate.precheck.com/StudentCheck?schoolId=17663>

For questions regarding Background Check, please contact [studentcheck@precheck.com](mailto:studentcheck@precheck.com).

The following searches are required for students attending facilities for clinical through Northwestern State University:

1. Criminal History Record Search
2. Social Security Number Trace (residential history, State and Year SSN issued)
3. Office of Inspector General Sanction Report (Medicare/Medicaid Excluded List)
4. General Services Administration (Persons barred from Federal Programs)

Background checks take approximately two weeks to be processed. You will need to complete the request for the background check by August 31, 2024. Failure to do so may affect your clinical application process.

If you have any questions, please feel free to contact me at [evansje@nsula.edu](mailto:evansje@nsula.edu).

Sincerely,

Jennifer Evans, MSRS, RDMS, RDCS, RVT  
Sonography Program Coordinator  
Assistant Professor



**Consent for Release of Information**

I, \_\_\_\_\_, agree to allow Northwestern State University to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Background Check Submission Verification**

I, \_\_\_\_\_, have submitted the application to complete the Background check  
Student Signature

on \_\_\_\_\_ through the website [PreCheck](#) I understand  
Date

this information is confidential, will be kept secure at all times, and is shared with faculty and/or clinical education settings only as appropriate.

**NORTHWESTERN STATE UNIVERSITY**  
**COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH**  
**ESSENTIAL ACADEMIC PERFORMANCE AND TECHNICAL STANDARDS**  
**FOR DIDACTIC AND CLINICAL SETTINGS**

The education of a healthcare professional requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice, and making appropriate decisions required in such practice. Professional healthcare practice emphasizes collaboration among all healthcare professionals and the patient. In order to function adequately as a professional and progress as a student in any of the healthcare majors offered in the professional clinical programs at Northwestern State University College of Nursing and School of Allied Health (CONSAH), students must possess each of the following skill sets which are essential to meeting required **academic performance and technical standards in the classroom and clinical setting**.

Possession of the outlined skills (noted below) are required in order to meet CONSAH standards and demonstrate competence in disciplines as complex as nursing and allied health; thus, these skills are needed for successful admission and progression by students for all degrees within the College of Nursing and School of Allied Health at NSU. In addition to the standards of student conduct set forth in the **NSU Code of Student Conduct**, students must demonstrate competency in the skills which are foundational to meeting each of the **Essential Academic Performance and Technical Standards** within CONSAH.

### **MOTOR, STRENGTH, AND MOBILITY SKILLS**

Students must be able to:

- Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills including grip, grasp, and bending and twisting of the wrist.
- Complete delicate procedures in a timely and accurate manner.
- Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to other parts of the facility.
- Safely transfer a patient from a wheelchair or stretcher to the bed or exam table.
- Raise arms above head and in all directions to manipulate equipment.
- Stand and walk for extended periods of time (up to 12 hours).
- Lift twenty-five (25) pounds of weight and at minimum, ten (10) pounds above head.
- Perform all aspects of CPR, ACLS, PALS, and Basic Life Support (BLS) as required by specific clinical program.
- Employ diagnostic reasoning (select graduate students).
- Must be able to sustain positions for extended periods using upper body movements including reaching, twisting, and applying pressure.

### **COMMUNICATION SKILLS**

Students must be able to:

- Communicate effectively in English (via verbal and written means) with patients, family members, physicians, and all members of the health care team.
- Read and quickly comprehend written instructions to deliver appropriate patient care.
- Document written and electronic records and assignments in an accurate and timely manner.
- Willingly receive and provide feedback.
- Process and communicate information on the patient's status with accuracy, in a timely manner, to members of the healthcare team.

## **SENSORY (HEARING, VISION, TACTILE AND OLFACTORY) SKILLS**

Students must be able to:

- Hear sufficiently to interact with patients and medical staff when background noise is present.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Observe patients accurately, at a distance, close at hand, and in low levels of light.
- Recognize and respond appropriately to non-verbal communications when performing assessments and/or administering treatments/interventions.
- Distinguish between different shades of color and gray scales.
- Perceive signs of disease, infection, or discomfort manifested through physical examination and discriminating touch.
- Accurately read small print such as is found on medication labels and syringes.

## **INTELLECTUAL AND COGNITIVE SKILLS**

Students must be able to:

- Develop and refine problem-solving skills that are crucial to practice as a healthcare provider, including but not limited to the following: measure, calculate, reason, analyze, integrate, synthesize objective and subjective data in the context of undergraduate or graduate professional study.
- Make sound decisions, even in urgent/emergent clinical situations that reflect consistent and thoughtful deliberation.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Read and comprehend extensive written materials including instructions, test results, and histories.
- Apply information and engage in critical thinking in the classroom and clinical setting.
- Engage in self-directed learning.

## **BEHAVIORAL, EMOTIONAL, AND SOCIAL SKILLS**

Students must be able to:

- Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.
- Understand that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
- Willingly examine and change his or her behavior when it interferes with productive individual or team relationships.
- Demonstrate the skills and maturity necessary for effective and harmonious relationships in diverse academic and practice environments.

## **PROFESSIONAL CONDUCT**

Students must be able to:

- Work collaboratively with peers, faculty, and other healthcare professionals.
- Minimize behavioral gestures that indicate dissatisfaction, disrespect or any negative attitude.
- Abide by professional standards of practice, and practice in an ethical manner.
- Engage in patient care delivery in all settings and deliver care to all patient populations as required.
- Demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, tolerance, and flexibility in any given situation.
- Arrive timely to the clinical and classroom settings.
- Respond appropriately to constructive criticism while maintaining professional behavior.
- Practice independently (i.e., be able to perform all required skills, assignments independent of other student's help).



## **REGULAR AND ONGOING EVALUATION OF ACADEMIC PERFORMANCE AND TECHNICAL STANDARDS**

Faculty will evaluate students on a regular and ongoing basis, addressing deficits and areas in need of improvement by means of a program-specific clinical evaluation tool, based on direct and indirect interaction and supervision of the student in the classroom and clinical settings and during clinically related activities. Students must notify faculty of any changes in their ability to meet the academic performance and technical standards. **Students who violate or fail to report changes in their ability to meet the *Essentials of Academic Performance and Technical Standards* will be placed on an academic deficiency learning contract and/or probation. Failure to consistently comply with the requirements of the learning contract may result in dismissal from the respective CONSAH program.** (Please refer to the academic deficiency form.) Keep in mind, clinical agencies may not allow or be able to provide the same accommodations as those that can be provided in a classroom.

## **REASONABLE ACCOMMODATIONS FOR DISABILITIES**

Students with disabilities are encouraged to contact the Office of Disabilities at 318-357-4460. Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The University will work with the student to provide, if possible, reasonable accommodations; however, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential qualifications, functions, technical standards, or other academic requirements of the program, or result in an undue financial or administrative burden.

***I have received a copy of this form and understand that it is my responsibility to meet the expectations and should I not be able to perform any of the above criteria I will notify my faculty immediately.***

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Student's Signature

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Date

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Print Student's Name

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CWID

## PREGNANCY POLICY

If a student suspects she is pregnant while enrolled in the program, she may notify the Clinical Coordinator or Program Director. **Pregnancy notification is strictly voluntary**, but it is strongly recommended so that measures can be taken to protect the unborn child. If a student decides to declare her pregnancy, she must complete the **Pregnancy Notification form**.

If the student declares a pregnancy, she must work with the Program Coordinator and Clinical Coordinator to develop a plan that may include strategies and timings for completion of course or program requirements

The Sonography program may communicate with the clinical education setting regarding the declared pregnancy.

For a declared pregnancy, the student may choose one of the following options:

### 1. **Remain in the DMS Program Without Disruption**

It is possible for a pregnant student to continue and successfully complete the academic courses with little disruption. The college will not assume any liability for students who choose to continue with all didactic and clinical requirements without interruption. The student may remain in the program under the following conditions:

- a. The student may choose to complete all rotations with the approval of their physician (official letter required).
- b. The student must sign a form releasing the college and its affiliates of any liability associated with the possibility of fetal damage.
- c. The student will adhere to all Sonography program requirements including but not limited to standards for satisfactory progress, attendance for classes and clinical rotation, and The CONSAH Essentials and Technical Standards.

### 2. **Voluntary Withdrawal in Good Standing**

A pregnant sonography student may choose to take a leave of absence at any point in their pregnancy until after the pregnancy. The terms for this are stated in the Readmission Policy.

- a. Students who voluntarily withdraw because of pregnancy must initiate the medical return to campus process to be considered for program reentry and program progression. The student must contact the Student Health Services Coordinator regarding how to obtain a "Return to Class and Clinic Form."

Students may withdraw the declaration of pregnancy at any time after discussing all options. Withdrawal of the notification must be submitted in writing to the Program Coordinator and Clinical Coordinator.

This pregnancy policy aligns with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including pregnancy and parental status, in educational programs and activities. For more information on Title IX, students can refer to the university's handbook or visit the university's Title IX website at [this link](#).

The program emphasizes the importance of proper safety for all students. Neither the University nor the Clinical Education Setting will be responsible for injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

I have read the pregnancy policy of the BSRS Program at Northwestern State University. I understand that if I have any questions, I can call the Radiation Safety Officer at (318) 677-3080 for clarification of this policy.

Applicant's Signature

Date

**NORTHWESTERN STATE UNIVERSITY**  
**COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH**  
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Date

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Print Student's Name

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CWID

# Applicant's Copy

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