



Arizona Heart Foundation
SCHOOL OF CARDIAC ULTRASOUND

Course Information
Entrance Requirements
Application

The Arizona Heart Foundation

1910 E. Thomas Rd, Ste. 220
Phoenix AZ 85016
Phone: 602-707-3531
Via web: <http://www.azheartfoundation.org>

School of Cardiac Ultrasound/Director

Terry Reynolds, B.S., R.D.C.S.
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School of Cardiac Ultrasound
Governing Body, Officials and Faculty:

Edward B. Diethrich
Director
Arizona Heart Foundation

Terry Reynolds, BS, RDCS
Director and Course Instructor
Office: 602-707-3531

Program Offered: Cardiac Ultrasound

Course Description:

The eight-month echocardiography program is offered in the Fall of each year. It is designed for individuals who are currently working in the field of ultrasound or who are considering entering the profession.

Classes and clinical training follow a 40-hour week schedule, with approximately eight hours per week in the classroom and the remainder at clinical sites. Students are evaluated on the basis of exams and clinical performance.

Course Objective:

The Arizona Heart Foundation School of Cardiac Ultrasound offers a comprehensive program designed to provide an in-depth clinical experience that will enable the student to produce accurate, high-quality echocardiographic images. Through didactic presentation, students acquire the knowledge needed to make the distinction between normal cardiac anatomy and cardiac pathology. In addition, the program emphasizes an understanding of basic cardiology and ancillary cardiovascular diagnostic procedures.

Goals for the Eight-Month Program:

- Become proficient in all aspects of adult echocardiography
- Become proficient in all aspects of carotid duplex scanning
- Be able to recognize the most common congenital heart defects
- Understand the basic principles of arterial/venous imaging
- Prepare for the CP&I and Adult Echocardiography Board Exams

Curriculum:

- Anatomy and Physiology
- Electrocardiography
- Cardiac Auscultation
- Cardiac Pharmacology
- Current Literature Review
- Pathophysiology of Heart Disease
- Ultrasound Physics
- M-mode Echocardiography
- Two-Dimensional Echocardiography
- Cardiac Doppler
- Pediatric and Fetal Echocardiography
- Carotid Duplex Scanning
- Transesophageal Echocardiography
- Stress Echocardiography
- Intravascular Ultrasound
- Interventional Echocardiography
- RDCS Board Exam Review
- Vascular Ultrasound (carotid arteries, abdominal aorta, proximal renal arteries, peripheral arteries and vein)

Entrance Requirements/Prerequisites:

Applicants are required to fulfill at least ONE of the following criteria:

- Two-year Allied Health degree/certificate that includes patient care (Allied Health occupations include, but are not limited to, registered nurse, radiological technologist, respiratory therapist, physical therapist, occupational therapist, cardiopulmonary technician)
- Bachelor's degree

There are no equipment competencies required for admission.

Once accepted into the program, copies of immunizations, drug screening, valid CPR "C" card, and background check are required before you can begin classes.

Tuition, Costs and Fees:

Please contact our offices for tuition expenses: 602-707-3531.

Financial aid is not available through the school and we do not offer a tuition reduction program. If you are a veteran you may be eligible for assistance from Veterans Affairs. We do make payment arrangements if necessary, please contact the school offices to discuss.

Facility:

The Arizona Heart Foundation was established in 1971 by Edward B. Diethrich, MD, an internationally-renowned cardiovascular surgeon, to develop and support research and education programs. Under the leadership of Dr. Diethrich, the Foundation has pioneered the development of preventive programs and new medical and surgical therapies for heart disease.

In addition to the School of Ultrasound, the Foundation conducts programs designed for physicians, allied healthcare personnel, industry, students of all ages, and the general public.

Enrollment Dates:

Applications are accepted until June 1st. Letters of acceptance or decline are sent in July.

Hours and Days of Instruction:

Monday through Friday - 8:00am to 5:00pm.

The first four weeks are spent in the classroom. The remaining weeks are spent in the classroom on Monday, and at onsite clinicals for hands-on training Tuesday through Friday.

Beginning and Ending Dates of Term:

School starts approximately the 3rd Monday of September and continues through May 30. Students accepted to the program will be notified of the exact start date in their acceptance letter.

Attendance Policies:

Sick leave is granted to students as a protection to their health and the patients in the department. Sick leave is granted at the rate of one day per month, non-accumulated. More than one sick day in any 30-day period will be made up at the discretion of the Director and Clinical Coordinator based on the clinical rotation and/or academic work missed during the absence. In the event of any illness or injury that causes a student to be absent three or more days, a physician's release must be submitted in order to return to school.

Failure to comply with the above guidelines will result in an UNEXCUSED absence. The first unexcused absence will be documented in writing. The student will be counseled and the document will become part of the student's permanent record. The second unexcused absence will result in five days suspension. The third unexcused absence will result in dismissal from the program.

Leave of Absence (LOA) and Refund Policy:

The School must receive written request and supporting documentation to approve a Leave of Absence. Due to the short term of our schedule, if the Leave of Absence is for more than five (5) days, the student will be withdrawn from the course. Any refund due will be based on the following schedule:

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, less the nonrefundable registration fee.
2. After the commencement of classes, the tuition refund amount, less the nonrefundable registration fee, shall be determined as follows:

Clock Hours Attempted:	Tuition Refund Amount:
10% or less	At least 90%
More than 10% and less than or equal to 20%	At least 80%
More than 20% and less than or equal to 30%	At least 70%
More than 30% and less than or equal to 40%	At least 60%
More than 40% and less than or equal to 50%	At least 50%
More than 50%	Refund will not be issued

3. Books and supplies: There will be no refund for equipment, books, or supplies received by the student.
4. Special cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair.

Code of Conduct:

Students of the School of Cardiac Ultrasound are expected to arrive on time and leave when designated by the supervising sonographer/director. You must report any absence due to illness or tardiness to your supervising sonographer/director. You are expected to demonstrate behavior consistent with the standard of professional behavior when interfacing with the persons in the clinical facility and classroom. Any discrepancies to the Code of Conduct may lead to possible suspension and/or expulsion from the program.

Grievances:

All student concerns and/or grievances should be submitted in writing to the Director of the School of Cardiac Ultrasound, 1910 E. Thomas Rd, Ste. 220, Phoenix, Arizona 85016. The Director will respond in writing to the student within thirty days.

If the situation is not satisfactorily resolved through the above contact, the student may submit an appeal in writing to the Administrator, The Arizona Heart Foundation (AHF), at 1910 E. Thomas Rd, Ste. 220, Phoenix, Arizona, 85016. The AHF Administrator will respond in writing within thirty days.

If the student complaint cannot be resolved after exhausting the School's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1400 West Washington, Room 260, Phoenix, AZ, 85007, 602-542-5709, or <http://azppse.state.az.us>.

3-Day Cancellation Notice:

A student may cancel an enrollment agreement if the student submits a written notice of cancellation within 3 days or 72 hours, excluding Saturday, Sunday and state and federal holidays, of signing their agreement. If the above requirements are met, a full refund of any monies paid will be given within 30 days. If the three days have passed, the refund will be based per the "Figuring Refund Balance" section of the "Enrollment Contract".

Refund Policy:

Tuition charges will be determined based upon the percentage of clock hours attempted. The percentage of clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program (less the registration/administrative fee)

Tuition refunds will be issued within thirty days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within thirty days of the date the student was scheduled to return from the LOA.

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More than 20% and less than or equal to 30%	At least 70%
More than 30% and less than or equal to 40%	At least 60%
More than 40% and less than or equal to 50%	At least 50%
More than 50%	Refund will not be issued

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Standards of Progress:

The School’s grading system is based on the following standard:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Below 60% = F

The grade level required to graduate the program is a “C” or higher – the minimum satisfactory grade level. A grade level of “D” or less is considered unsatisfactory and will require counseling. If the grade level is not increased within time agreed to during counseling session then probation and/or suspension is possible. Dismissal is possible if not at acceptable grade level after probation or suspension time has elapsed.

School Policy and Regulations for Granting Credit for Previous Education:

The School accepts official transcripts to verify any previous educational credits acquired, which may be used to qualify entry into our program. Employment verification may be used to qualify entry into the program as well.

Policy Regarding Progress Record Kept by SCU and Furnished to the Student:

The SCU only has one class attending at a time, and the class size is kept small to allow for constant feedback between instructor and student. Therefore, we constantly keep students updated on their progress in class, whether positive or in need of improvement. All grades given to students for work completed are kept by the school and are always available upon request by the student.

Certification:

Upon successful completion of the program, students are awarded a pin and a Certificate of Achievement from the Arizona Heart Foundation. We do not provide job placement; however, we do forward details we receive in regard to employment opportunities.

Housing:

Students are responsible for their own housing, food, supplies, transportation, health insurance, and any other living expenses.

Legal Holidays and Vacations:

Thanksgiving: Thursday and Friday
Christmas: Approximately two weeks
New Year's Day
Memorial Day