



Catalog Addendum

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Admissions

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This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Sacramento Ultrasound Institute. Sacramento Ultrasound Institute must adhere to the U.S. Department of Education, the Accrediting Bureau for Health Education Schools (ABHES), and the Bureau for Private Postsecondary Education (BPPE) guidelines.

The Admissions Process

1. The student must tour the facility or attend a program-based webinar and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.
2. Pay Registration Fee
3. Submit required paperwork: Statement of Intent, Resume, Clinical Observation Form (as applicable), Official Transcripts, Recommendation Letters, Immunization Records, Health Evaluation.
4. Pass the Entrance Exam
5. Participate in the Group interview (DMS/MRI only)

SUI Selection Criteria

SUI utilizes a regular (pool) admissions process. Once the enrollment period is open for the upcoming cohort, applicants are invited to submit the required documentation for their application and participate in the group interview (DMS/MRI). Upon completion of the group interview, the admissions committee convenes to review all completed applications.

Applicants meeting all of the program requirements will be selected using points earned from the following criteria:

- Wonderlic score
- Post-Secondary Education
- Academic Achievement: College GPA, final grades for all accepted transfer credits.
- Healthcare Background
- Resume
- Essay
- Group Interview
- Admission Evaluation

Based on the Committee's decision, the Admissions Director will send notification of acceptance or denial.

General Admission Requirements for all Programs

- Must be a current resident in California. Government-issued I.D. is required.
- Be at least 18 years of age (Age will be verified with Individual's I.D.)

- Students must also be able to provide proof of appropriate educational requirement such as:
 - Copy of high school diploma, or
 - Copy of high school transcript showing graduation date.

(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States. Evaluation and certification of foreign transcripts to be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and its members can be found at www.naces.org/members.html).

- Provide documentation of eligibility to work in the United States.

Please note, students must notify the institution if they plan to relocate out of state. SUI is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form via the student portal prior to relocation.

Diagnostic Medical Sonography Additional Admissions Requirements

- An Associate's Degree (any field) or higher in any discipline.
- Successful completion (defined as receiving a grade of "C" or higher) of college-level coursework in the subjects below. SUI does not accept Pass/Fail or Credit/No Credit grades in fulfillment of admissions prerequisites. Courses must be a minimum of three semesters or four-quarter credits.
 - General Physics (topics must include sound waves, heat, light, and motion)
 - Communication Skills (Written or Oral Communication, i.e., Speech, English Composition)
 - College Algebra or higher-level mathematics

Advanced Placement & Credit Granting

There is a \$75 non-refundable service charge for transfer credit evaluation. All decisions on transfer credit or experiential learning are final. Students can be granted credit for up to 75% of the total hours in the program.

To transfer credits from another institution, official transcripts must be sent directly from the other institution, armed forces, and SUI for review and evaluation. The credits awarded will be evaluated on a case-by-case basis. A letter grade of "C" or better is required to receive credit for that particular course. Transfer credit towards a specific program, experiential learning, challenge examinations, and achievement tests might be given for previous related education if the credits were granted within the last five (5) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition

cost, and the corresponding course will be listed on the student's transcript with a grade of "T.R.," Transfer credit courses are not counted in the CGPA.

Note: Students must complete college-level Anatomy & Physiology with lab and Medical Terminology in order to receive transfer credit for the (SUI001) Anatomy & Physiology course at SUI.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements, not just the hours accepted as transfer hours.

Experiential Learning: SUI does not grant credit for life experience unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination, SUI will comply with such regulations.

Foreign Transcript/Diploma

All foreign transcripts and degrees must be evaluated and translated by a NACES member evaluator. The evaluation must indicate that the degree is the equivalent of a United States High School Diploma, Associate, or Bachelor's Degree in order to be accepted by SUI. (Information regarding this organization and its members can be found at www.naces.org/members.html)

Articulation Agreements:

Sacramento Ultrasound Institute currently does not have any articulation agreements.

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

Background Check

Applicants are required to complete a general and criminal background check as part of the enrollment process and prior to the start of the externship, as requested by the intended clinical site. The tuition for the DMS(A) and MRI programs covers one background check. Sacramento Ultrasound Institute will facilitate the background check procedure. The entrance background check results will be shared with the clinical site by the School.

Background check results could impact the student's ability to remain in the program due to the inability to place a student at a clinical site. Also, negative background check results could hinder the student's ability to complete the program's graduation requirements or obtain certification after completing the program.

Applicants should be aware that the clinical site can request an additional background check or refuse a student based upon the results. Applicants should check state regulations related to criminal convictions and the ability to be licensed.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar

correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the School's physical location; therefore, incarcerated students are not eligible for admission.

Entrance Exam

Diagnostic Medical Sonography, Diagnostic Medical Sonography Advanced, and MRI Technology programs:

The Wonderlic Exam is a general assessment test that is designed to test the students' level of comprehension and existing knowledge. The applicant is eligible to take this test upon submission of the application and registration fee.

If administered on campus, the test consists of 50 multiple choices and fill-in questions testing Math and English skills which must be completed within 12 minutes.

If administered online, the test consists of 30 multiple choices and fill-in questions testing Math and English skills which must be completed within 8 minutes.

An applicant can take the test up to two (2) times for each program application with a least one day after the first attempt. Should the applicant be unsuccessful in obtaining the required score within the two (2) attempts, the application is considered incomplete for that cohort.

The applicant is eligible to apply for a different program; however, they are ineligible to re-apply to the same cohort. Results are valid for one year. Please note, if a graduate (or current student) applies for another program and his/her SLE result has expired, this person must retake the test.

Medical Assisting program:

The Admissions Assessment combines questions that measure basic math and cognitive reasoning skills with additional questions that measure an applicant's mindset approaching the education process.

The test is administered online and on-campus, consisting of 50 multiple-choice (MC) questions; on math, reading comprehension, verbal reasoning, numerical reasoning, and mindset. The test is timed for 15 minutes. Should the applicant be unsuccessful in obtaining the required score within the two (2) attempts, the application is considered incomplete for that cohort. An applicant can take the test up to two (2) times for each cohort with a least one day after the first attempt. Results are valid for one year.

Health Requirements - Physical

- Lift more than 50 pounds and push-and-pull routinely
- Hear sufficiently to assess patient needs and communicate verbally
- Have full use of legs, arms, hands, and wrists

- Possess adequate visual acuity to review sonograms, including color distinctions (as applicable), and sufficient visual acuity to read computer screens.
- Stand and walk on your feet 80% of the time
- Reach at or above shoulder level intermittently for 90% of work time
- Work compassionately and effectively with the sick patients

Health Requirements - Required Shots and Vaccinations

- Tuberculin (T.B.) Skin Test—within the last 6 months
- Tdap—Current within 10 years
- Measles/Mumps/Rubella (MMR)
- Varicella (chickenpox)
- Flu Shot

Performance Fact Sheet

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

Registration Fee

All new applicants are subject to pay the \$100 registration fee. The registration fee is valid for one year and is non-refundable.

However, individuals who were enrolled never started the program and wish to enroll again are considered to be first-time applicants.

Readmission

Any student who wishes to be considered for readmission must submit a written request to the Program Director explaining the reasons for readmission. Readmission will be determined on an individual basis by the Appeals Committee. A student who has voluntarily dropped from a program or has been dropped due to academic or attendance reasons and has been out of the program for 12 months or longer must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed in a case-by-case situation. Any student, upon readmission, will be evaluated for skill level to determine if previous credit will apply. The student will be notified in writing of the Committee's decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis only.

Registry Disclaimer

Diagnostic Medical Sonography

California state law does not require sonographers to be registered by The American Registry of Diagnostic Medical Sonographers (ARDMS) to work; however, becoming registered may increase the chances of obtaining employment.

Sacramento Ultrasound Institute accepts applicants with:

1. Bachelor of Science or Bachelor of Arts degree in any field., Associate of Science degree in an Allied Health field directed at human patient care.

Graduates who were accepted to the DMS or DMSA programs under prerequisite a.) specified above are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examination immediately after completion of the program under ARDMS prerequisite 1 (for Associate of Science degree in an Allied Health field graduates) and ARDMS prerequisite 3A (for Bachelor of Science or Bachelor of Arts degree graduates).

2. Graduates who were accepted to the DMSA program under prerequisite b.) Specified above are NOT eligible to sit for the ARDMS examination immediately after completion. The graduate who wants to sit for the ARDMS exam must obtain twelve (12) months of full-time employment in a clinical ultrasound/vascular environment after graduation. Full-time employment is defined as 35 hours per week, at least 48 weeks per year. If working part-time, the requirements are pro-rated. For example, working 20 hours per week would satisfy the prerequisite in approximately 24 months. Please note that the program's required clinical rotation does not count towards employment after graduation to meet this ARDMS eligibility prerequisite.

For more information about the ARDMS registry and examination, you can visit the ARDMS website at www.ardms.org or contact them at American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850, Phone: (301) 738-8401 / Toll-Free: (800) 541-9754, Fax: (301) 738-0312 / 0313

The Diagnostic Medical Sonography programs are recognized by ARRT. Graduates accepted with an Associate degree that are NOT in the allied health field may be eligible to sit for the ARRT examination immediately after graduation.

For more information about the American Registry of Radiologic Technologists, you can visit the ARRT website at www.arrt.org or contact them at ARRT 1255 Northland Drive, St. Paul, MN 55120.

MRI Technologist

The state of California does not require MRI technologists to be registered to work; however, a credential may increase the chances of obtaining employment.

The MRI Technology program is recognized by ARRT. Upon successful completion of the MRI Technologist program, the student is eligible to take the ARRT Registry.

For more information about the American Registry of Radiologic Technologists, you can visit the ARRT website at www.arrt.org or contact them at ARRT 1255 Northland Drive, St. Paul, MN 55120.

Medical Assisting

California does not require Medical Assistants to be certified, but certification may increase the chances of being hired. The American Association of Medical Assistants (AAMA) exam is taken upon successful completion of didactic coursework during the program. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Assistants.

In order to perform the duties of the Phlebotomy Technician Level 1 (CPT1) in California, graduates will be required to pass a licensing examination approved by the Department of Health Services in California. Completing this program does not automatically enable a graduate to perform a Phlebotomy Technician's duties (CPT1).

AAMA ELIGIBILITY

Students enrolled in the Medical Assisting Program are eligible to sit for the AAMA and CCMA exam after graduation.

Failed Courses

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Students who fail a course are allowed one retake of that course. If repeating one or more course is required, the length of the program must not exceed 1.5 times the planned program length. A student may not repeat the same course more than once. Should the student fail the course on the second attempt, the student will be academically withdrawn. Retaking a course is based on the next term availability and GPA. If no seats are available or the required course is not immediately available, the student may be withdrawn or placed on a leave of absence not to exceed 180 days.

Clock Hour Attendance Policy

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Sacramento Ultrasound Institute requires students to be in attendance 100% of the scheduled class time to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the Diagnostic Medical Sonography, Diagnostic Medical Sonography Advanced, and Medical Assisting programs:

- Students are required to attend all theory, lab, and clinical classes as scheduled.

- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

ALL THEORY, LAB, AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY TIME THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Students are expected to be accountable for their actions. Students must contact their instructor or clinical coordinator via phone or email to notify of their absence on the day of the absence. Absences must be called in or emailed on the same day of the absence. Students need to connect with their instructor or clinical coordinator for clinical or theory absences

If the student arrives late to the start of class/returning from break or leaves before the end of class, they will be considered tardy. Chronic or excessive tardiness/early departures may lead to disciplinary action up to and including dismissal from the program.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance will be automatically withdrawn from the institution.

Make-up Guidelines

Students are allowed to make up hours for absences only.

Depending on where the student is in the program and due to the nature of SUI's educational structure, hours cannot be guaranteed, which may impact the student's graduation date and completion status of the program. The student is required to make up all hours missed and to complete all the necessary competencies.. Making up clinical hours is also contingent upon an available student position in appropriate clinical facilities.

Credit Hour Attendance Policy

Students enrolled in credit hour/blended programs may meet with faculty both on-campus and for online instruction. On-campus attendance is recorded by the assigned instructor. Attendance for the online component is recorded when the student completes academic activity. Examples of academic activities include, but are not limited to, submitting a class assignment, participating in discussion forums, or completing quizzes and exams. Regular attendance/participation is essential to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her goal of a new career.

School Discretion

Students may be dismissed from class for a day, or longer, if the student's continued presence is determined to be either disruptive (e.g. due to a violation of the Student Code of Conduct) or a serious health risk to others present. Such determination can be made by an Instructor, Program Director, and/or a Supervisor or Preceptors at one of the school's clinical or externship sites. Absences due to such a determination will be recorded and will count towards the student's attendance record.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Leaves of Absence Policy

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Students requiring a leave of absence (LOA), must submit a request to the Program Director in writing. The signed and dated request must include start date and end date of LOA and reason for LOA. A leave of absence may be granted if the institution determines there is a reasonable expectation that the student will return and complete their program of study. Students will be granted only one LOA in a 12-month period; however, an additional leave may be granted for extenuating circumstances and with prior approval by the Program Director or Director of Education. LOA's cannot exceed a cumulative 180 calendar days (from the LDA to the return date) in a 12-month period. Students must agree to return on the first day of the schedule course of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

A student may request a Leave of Absence for the following reasons:

- Family Emergency
- Financial
- Medical
- Military Service
- Personal Leave
- Study Abroad
- Church Mission
- Other deciding factor(s)

Once the Leave of Absence has been approved, the Program Director will meet with the student. At the meeting, the Program Director and the student will review the options available. The student will confirm their agreement with the continuing education plan. Should the student decide they are unable to comply with the educational plan they may withdraw their LOA and continue their program or, alternatively, withdraw from the program. The final LOA plan will be submitted to the Registrar who will update the student file.

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student returns to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation.

If the student contacts the school prior to their expected return date to request an extension of their LOA, the student's request may be denied, and the student may be withdrawn. Requests for extensions will be determined on a case-by-case basis.

Drug and Alcohol Abuse Prevention Policy

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Sacramento Ultrasound Institute is committed to a drug-free and alcohol-free campus. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on the school premises or as part of any activity of SUI.

In keeping with Sacramento Ultrasound Institute's Drug and Alcohol Prevention Policy and commitment to a drug-free and alcohol-free campus SUI has implemented the Drug Screening Policy which requires all students to submit to a ten (10) panel drug screen prior to the beginning of the clinical portion of their program. The Substance Abuse Policy is for the screening of students when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

SUI prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used SUI or while participating in any college-sponsored function. "Controlled substances", as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

The Federal Controlled Substances Act is available at:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by SUI.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem,

depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Drug and Alcohol Prevention and Treatment Programs

SUI uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the organizations listed in this catalog or speak with Student Services or your Program Director for additional guidance. In addition to criminal prosecution, violators are also subject to disciplinary action by SUI. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

National Council on Alcoholism and Drug Dependence

www.ncadd.org

(800) NCA-CALL

California Department of Alcohol and Drug Programs

www.adp.ca.gov

(800) 879-2772

Sacramento County Health and Human Services, Alcohol and Drug Services

<http://publichealth.lacounty.gov/sapc/>

(800) 564-6600

Alcoholics Anonymous

www.aa.org

(800) 923-8722

Cocaine Anonymous

www.ca.org

(310) 559-5833

Narcotics Anonymous

www.na.org

(800) 863-2962

Families Anonymous

www.familiesanonymous.org

(800) 736-9805

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all SUI programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, SUI has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students are not allowed to attend class or clinical sites impaired by alcohol, illegal drugs, inhalants and prescription, or over-the-counter drugs.

Students will be asked to submit to drug screening by their SUI clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with Program Director. If the Program Director is the faculty member concerned about the student's behavior or if the Program Director is unavailable, the conference will be with the COO or COO's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening*.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by Uberaccompanied by a SUI representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.

7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Program Director where they will be kept in a confidential, locked file. Results of the drug screen will be released to the Clinical Coordinator on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Grievance Policy in the SUI Catalog.
10. If drug screen is positive and unexplained or unverified via the independent Medical Review Officer, the student will be dismissed from the program and reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by an independent counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the Program Director and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

Pre-Placement Drug Screening (if applicable)

Rationale: Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all SUI programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of all programs and the College must meet the contractual obligations contained in affiliation agreements.

Scope: SUI requires drug screening as part of the admission process and again for clinical placement. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admissions process, if they so desire, to ensure compliance with Joint Commission standards and agency regulations pertaining to human resource management. This may include, but is not limited to, additional background checks and/or pre-placement drug and/or alcohol screening.

Clinical Placement: Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

Process for Drug Screening: The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
2. The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
3. Program will provide the student with a list of approved vendors to perform the drug screening.

Implementation

Successful completion of the ten (10) panel drug screen is required within thirty (30) days of beginning the clinical portion of the program. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of their program.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

Student must pay the cost of the drug and/or alcohol screening. Cost is non-refundable.

- Program will designate what level of drug screen is required.
- Results from any company or government entity other than those designated by SUI will not be accepted. Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by an approved vendor.
- For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Clinical Coordinator, the Program Director or their designee.
- Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Program Director or the Clinical Coordinator.
- Student will sign a release giving permission for SUI to release the results of a negative drug screen to the requesting clinical agency if required.
- Refusal to consent to the drug screening will result in the student being withdrawn from the program.
- Drug screen findings will be interpreted by the designated testing center within 24-48 hours.

- Results will be sent to the Program Director and/or the Clinical Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.

Period of Validity

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out on a Leave of Absence, dropped, or withdrawn from the Program. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

Any student with a positive drug screen will not be given placement in any clinical site and will be withdrawn from the program.

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

Readmission

Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of six months from the date of withdrawal.

If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.