

## Diagnostic Medical Sonography Program Observation Hours Instructions

If applying to BOTH the Cardiovascular and the General Diagnostic Medical Sonography programs, you must complete a total of 16 observation hours:

8 Cardiovascular DMS hours.....4 hours in Cardiac/Echo department & 4 hours in Vascular department

8 General DMS hours.....Can complete all 8 hours in General department **or**  
Can 4 hours in General department & 4 hours in OB/GYN department.

**=16 Total Observation Hours**

### How to schedule observation hours:

1. **You** are responsible for coordinating and scheduling your observation hours. COTC academic advisors, Gateway staff, and faculty will not arrange observation hours for you.
  - Major hospitals
  - Small, rural or community hospitals
  - Outpatient Sonography facility or Imaging Lab / Radiology Center
  - *Observation hours CANNOT be completed at a 3D/4D entertainment OB ultrasound facility*
2. Call a local hospital or radiology imaging center and ask to speak to either the STUDENT COORDINATOR or the SUPERVISOR of the Ultrasound Department or Cardiovascular Sonography Department
3. Identify yourself by name. Explain you are an applicant for the DMS program at COTC and would like to schedule observation hours in the ultrasound department and cardiac/vascular departments.
4. Request an appointment to observe for either 4 or 8 hours increments in the department(s).
5. You must observe under the direct supervision of a Registered Sonographer.

### Preparing for your observation hours:

1. Print off at least 4 copies of the ONLINE OBSERVATION EVALUATION INSTRUCTIONS to give to each facility/department.
2. Complete any necessary paperwork as instructed by the facility where you will be observing.

### During your observation hours:

1. Wear appropriate **professional** business attire, such as dress pants. Do not wear t-shirts, revealing clothes, tennis shoes, blue jeans, sandals, shorts, or sweat pants.
2. Conduct yourself professionally and courteously as if you are on a job interview.
3. After your observation hours are complete, ask the Sonographer to verify your attendance by completing the ONLINE OBSERVATION HOURS & EVALUATION FORM.  
\*An OBSERVATION HOURS & EVALUATION FORM must be completed by **EACH** facility/department.

For example, if you complete 8 hours in the General Sonography department and then you complete 4 hours in Vascular and 4 hours in CARDIAC, COTC must receive 3 separate completed online Observation hours & Evaluation Forms.

**Application Deadline for Observation Hours and Evaluation documentation is May 15, 2021**