



Health and Public Safety  
Diagnostic Medical Sonography Program  
Student Handbook  
2026-2028



The program reserves the right to make changes at the discretion of the program faculty and administration as deemed appropriate

Revised May 2026

## Congratulations!!!

Welcome to the Diagnostic Medical Sonography Core program! You have chosen an exciting and dynamic career in health care. You will find the field of diagnostic medical sonography to be challenging and rewarding with an opportunity for a wide range of experiences. To do well, you will need help from family and friends, and you will really need support from others in the program with you. Our goal is to prepare you to become entry-level sonographers to utilize care, safety, and knowledge.

This handbook has been prepared to guide you as you progress to completion of the Diagnostic Medical Sonography Program. Please be familiar with each part of this handbook, and keep it as a reference tool throughout the program.

The information contained within the student handbook is based on the academic and student policies of Cincinnati State and the Health and Public Safety Division. DMS program policies in this handbook override any contradictory policies in any other documents.

The faculty looks forward to helping you meet the challenges of a career in diagnostic medical sonography. Let us help you! When you have questions and concerns, TALK TO US! If you have any questions, please don't hesitate to ask our faculty, administrators, or advisors for assistance.

Sincerely,

The Diagnostic Medical Sonography Faculty

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# Section I - DMS Introduction



Commission on Accreditation  
of Allied Health Education Programs



## Accreditation

**The Cincinnati State Technical and Community College Diagnostic Medical Sonography Program**

is accredited in the following concentrations:

**Abdominal-extended and OB/GYN**

**Adult Cardiac and Vascular Technology**

by

**The Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

9355 - 113th St. N, #7709, Seminole, FL 33775

Telephone: (727) 210 - 2350

[www.caahep.org](http://www.caahep.org)

and

**The Joint Review Committee on Education in Diagnostic Medical Sonography  
(JRC- DMS)**

6021 University Blvd, Suite 500, Ellicott City, MD 21043

Telephone: (443) 973 - 3251

[www.jrcdms.org](http://www.jrcdms.org)

# Diagnostic Medical Sonography

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## **Program Advisory Committee**

Our advisory committee consists of students, graduates, faculty, sponsor administration, employers, physicians, and public representatives. Members are designated and charged with the responsibility of meeting at least annually, to assist the program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change. Our community members promote the program within the community and secure internships/externships and clinical opportunities for students. In addition, they review safety policies as they relate to industry standards and provide instructional assistance through guest lectures and/or demonstrations.

## Section II - DMS Profession and Program Overview

Diagnostic medical sonography is an allied health profession that includes general sonography (abdomen, obstetrics, and gynecology), cardiac sonography, vascular sonography, and various subspecialties. Sonographers are highly skilled professionals who use specialized ultrasonic equipment to create diagnostic images. Sonographers provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Sonographers are well versed in human anatomy and pathology and work closely with physicians and other health care providers.

Sonographers are routinely involved in direct patient contact and deal with individuals ranging from healthy to critically ill. A successful sonographer is a knowledgeable, resourceful, and caring individual who serves in the best interest of the patient. A sonographer must be committed to life-long learning to maintain competency, knowledge, and expertise in a rapidly growing healthcare profession.

### Scope of Practice of the Profession:

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice.

Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.

The diagnostic medical sonographer functions as a delegated agent of the physician and does not practice independently. Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence.

Diagnostic medical sonographers use independent, professional, and ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures. *click to see the full document:* <https://www.sdms.org/about/who-we-are/scope-of-practice>

### Career Opportunities:

Diagnostic Medical Sonography is a profession that has grown tremendously in the past two decades and continued growth is expected. Career opportunities exist for sonographers in hospitals, outpatient centers, physician's offices, private imaging centers, colleges and universities, and equipment manufacturers. Registered Diagnostic Medical Sonographers can expect a yearly salary range from \$64,000 to \$120,000 depending on experience and location.

## **Technical Standards:**

Diagnostic Medical Sonographers function in a broad spectrum of clinical situations. To ensure patient safety and provide accurate diagnostic information, sonographers must be able to adapt and perform in a variety of settings. Certain skills and abilities are needed to function as a professional sonographer. The following are non-academic criteria, which all students in the Diagnostic Medical Sonography program are expected to meet to participate in the clinical courses and professional practice.

### ***Physical Activity:***

- Long periods of standing and frequent walking
- Repetitive motion activities (scanning, entering computer data).
- Grasping (positioning patients for exams)
- Pulling and pushing of equipment and stretchers
- Lifting more than 50 pounds routinely
- Speaking in a clear comprehensible manner
- Performing fine gross motor skills with both hands
- Receive detailed information through oral communication and make fine discriminations in sound.
- Work with printed and/or written documentation
- Assess patient conditions, i.e., color, respirations, motion, etc.
- Visually discriminate shades of gray and various shades of colors
- Visual assessment of images on computer terminals and video recordings

### ***Communication:***

- Communicate effectively with patients and others
- Assess non-verbal communications
- Effectively and efficiently transmit information to patients, fellow students, faculty, and all members of the healthcare team

### ***Intellectual and Quantitative Abilities:***

- Measure, calculate, reason, analyze, evaluate and synthesize
- Comprehend three-dimensional relationships
- Understand the spatial relationships of structures
- Use problem-solving skills in a timely fashion

### ***Behavioral and Social Attributes:***

- Use of good judgment
- Ability to follow protocols (instruction, direction)
- Prompt completion of all responsibility attending to the care of patients
- Ability to develop mature, sensitive, and effective relationships with patients and others
- Ability to tolerate taxing workloads, function effectively under stress, adapt to a changing environment, and display flexibility

- Display compassion, integrity, and concern for others
- Possess motivation and commitment to providing quality patient care and diagnostic information
- Demonstrate concern for the patient's care, needs, safety, and right to privacy.
- Demonstrate ethical and legal processes related to the practice of DMS in a variety of healthcare settings.
- Demonstrate professional accountability to the practice of DMS

## **Code of Ethics for the Profession of Diagnostic Medical Sonography**

*Re-approved by SDMS Board of Directors, effective 02/08/2017 (originally approved by SDMS Board of Directors, December 6, 2006)*

### **PREAMBLE**

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

### **OBJECTIVES**

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

### **PRINCIPLES**

#### **PRINCIPLE I**

**In order to promote patient well-being, the diagnostic medical sonographer shall:**

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

## **PRINCIPLE II**

**To promote the highest level of competent practice, diagnostic medical sonographers shall:**

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials, and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessments and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

## **PRINCIPLE III**

**To promote professional integrity and public trust, the diagnostic medical sonographer shall:**

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represents experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## College Mission and Vision:

**Mission:** Cincinnati State provides access, opportunity, and support in achieving success for individuals seeking exceptional technical, transfer, and experiential/cooperative education and workforce training.

**Vision:** Cincinnati State advances the educational and economic vitality of our state and region as the college of choice.

## Program Mission Statement:

The mission of the Diagnostic Medical Sonography Program at Cincinnati State Technical and Community College (CSTCC) is to provide educational experiences designed to prepare students for entering a career as a sonographer and provide the medical community with individuals qualified to perform sonographic procedures. Through structured learning in the didactic and clinical setting, we hope to instill in students a lifelong desire to achieve professional and academic excellence.

## Program Motto:

Confidence is Important ★ Persistence is Rewarded ★ Knowledge is Power

## Program Goals:

The goal of the program is to prepare competent entry-level abdomen, ob-gyn, cardiac, and vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program will provide the necessary education through academic instruction and professional training to develop advanced medical imaging skills and prepare the graduate for employment as a Diagnostic Medical Sonographer. The program will educate students in the art and science of ultrasound imaging through an integrated program of general studies and professional education. The program is a careful blend of didactic, laboratory, and hands-on clinical experience that prepares the successful graduate to enter the workforce as an entry-level Diagnostic Medical Sonographer and to pass the national exams that lead to credentialing.

## Program Learning Objectives:

Upon completion of the program the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and support clinical data to facilitate optimum diagnostic results.
2. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other noninvasive diagnostic services.

5. Demonstrate appropriate human relations and interpersonal communication skills with patients and colleagues.
6. Demonstrate professional and ethical behavior.
7. Demonstrate knowledge of sonographic biological effects and proper application of sonographic instrumentation relative to imaging and image quality.
8. **General Imaging Program**-Demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, and non-cardiac chest according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment, and Doppler display modes.
9. **General Imaging Program**-Demonstrate the ability to perform sonographic examinations of the gravid and nongravid pelvis according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment with both transabdominal and endocavitary transducers, and Doppler display modes.
10. **Cardiovascular Program**-Demonstrate the ability to perform adult cardiac sonographic examinations according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment, and Doppler display modes.
11. **Cardiovascular Program**- Demonstrate the ability to perform vascular sonographic examinations according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment, Doppler display modes, and physiologic testing.

## Section III - Academic Policies

For students to know their rights and responsibilities, all students are required to read, review, and adhere to all regulations and policies listed in the CSTCC Catalog and the Student Handbook throughout their time in the program. All students must follow the same regulations and policies listed in the CSTCC Student Handbook while in the classroom, labs and clinical settings. They must also follow the policies and regulations of the hospital in which they are a student representing CSTCC.

### **Student Code of Conduct:**

The Student Code of Conduct is established to foster and protect the core mission of the College, to foster the scholarly and civic development of the College's students in a safe and secure learning environment, and to protect the people, properties, and processes that support the College and its mission. The mission of the College is to provide student-focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development. [Code of Conduct](#)

### **Academic Honesty Policy:**

It is assumed that students are honest. However, any incident of dishonesty or plagiarism on a test or an assignment will result minimally in a grade of zero for the assignment. Dishonesty includes falsifying documents needed for the program including but not limited to vaccination or physical records. Depending upon the gravity of the situation, rejection of application, dismissal from the Sonography Program and possibly the college may result. Refer to the current College Catalogue for specifics regarding academic dishonesty.

### **AI Use Policy:**

All submitted coursework must be your own original work. The use of Generative AI tools is generally prohibited unless specific written permission is provided for a given assignment. When permitted, explicit instructions will be provided on how and when AI tools may be used and how to properly cite them. You should clarify with the instructor any area of uncertainty or questions you have about the allowed use of AI tools prior to submitting an assignment. Failure to follow these guidelines will be considered a violation of the Academic Integrity section of this syllabus. (See individual assignments and projects for details.)

### **Academic and Professional Integrity:**

*See Health & Public Safety Division Student Handbook.*

### **Academic Appeals Procedure:**

*See Health & Public Safety Division Student Handbook.*

## Confidentiality of Records:

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Cincinnati State students have the right to review, inspect, and challenge the accuracy of information contained in official files. The student may insert written comments concerning his/her record. Any release of records requires written permission from the student.

## Program Acceptance:

Acceptance guidelines have been established by the Diagnostic Medical Sonography (DMS) Program. All enrolling students should become familiar with the admission regulations and requirements. Admission is limited based on clinical site capacity. Acceptance into the DMS Program is valid for the semester and year specified on the DMS application. Acceptance is based on published criteria on the college website and provided by the HPS academic advisors. DMS has a two-tiered application process. Students who are admitted to the college are admitted as pre-DMS students. Pre-DMS students must complete the prerequisite requirements to become eligible for the selective admission process of the program. [DMS Selective Admission Requirements](#)

Applicants who have a record on their background check will be required to meet with the Dean and/or DMS faculty to determine candidacy and eligibility to continue in the program. Applicants who have a positive drug screening will be denied admission to the program.

## Requirements for Program Advancement:

### First-Year Curriculum – Semesters 1 and 2 of Technical Sequence

Students are accepted into the core curriculum of the program as a cohort class once per academic year. To progress into the second year (clinical) of the program, the student must earn a letter grade of “C” or above in all curriculum courses to continue in the sequence. This includes technical and non-technical courses. If a student earns less than a “C” in a ***non-technical course***, *he/she must report the failure to the program chair and repeat the course as soon as it is again offered (the following semester)*. It may become necessary for the student to withdraw from the technical sequence if he/she has not successfully passed non-technical courses that serve as prerequisites to specific technical courses. Non-technical courses may not be repeated more than two times within five years. Additionally, courses offered in sequence (i.e., ENG 101 & 102) must be taken in the designated order. Students with less than a cumulative GPA of 2.75 may not remain in or register for second-year, clinical-level DMS courses.

### Second-Year Curriculum – Semesters 3 – 5 of Clinical Level

To register for clinical-level courses, the student must meet the following requirements:

- Completion of all first-year curriculum courses with a “C” or better
- Cumulative GPA of 2.75 or better at the beginning of the third semester
- Cumulative GPA of > 2.5 (to remain in the clinical level)
- Medical records must be complete and up-to-date (physical, health records, TB test and immunizations, etc.)
- Criminal Background records must be up to date

- Student must obtain & maintain current CPR certification throughout the clinical portion of the program

To be eligible for program completion, the student must complete all courses in the DMS curriculum with a grade of C or better and a minimum GPA of 2.5.

## **Program Dismissal:**

### ***Non-Academic Dismissals:***

Program dismissal will result in the event of (but not limited to) the following:

- Students who test positive for controlled substances will be dismissed from the program.
- Students who have not obtained the required criminal background, health physical, immunizations, and medical tests necessary by stated deadlines will be dismissed from the program.
- Students must keep their certification in CPR current to participate in clinicals.
- Students whose background check and/or drug screening are not compliant with program requirements to continue in the clinical setting.
- Students who fail to follow the Student Code of Conduct, as stated in the College Catalogue, will be dismissed from the program.
- Students who fail to comply with policies stated in the Diagnostic Medical Sonography Student Handbook, course syllabi, documents, and/ or the Health & Public Safety Division Student Handbook may be dismissed from the program. (excluding: medical or family emergency situations)
- Students not adhering to the Professional Code of Conduct in the clinical facilities may be dismissed from the program.

### **Progressing Through the Program:**

Program dismissal will result in the event of (but not limited to) the following:

#### **Pre-DMS Students –**

- DMS 100 may not be repeated more than two times within 5 years of application periods.
- The TEAS test score must be a 58.7% overall score, and the student has to at least have a basic level category score for each assessment.

#### **First-Year Students – Semester One**

- Technical courses may not be attempted or repeated more than two times within five years. Additionally, courses offered in sequence (i.e., DMS 111 and DMS 112) must be taken in the designated order.
- Students with less than a cumulative GPA of 2.75 may not remain in or register for second-year, clinical-level DMS courses.
- Program Re-entry: If a student receives less than a “C” in a technical course they will not be able to continue in the DMS curriculum. If the student would like to be

considered for re-entry into the program for future applications, he/she must meet with the program chair.

### **First-Year Students – Semester Two**

- Technical courses may not be attempted or repeated more than two times within five years. Additionally, courses offered in sequence (i.e., DMS 111 and DMS 112) must be taken in the designated order.
- Students with less than a cumulative GPA of 2.75 may not remain in or register for second-year, clinical-level DMS courses.
- The inability to maintain an overall GPA of 2.5 for all courses attempted at the college will result in dismissal from the program.
- Program Re-entry: If a student receives less than a “C” in one technical course, they cannot continue in the DMS curriculum. If the student would like to be considered for re-entry into the program, he/she must meet with the program chair. Student must have a “C” in prerequisite courses to be considered for re-entry. Students must take a comprehensive exam to demonstrate competency in {Core DMS Course Name} and re-enter the course sequence at the appropriate level. Students request to re-enter will be subject to review by the program chair, faculty, and Health and Public Safety administration.
- Program Re-entry: If a student does not meet the above criteria, they cannot continue in the DMS curriculum. If the student would like to be considered for re-entry into the program for future applications, he/she must meet with the program chair. The student’s request to re-apply will be subject to review by the program chair. With passage of a comprehensive exam over the {core DMS Course Name} material, the student may re-enter the same course on the following academic year.

### **Program Reinstatement:**

Reinstatement allows **second-year students** to re-enter the program at the point where they were dismissed and/or withdrew. Students must petition for reinstatement for the year immediately following their dismissal. Reinstatement will not be granted for any violations to the code of conduct and failure to pass a core course. DMS core-level courses are only offered once per academic school year. Therefore, due to the nature of the DMS curriculum, reinstatement to the program after failure or withdrawal of a DMS technical course must occur according to the following guidelines.

Reinstatement consideration will be based on the following guidelines:

1. Any student who withdraws or is dismissed from the program will receive a **Program Exit Packet** which will include a petition of reinstatement form from their instructor or program chair within four weeks of dismissal. Any student interested in reinstatement must return the form to the program chair no later than the midterm week of the semester. *Example: A student withdraws from the program in the fall semester. The packet is received in the fourth week of the spring semester. The student must return the signed form by the seventh week (midterm) of the spring semester.*

2. In addition to the exit packet, students must also submit a ***Petition for Reinstatement Packet*** for placement consideration. The reinstatement packet must include a written statement with any pertinent information that will justify re-entry into the program. Such information should include, *but not be limited to*:
- A plan of action (with a timeline for completion) to enhance academic performance should they have the opportunity to re-enter the program.
  - A description of changes the student has or will make during the clinical year, to ensure successful completion of the program.
  - Supporting documentation (i.e., additional support course completion grades/transcripts, letters of recommendation, instructors support, life /circumstance changes, etc.). Transcripts should be provided as soon as possible.
3. The packets must be submitted at least one semester before the semester required to re-enter the program. With passage of a comprehensive exam over the {DMS core Course Name} material, the student may re-enter the same course on the following academic year.

Students who earn a grade of **D, F, or W** due to extenuating circumstances, from any technical or clinical course, will not be permitted to continue until they successfully complete the course. Because the courses are offered once each year, students may not be academically or technically ready to start that course a year later. To address this issue, students who stop out for one year for academic or personal reasons will be required to demonstrate competency in the prerequisite DMS courses in one of the following ways:

- Students who earned a C or less in the technical course prerequisites must display competency in the prerequisite course material by either: earning a score of 80% or better on a comprehensive final exam and/or lab competency of the prerequisite course(s) before reinstatement to the program; Or by auditing or retaking the prerequisite course(s) and earn a grade of C or better in the prerequisite course(s) before being granted reinstatement. Documentation must be provided with your reinstatement information as soon as grades are available

Students who meet the above requirements may be eligible for reinstatement. Reinstatement will be granted based on clinical space availability. The chair may elect to seek input from others when applicable. Reinstatement is not guaranteed to any student. Once reinstatement is granted, successful completion of bridge course(s) and/or audit of previous DMS courses may be required. The program chair and instructors will determine all bridge course schedules. Students must pass scan proficiencies before being placed in a clinical rotation.

The student must maintain contact with the appropriate program faculty to formulate a suitable plan for success. We recommend emailing and/or calling the program chair regularly until you have been granted or denied acceptance.

If reinstatement is not granted, students will not be eligible to continue in the DMS program. Students who wish to re-apply to the program will be considered at the discretion of the DMS faculty and HPS administration. Decisions will be based on prior performance, reason for dismissal, and space availability. Reinstatement into the DMS program is **not guaranteed**.

**Students may only have 2 attempts at the program. There are exceptions to an attempt**

(health condition, pregnancy, military deployment, etc.). A student that is removed/ dismissed for non-academic reasons may not return for a second attempt for 5 years.

## **Program Standards and Procedures:**

### **Clinical and Laboratory Assessment:**

Feedback regarding affective behaviors will be provided by faculty for each clinical course and laboratory. The information gained will help facilitate self-growth as it applies to professional behaviors. During each clinical rotation, students will be accountable for such behaviors and will be awarded a percentage of points based on their performance. Professional behaviors will be evaluated while students are engaged in clinical activities and will be part of the final grade. Students exhibiting unacceptable or unsafe behaviors while in the laboratory or clinical setting, as determined by faculty, clinical personnel or other staff members, may be removed from the laboratory or clinical facility. Removal may jeopardize the student's ability to remain in the program. Please refer to the *Student Code of Conduct*, in the college catalog for further information regarding penalties and appeals. It should be noted that clinical contracts between Cincinnati State and clinical facilities give the facilities the right to permanently remove a student from the clinical environment. If such an event occurs, there is no guarantee that a student will be able to be placed in another clinical environment.

## **Classroom Conduct and Incivility:**

### **Classroom Conduct:**

To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive environment. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning.

- Students are expected to be on time. Students are expected to arrive to class on time and return from break on time.
- Electronic devices such as cell phones must be turned off or on silent during class. If you have a valid reason to have your phone on, you must inform the instructor ahead of time that you are expecting an emergency message and it must be kept on vibrate. No cell phones will be permitted during exams.
- Classroom participation is encouraged AND required. Questions and comments should be relevant to the topic at hand.
- Classroom discussion should be civilized and respectful to everyone and relevant to the topic being discussed. Classroom discussion is meant to allow us to hear a variety of viewpoints. This can only happen if we respect each other and our differences.
- Questions are important to your learning. When a classmate asks a question, everyone else should listen. Allow the instructor to respond first. The class may respond if directed by the instructor.
- When answering questions please wait to be recognized by the instructor. Everyone must have a chance to participate. Do not blurt out answers or interrupt your classmates.

### ***Classroom Incivility:***

Incivility refers to behaviors that are rude, annoying, disrespectful, or disruptive. Classroom incivility interferes with teaching and learning. Faculty is responsible for maintaining an environment that promotes teaching and learning; therefore classroom incivility will not be tolerated and the student will be asked to leave the teaching environment. Failure to comply will result in removal by security from the area. Once removed, this counts as an unexcused absence.

### **Identity Verification Requirements:**

Test proctoring in this course requires the use of a College Identification Card. To remain in this class, students must have a Cincinnati State ID by the first day of class. Failure to obtain a **SurgeCard** could result in administrative withdrawal from the course. SurgeCards are available in the Student Activities Office, Room 204 ATLC, Monday-Thursday 9:00 am - 5:00 pm; Friday 8:30 am - 4:30 pm. You can also request a SurgeCard online.

### **Background Check Policy:**

To determine eligibility for clinical placement, students must complete a criminal background check as part of the Progression Application Packet. Receipt of both the FBI and BCI background check results can take as long as 6 to 8 weeks. In the instance that a charge or conviction appears on the criminal background check, the student may be required to provide additional information to clarify the outcome of the incident which can further delay receipt of completed results. Depending on the charge or conviction, the student may need to ask ARDMS for clarification on whether or not they can be credentialed.

Therefore, you must initiate the fingerprinting/background check process within the designated timeframe to ensure that your completed results are received by the application deadline date. Fingerprinting should be completed by the date indicated on the DMS Org page documentation. Fingerprinting after the recommended date may delay processing and your progression application consideration.

Fingerprinting and background checks must be performed in OHIO. A Bureau of Criminal Investigation (BCI) and an FBI background check must be submitted through a designated Ohio WebCheck location (regardless of the state you reside). Background checks processed through private companies will not be accepted. The form or officer may ask you the reason for the background check. Your response should be "application to a nursing program, Code4723.09. Failure to have the appropriate reason indicated could result in an incomplete report and you will not be considered for progression. Have the Officer INITIAL and DATE your receipt. You will need to upload a copy of your receipt when you complete your application forms. You may find a listing of approved background check locations on our website. Inform the Officer or agency completing the fingerprinting to send the results to:

*Cincinnati State Technical and Community College  
Health and Public Safety Division  
Attn: Dean (fill in name), Room 312 HPB  
3520 Central Parkway  
Cincinnati, OH 45223*

Results sent to an incorrect address or without the correct recipient's name (Dean of HPS) may be lost, delayed, and never reach the appropriate destination. If your reports are sent to the wrong address due to your error and never received, you will have to resubmit

for another fingerprinting set and pay another fee. Your results must come directly to the college. We will not accept walk-in results or fingerprints. Typically, the BCI and FBI checks fee is around \$60.00-\$85.00 but may vary from location to location. Costs associated with completion of all required background checks are the responsibility of the student.

## **Drug and Alcohol Screening Policy:**

Students enrolled in any Health & Public Safety program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or controlled substances. Immediate recourse will be taken if a student in a Health & Public Safety program appears to be functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical site, or demonstrating any unprofessional conduct or negligence. The faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, and document the circumstances, and report the alleged violation immediately to the Dean of Student Enrollment Services and the Dean of the Health and Public Safety Division. Clinical facilities may require Health and Public Safety Division students to undergo a drug and alcohol screening before placement and/ or on site. Refusal to submit to screening when requested will result in dismissal from the Health and Public Safety Division program due to inability to progress in the curriculum. The screening will be done by a third-party administrator. Instructions regarding when and how to complete a drug screen will be issued to students by their Clinical Coordinator. Students will be responsible for the cost of the drug screen. The results of the drug screen will be forwarded directly to the Health and Public Safety. Confirmation of a positive drug screen will result in the student being immediately withdrawn from the clinical course and may result in dismissal from the program of study.

## **Student Pregnancy Policy:**

Students are not required to indicate their pregnancy status before or while enrolled in the program. Furthermore, a student may elect to 'un-declare' their pregnancy status at any time while in the program. All declarations (or non-declarations) are to be in writing and given to the program director.

Any student who elects to declare their pregnancy should follow these procedures:

- It is the student's choice to declare their pregnancy status. Upon diagnosis of pregnancy, it is suggested that the student present to the Program Director a written statement from their physician that indicates the expected date of delivery and their ability to perform clinical activities without risk to their health while in clinical. This statement should be presented within the first month following diagnosis.
- If the student decides to continue their clinical education, they will be expected to participate in all clinical assignments and/or duties as well as adhere to all attendance policies for successful completion of the course.

Pregnant students with a due date during the clinical year may withdraw from the DMS classes and be reinstated when clinical sites are available. (See reinstatement policy).

## **Student Accountability:**

Students will be held accountable for meeting all Program and College requirements as stated in the College Catalogue, Health and Public Safety Student Handbook, and the Diagnostic Medical Sonography Program Student Handbook.

## **Weather Policy:**

When the campus is closed due to inclement weather, the student will not be required to attend clinical education during the time the college is closed. If there is a delay in the start of the college day, the student will be expected to start clinical at the announced college start time. It is the student's responsibility to listen to area radio, college announcements, or television announcements for cancellations or delays and notify their clinical site in such events. If the college closes during the regularly scheduled day, the clinical site will be notified, and you will be asked to leave.

## **Title IX:**

Title IX is a federal civil rights law that prohibits discrimination based on sex in the College's programs and activities. Sexual harassment, including sexual violence and retaliation, are forms of discrimination prohibited by Title IX. Staff and faculty have a "duty to report and a duty to act" in instances of situations or observations that would meet discriminatory and/or harassment guidelines under Title IX. If you are unsure of someone's duties and abilities to maintain privacy, ask them before speaking to them. To assure confidentiality in instances that might qualify, problems may be reported to College Counseling Services. Reports of sexual violence, assault, discrimination, or harassment may also be reported by contacting the Director of Human Resources at (513) 569-1565 or [hr@cincinnati.edu](mailto:hr@cincinnati.edu). Incident reports may also be filed online: <https://publicdocs.maxient.com/incidentreport.php?CincinnatiState>

*See the College Catalogue for the college policy*

## **Disability Services:**

The Office of Disability Services (ODS) ensures that students with special needs receive the academic accommodations they need in their courses of study. Any student or prospective student who has a disability, as defined under the Americans with Disabilities Act (ADA) of 1990 or the guidelines for section 504 of the Rehabilitation Act of 1973, may register with ODS. Students who are eligible or think they might be eligible for accommodations may visit the office in Main 129 or contact ODS by phone (513) 569-1775 or email [disabilities@cincinnati.edu](mailto:disabilities@cincinnati.edu).

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses. The primary goal is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. Services and programs are available for students according to individual needs.

## **Health Excel:**

**Health Excel Services** is a student support service available to all students enrolled in Health & Public Safety Division degree and certificate programs. This service is to help students achieve their goals. The Health Excel Services Coordinator works with students to help them identify any

issues (personal, academic, financial, etc.) that may be getting in the way of their success, and develop a plan to overcome these obstacles and successfully complete their coursework. Students are encouraged to make an appointment as soon as difficulties arise. Don't wait until it is too late! Appointments can be made with Lisa Lucas by calling 513-569-1670 or by direct email at [lisa.lucas@cincinnati-state.edu](mailto:lisa.lucas@cincinnati-state.edu) Instructors may also refer a student to Health Excel Services if a situation warrants.

**Additional Resources:**

Visit [www.cincinnati-state.edu/students/student-support](http://www.cincinnati-state.edu/students/student-support) for a complete list of student support services and resources available at Cincinnati State.

- Tutoring
- Counseling Services
- Parenting Resource Center
- Surge Food Pantry
- And much more

## Section IV – Classroom and Lab Policies

### **Didactic Attendance Policy:**

Students are entering a profession that requires you to be present and prompt when scheduled. When a student is absent, the patient's well-being may be endangered. One of the program's primary goals is to prepare you for real-world experiences and it is hoped this rule will assist in meeting that goal.

Attendance for all lectures, labs, and course activities is mandatory. Attendance includes being on time and staying for the entire class period. Two late arrivals and/or early dismissals (15 minutes or more) from class will equal one unexcused absence. Attendance is required for all exams. Students are responsible for all information and handouts from class or lab. **It is not the instructor's responsibility.** It is understood that extreme circumstances may occasionally prevent a student from attending. Therefore, students who notify the instructor **before** the absence and are granted permission will be allowed two excused absences from lecture/lab per semester without penalty.

### **Classroom Policy:**

It is understood that extreme circumstances may occasionally prevent a student from attending. Therefore, students are allowed **2 excused** absences from class per semester without penalty. An excused absence must be approved by the instructor **before** the absence; therefore, the student must contact the instructor before the start of the session. Unexcused absences will result in a 1 percentage point reduction from the final course grade for each hour (or part hour) of missed class. An assessment missed on an unexcused absence day may not be made up.

### **Lab Policy:**

Attendance is mandatory for all lab sessions. Lab activities allow students to apply course theory to practical *applications*. *Students are required to participate in scan lab during this program.* Attendance includes being on time and staying for the entire class period. *Attendance will be taken at the beginning **and** end of each lab session.* The lab is strictly for scanning practice. If the student is not participating either by practicing or observing or is studying something other than the topic for that lab, the instructor will assume that the student is absent for this lab period without prior permission.

Use of the computer and printer located in the lab is for program personnel only. Use of the computer or printer by any student without specific permission from an instructor will result in a one-point deduction from the student's grade for each occurrence.

It is understood that extreme circumstances may occasionally prevent a student from attending. Therefore, students are allowed **2 excused** absences from lab per semester without penalty. An excused absence must be approved by the instructor **before** the absence; therefore, the student must contact the instructor before the start of the session. Two unexcused late arrivals and/or early dismissals from class are equal to one absence.

Unexcused absences will result in a one-point reduction from the final course grade for each hour (or part hour) of missed lab.

## **Religious Observance Policy:**

Students are permitted to request up to three days each semester for an excused absence from class for the observance of a religious holiday (or to take part in organized activities conducted under the auspices of a religious or spiritual belief system) that is part of your sincerely held religious beliefs and practices.

You must notify me in writing within fourteen (14) days of the first day of instruction of this course if you plan to be absent for a religious holiday, using the eForm available at [Absence for Religious Observance Request](#). You also must talk to me about a process and schedule for making up the required work you miss. Additional information about this policy is on the College website [Religious Observance](#).

## **Didactic Grading Policy:**

A minimum grade of “C” or “S” must be earned in all sonography and general education courses. The formula for calculating grades is delineated in each course syllabus.

The grading scale for DMS courses is as follows:

**A = 92%-100%**

**B = 83%-91%**

**C = 75%-82%**

**D = 65%-74%**

**F = below 65%**

Students must earn 75% or higher on the final exam to pass this course, regardless of the overall grade for the course prior to the final. If the final exam grade is less than 75%, the student will receive the lower of the two grades (final exam or course grade prior to the final exam).

Final grades are rounded up one decimal point greater than .5 (ex: 74.5 is passing; 74.4 is not passing). If a student believes the grade of record to be erroneous it is the student's responsibility to contact the appropriate faculty member about the grade. Refer to “Other Academic Policies” in the current college catalog.

## **Faculty Responsibilities:**

The faculty is responsible for consistent application of the grading policy and for following grading procedures.

Students must be informed of how they will be evaluated at the beginning of each course via the course documents. A portion of time in the first class of each course will be used to verbally explain evaluation methods and other policies stated in the course documents. Course documents will be posted on Brightspace. Any addition to those documents will be posted and an announcement of the changes will be made in class and/or via Brightspace as well.

Grades are to be submitted to the Registrar in accordance with college policy. Final grade sheets must be delivered to Dean's Administrative Assistant by the posted deadline.

There is a fair amount of group work in the DMS curriculum classes and students are expected to

work well in a group setting. Some grading will be determined by the group's performance as a whole and not the individual's performance. Students are expected to have basic computer skills including using and creating PowerPoint presentations. Students are expected to be proficient in APA-style formatting for papers and citations. Students must purchase Study Cast, a cloud-based software application each semester for reviewing and storing digital studies and will be required to purchase a cloud-based Clinical Recordkeeping Software during the clinical portion of the program. Additional software applications may be required, and it is the faculty's responsibility to instruct the students on the required applications.

To progress in and complete the Diagnostic Medical Sonography Program, a student must adhere to all requirements.

## Section V – Clinical Instruction Policies

### **Clinical Attendance Policy:**

Attendance at all clinical sessions is mandatory. Should an absence be unavoidable, the site preceptor must be notified within 30 minutes of your start time. The Clinical Coordinator must also be notified. Students are allowed two **(2) EXCUSED absences per semester**. These days must be made up before clinical progressing to the next clinical rotation.

### **Excused Absence:**

1. Students may not miss more than two (2) excused clinical days per semester and receive a passing grade for the course. Excused absences must be pre-approved prior to the start of your clinical day by the program coordinator. Failure to do so will result in an unexcused absence.
2. An excused absence is NOT a free absence or “PTO” day and should only occur due to unavoidable circumstances. Examples of excused absences include One (1) day of illness (personal, children, or other dependents), emergency or accident, pre-approved last rotation interviews, credentialing exams, and pre-approved ultrasound-related seminars.
  - Pre-approved job interviews & credentialing exams are considered excused time off and do not require make up time with appropriate documentation submitted to clinical coordinator. These absences are limited to a maximum of three interviews and board exams each, no longer than 4hrs per occurrence.
3. A student who misses two clinical days in the same week due to a medical absence (personal, children, or dependents) will be required to submit an official note to the clinical coordinator from his/her personal physician validating the reason for absence. You will not be allowed to return to clinical without providing this documentation to the CC.
4. ALL missed hours (Absences/late arrivals & Early departures) must be made up prior to progressing on to the next clinical rotation. Make up times must be approved by the clinical preceptor and program clinical coordinator. “Banked” hours from arriving to clinical early or staying late are unable to be used to make up missed hours.
5. If a student must be absent, late or leave early on a clinical day, the following procedure must be taken:
  - You **MUST** call the clinical site at **least 30 minutes prior** to the start of the clinical day and notify them of your absence. Failure to do so will result in an unexcused absence (*see unexcused absence section*)
  - You must notify the program CC or Chair of your absence at **least 30 minutes prior** to the start of the clinical day
  - **Absence Makeup** form must be submitted within 7 days of the occurrence according to the procedures indicated on the form.

### **Unexcused Absence:**

Vacations, other personal business, and routine medical and dental appointments are considered unexcused absences and will not be allowed. Any non-emergent appointments should be scheduled on your day(s) off. There will be no exceptions. Time off for anything other than an emergency will result in an unexcused absence. If this occurs:

- An unexcused absence will result in a **10% deduction** from your final clinical grade.
- A second occurrence will result in an additional **10% deduction**.
- Subsequent unexcused absences will result in failing the clinical course. Students may appeal this decision by requesting a clinical hearing through the Health Excel Coordinator.

Students whose clinical/ laboratory absences are interfering with their ability to meet the course objectives (as determined by the course Instructor) may be referred to the *Health Division Clinical Practice Committee* for disciplinary action.

- The course instructor will make a recommendation for action to the committee. This recommendation will be based on whether or not the student has sufficient opportunity to meet the objectives for the course.
- The student's instructor will contact the Dean or the chair of the practice committee to request a hearing. The student's instructor will inform the student of the date and time of the hearing.

#### **Late Arrival/ Early Dismissal:**

1. If a student is going to be late or may need to leave early, they must notify the CC and clinical preceptor PRIOR to the occurrence to be considered an excused occurrence.
2. Late arrival is defined as arrival after designated clinical start time.
3. Early dismissal is defined as leaving the clinical setting prior to the designated end time.
4. ALL LATE ARRIVAL/EARLY DISMISSAL hours MUST be made up prior to the next rotation.
5. The first unexcused late arrival will result in a VERBAL WARNING.
6. Each sequential late arrival will result in a **5% deduction** (off your total grade) until a 30% deduction has occurred.

**\*\*Once a cumulative 30% deduction** has occurred, the student will be dismissed from the program.

#### **Clinical Clock In / Clock Out Policy**

Student attendance is recorded by the Trajecsyst system. The Trajecsyst system will keep track of the student's clinical hours each day. Late arrival or early departure from your clinical site will be documented by the system and appropriate action will be taken. Students are expected to be on time for clinical days and to stay for the entirety of the shift. Tardiness reflects poorly on both the student and the program.

Students are required to clock in at the beginning of their clinical day and clock out before they leave. The Trajecsyst system should be used for this procedure. Students should use a clinical site computer to clock in if possible. If a site computer is not available a mobile device can be used, however the GPS system must be activated when you are asked to do so. The Trajecsyst system documents the location of the clock-in occurred. If you forget to clock in or clock out, you will be required to file an exception. A reason must be given for all exceptions, and it must be

approved by the clinical preceptor or the clinical coordinator.

## **Academic Grading Policy:**

Clinical is a pass/fail course. Your clinical grade is based on your total points from all categories noted under grade determination. Students must receive 75% or better for Satisfactory completion of the course. The method of evaluation will be based on the following scale:

|             |                     |  |
|-------------|---------------------|--|
| 75 - 100%   | Satisfactory (S):   | Consistently meets objective   |
| 74% or less | Unsatisfactory (U): | Student does not demonstrate consistent progress in meeting objectives |

Please note that a grade of C or higher is required in all classes for students in Health and Public Safety Programs. A grade of S is equivocal to a C or higher in DMS internship courses.

Final grades are rounded up one decimal point greater than .5 (ex: 74.5 is passing; 74.4 is not passing). If a student believes the grade of record to be erroneous, it is their responsibility to contact the instructor about the grade.

## **Clinical Rotations:**

The clinical education portion of the Sonography Program presents the student with the opportunity to perform sonographic procedures under the supervision of qualified registered sonographers. Clinical rotations will begin in the second year of the program. Clinical education centers vary in location and all students are expected to meet the same requirements. Students are responsible for transportation to and from clinical sites. Clinical rotations will consist of a minimum of three 8.5-hour days per week depending on the semester and specialty area. Sonography students are assigned to the clinical rotations by the Clinical Coordinator. Please note that clinical sites may be up to 90 minutes from campus. Placement is NOT based on the proximity of sites to the student's home. Placements are determined by the clinical coordinator and instructor's input on the student's needs and abilities. These clinical rotations are unpaid internships.

## **Clinical Dress Code:**

Students should be aware that they are representatives of the program at any time they are identifiable as Diagnostic Medical Sonography students. The student should present a neat and professional appearance and adhere to the Diagnostic Medical Sonography program dress code and the dress code of each facility assigned for clinical rotations.

- The student must wear his/her program identification name badge. It must be visible at all times while at assigned clinical sites.
- Students will wear Cincinnati State-issued hunter-green uniform tops with the Cincinnati State Logo. Cincinnati State-issued hunter green uniform slacks, skirts, or dresses are acceptable clinical attire. Cincinnati State-issued hunter green lab jackets with the Cincinnati State Logo are an optional part of the clinical uniform. *Student uniforms will be purchased through Cincinnati State's DMS Program.*

- Black or white uniform shoes or solid black or white athletic shoes with minimal color must be worn with clinical uniforms.
- White or black shirt underneath scrub top (optional)
- Socks or hoses should be solid neutral colors only. Bare feet are not permitted
- Clean personal hygiene is expected from each student.
- Hair is to be clean and neatly groomed at all times. Hair accessories should be used modestly.
- Fingernails are to be short and well-groomed. No artificial nails are allowed. Nail polish must be intact with no chipping and of neutral colors.
- Beards, mustaches, facial hair, and sideburns are to be neatly trimmed.  
Jewelry is to be minimal. No costume or oversized jewelry is allowed; however, one set of small earrings is permitted to be worn *in the ear lobes only*. Students are permitted to wear wedding and engagement rings but should not pose a hazard to a patient or pose a problem with maintaining a sanitary environment.
- Tattoos are permitted; however, tattoos that contain inappropriate language, inappropriate symbols, or symbols or phrases that may be offensive to any segment of our associate or patient population are not permitted. In these circumstances, the tattoos will be required to be covered. Facial tattoos are not permitted.
- No perfumes, colognes, oils, or scented lotions are permitted.
- A professional appearance is expected at all times in a Health Care Setting.

Uniforms are to be worn at all times during the student's clinical assignments. The student should present a neat and professional appearance and abide by the Diagnostic Medical Sonography Program dress code and the dress code of each of the clinical facilities during the rotation being performed. Violations will be addressed on an individual basis and may result in point deductions from the class.

Infringements to the dress code will result in a 5% deduction, per offense, in the student's clinical grade. Loss of the clinical site due to these infringements may result in the student's dismissal from the program.

## **Transportation:**

Students are to provide their own transportation for educational experiences requiring travel. Most clinical facilities are located throughout the Tri-State area although some may be as far as 90 minutes from campus. *Reliable transportation, as well as maintenance costs, should be planned for in advance of starting clinical rotations.*

## **Student Work Policies:**

- All clinical hours are a part of the education program for which there is no financial compensation. Students will not replace paid staff.
- Students who choose to work outside of assigned clinical rotations while enrolled in the program will not be protected with Cincinnati State's Malpractice Insurance coverage. These hours are not regulated or affiliated with the Cincinnati State Diagnostic Medical Sonography Program in any way. No credit will be awarded for any clinical work for which the student is financially compensated.
- Students cannot allow their personal employment to interfere with clinical or class

commitments.

## Clinical Remediation:

The clinical grade is determined by psychomotor (scan ability), affective, and professional behavior. Students are responsible for adhering to the plan of action. Failure to do so is subject to program removal. Students who experience difficulty in the clinical environment as observed or reported by the preceptor, clinical instructors, or the program faculty must adhere to the following guidelines:

- **First offense** will require a meeting with the clinical coordinator and possibly the program chair. A written incident report will be provided to the student with the meeting summary and action items to be completed.
- **Second offense** (of the same or different nature) will result in clinical hearing. Students may not be able to return to the clinical environment until a hearing determination has been reached.
- Students demonstrating below-average performance and/or receiving a non-passing grade during any point in the semester, for the clinical portion of the program, will be referred to the health excel coordinator to conduct clinical hearing. The clinical hearing is designed to formulate a plan of action the student must follow to improve performance. All action plans are approved by the program chair. The clinical grade is determined by scan ability and affective, and professional behavior. Students are responsible for adhering to the plan of action. Failure to do so is subject to program removal.

## Student Health Records:

### Wellness Guidelines:

We follow all CDC guidelines and recommendations for epidemics and viral trends. The policies we set forth and follow may change throughout the course of your time in the program. Illnesses will be evaluated on a case-by-case basis with the instructors, students, and program chair regarding missing classes, scan labs, and clinicals. You must provide a valid positive test and/or documentation from a medical provider to be considered an excused absence. At-home test kits and results will not be accepted. See college website: <https://www.cincinnatiastate.edu/community-wellness/>

A written report of a physical exam is **required** to enter or re-enter a Health Technologies program. The physical exam must be performed **within six months of starting clinicals**. The **written documentation** (invoice copy of services rendered from the physician's office or an insurance statement proving it was performed on designated dates) on the immunizations and the tests listed below must include the actual dates for each immunization or test. Please note that all immunizations and tests listed on the report are required by clinical facilities where clinical laboratory experiences are scheduled. Make sure you keep a copy of your records and keep them on you at all times during your clinical rotations.

- Failure to obtain the proper verification and/or tests and vaccines will result in dismissal from the program.

Some of the immunizations and tests listed here will require **periodic updates** while the student is in school. For instance, the series of Hepatitis vaccines takes six months to

complete, and a tetanus booster is required every ten years. A PPD skin test is required **every year** while enrolled in technical courses.

- Failure to maintain current records throughout clinical rotations will also result in dismissal from the program.

The immunizations and tests listed below are **REQUIRED** to enter and **REMAIN** in clinical along with a completed physical exam report. **Start early**, as it may be difficult to obtain previous history. Under special circumstances (i.e. pregnancy, immune system disease, etc.) some items may be deferred with the approval of the Program Chair and a recommendation from the student's physician.

Note: Students will not receive specific clinical placements to accommodate for site-specific vaccination, background, or drug testing policies

## **Immunizations:**

All immunization records and physical exams must be completed before clinical placement.

### **Covid:**

Documentation of initial 1 or 2-dose vaccines. Documentation of any boosters received since the initial vaccine(s).

### **Diphtheria/Tetanus:**

Documentation of booster **within last 10 years**.

A repeat booster will be required if the ten-year expiration date occurs while you are taking technical courses.

### **Hepatitis B:**

Documentation of the completion of the series of three (3) Hepatitis vaccine injections as recommended by the CDC (Center for Disease Control) or a titer (blood test) demonstrating immunity.

**START EARLY! *Hepatitis B vaccine series may take seven months to complete.***

### **Chicken Pox:**

Proof of vaccination. If immune status is unknown a titer is required. If the titer does not demonstrate immunity, the chicken pox vaccination is required.

### **Measles, Mumps, Rubella:**

Documentation of specific illness diagnosed by physician **or** proof of 2 doses of MMR vaccine. The first dose must have been given after age 12 months and at least one dose after 1967 or titers to demonstrate immunity to a specific illness.

### **Tuberculin (PPD) Test:**

Proof of an initial 2-step PPD skin test (two separate injections, given 1-2 weeks apart),

**and** then proof of a yearly 1-step PPD skin test every year. All yearly tests must be no more than 12 months apart, and the most recent test must be within the past 6 months of beginning your clinical sequence. If you cannot work backward to show ALL of these dates, you will need to obtain a new 2-step PPD skin test to start DMS courses. Written documentation with dates given, dates read, given by with credentials, read by with credentials, lot #, expiration date, and results recorded as mm induration is required each year.

The Quantiferon Gold test is acceptable as documentation for TB. Certain clinical sites may require additional vaccinations/documentation. Once communicated from the Clinical Coordinator, these additional requirements will be fulfilled at the student's expense and must be completed and submitted in a timely manner to not delay clinical assignments.

NOTE: \*\* A 1-step PPD skin test must be repeated each year, following the original 2-step PPD test, to remain in the program. Written documentation with dates given, dates read, given by with credentials, read by with credentials, lot #, expiration date, and results recorded as mm induration is required each year.

*Any questions or confusion regarding immunizations should be directed to the clinical coordinator. Refer to the DMS Student Health Record Information Sheet for additional information regarding the completion of the physical exam report and proper documentation of immunizations.*

### **Communicable Disease Exposure:**

During clinical rotations, students risk possible exposure to communicable diseases. Students should always follow universal precautions as outlined by OSHA. Students should also follow the infection control policies in place at the clinical site they are attending.

### **Liability/Malpractice Insurance:**

All students must carry a \$1,000,000 liability/malpractice insurance policy when participating in clinical assignments. This insurance is purchased by the college and is incorporated into the course fee. No action is required by the student since this process is automatic. The policy is renewed annually.

### **Health Insurance:**

Proof of health insurance is a requirement during the clinical portion of the program. See Health & Public Safety Division Student Handbook.

## Section VI - Consent Forms

The following forms are required to be completed by each student before starting the core level of the DMS program. Students will complete the forms after the student orientation and have the opportunity to review and ask questions concerning program policies and procedures.

# Diagnostic Medical Sonography Program Consent Forms

Sign the policies and return to your Program Chair

## Health & Public Safety Handbook Forms

### Drug Screening and Background Check

Facilities where clinical experience or practicums are scheduled may have the following expectations:

A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use. Clinical facilities may also require a student to undergo a drug screening or a criminal background check.

A positive outcome of either screening without reasonable explanation may prevent completion of a particular program and limit a student's career opportunities in the health field. See the student code of conduct policy for additional information.

### Receipt of DMS Handbook

I have received a copy of the Cincinnati State Technical and Community College **Diagnostic Medical Sonography Student Handbook**. I will abide by the contents of the Diagnostic Medical Sonography Handbook. These policies are in addition to the general policies included in the college catalog and policies in the Health & Public Safety Division Student Handbook.

### Receipt of Handbook

I have received a copy of the current Cincinnati State Technical and Community College Health and **Public Safety Division Student Handbook**. I have read, understand, and will abide by the contents of the Health and Public Safety Division Handbook. These policies are in addition to the general policies included in the College catalog and any policies specific to my program.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CLINICAL PLACEMENT ASSIGNMENT AGREEMENT

I \_\_\_\_\_ understand that clinical placement is a required part of the Diagnostic Medical Sonography Program. I understand that these placements are for educational purposes and do not involve payment of wages, salary, or other compensation.

I understand that I will be assigned to the placements by the DMS Program Chair or Clinical Coordinator. I agree to be responsible for my own transportation to and from all clinical practice sites.

I understand that clinical placements will be rotated. I will be responsible for being at the facility assigned to me during the hours assigned, on time, and in uniform. Attendance at all clinicals is **MANDATORY**.

I understand that dismissal from a clinical site may jeopardize my program status.

Signature

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Date

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## PROGRAM DISABILITY

If you have a disability that may require accommodations, please contact the Cincinnati State Office of Disability Services to have it documented, assessed, and accommodations authorized. If authorized, ODS will provide a Letter(s) of Accommodation for you to give to your instructors. Every semester thereafter you will contact ODS to request your new letters of accommodation. To register or ask questions contact ODS at 513-569-1775 or email [disabilities@cincinnatiastate.edu](mailto:disabilities@cincinnatiastate.edu)

I understand that I am entitled to reasonable accommodations if needed, to meet the technical standards of the program.

I understand that I must present to my Instructor official documentation of my disability from the Disabilities Office.

I understand that it is my responsibility to make these arrangements directly with the Disabilities office before the beginning of the term.

I understand that my Instructor is not obligated to provide these accommodations after the fact.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DMS Infectious Diseases Informed Consent

As a student performing in the clinical affiliates, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV (AIDS).

The DMS Program requires that all DMS students obtain the Hepatitis B vaccine before entering the clinical experience portion of the program.

Proof of vaccination for Hepatitis B is required before participating in clinical rotations. All hospital's policies and procedures supersede the program policy regarding the prevention of infectious diseases and in accordance with the Affiliation Agreement between the DMS Program and the hospital/agency the student must abide by those policies and procedures.

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I, \_\_\_\_\_ understand and assume the risks involved in the clinical portion of the DMS Program, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS), and other related infectious diseases while I am participating in the required clinical experiences. **I agree to abide by all hospital/agency policies regarding exposure to infectious diseases.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DMS Drug Testing

While in attendance at a clinical affiliate for purposes of clinical education, students will be required to abide by the policies and procedures of the clinical affiliate, as well as those established by the DMS Program. Please be advised that some clinical affiliates may require their employees to submit to drug testing including nicotine testing. These clinical affiliates may extend this requirement to students who rotate through their organization.

Failure to submit to the test or a positive outcome may result in the student's inability to complete the Program's terminal competencies for clinical performance as stated in the Student Handbook and the Clinical Syllabus and may prevent completion of the DMS program.

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I \_\_\_\_\_ understand that I may be required by the DMS program affiliates to submit to drug testing and the result of my decision to accept or decline may affect my chances of practicing at that clinical site. I also understand that I will be financially responsible for covering such testing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DMS Background Check

While in attendance at a clinical affiliate for purposes of clinical education, students will be required to abide by the policies and procedures of the clinical affiliate, as well as those established by the DMS Program. Please be advised that some clinical affiliates may require their employees to submit to background checks. These clinical affiliates may extend this requirement to students who rotate through their organization.

Failure to submit to the background check or a positive outcome may result in the student's inability to complete the Program's terminal competencies for clinical performance as stated in the Student Handbook and the Clinical Syllabus and may prevent completion of the DMS program.

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I, \_\_\_\_\_ understand that although I have submitted a background check for acceptance into the core level of the DMS program I may be required by the DMS program affiliates to submit to additional background checks and that the result of my decision to accept or to decline may affect my chances of participating in the clinical portion of the program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ARDMS Grade Release Form

I, \_\_\_\_\_, have been made aware of the need to evaluate the program yearly, the importance of the results of the American Registry of Diagnostic Medical Sonography (ARDMS) board exams (or other national credentialing agencies), as a component of this evaluation, the need to compile and tabulate these results as part of the future requirements for DMS program accreditation, and the confidential treatment these data are accorded. Given the above, I hereby agree to allow the American Registry of Diagnostic Medical Sonography (ARDMS) to release the results of my exam to the authorized representative of the DMS program of Cincinnati State Technical and Community College for the purposes mentioned above. I have made this decision of my own free will and have not been required to comply to graduate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## DMS Scanning Release Form

**I understand** I may be asked to be a scanning subject of fellow student sonographers as a component of the laboratory and/or clinical component of the Diagnostic Medical Sonography Programs at Cincinnati State Technical and Community College. I understand that being scanned by fellow students is voluntary and refusal to volunteer will not affect my grade. At no time is a student to be forced or pressured into being scanned by an instructor or classmate. Students may privately request to the appropriate instructor to be excluded from a particular scan procedure or all scan procedures at any time throughout the program.

In the event I consent to being scanned, I understand that my right to privacy will be protected and no information will be released to any medical personnel. All privacy precautions will be adhered to by the person performing the scan and the instructor of the course.

I, \_\_\_\_\_ agree to release the DMS Program and or any faculty for any liability, loss, damage, suit, or judgment that may occur from the negligence of a faculty member and or clinical instructor for providing practical experience for your Diagnostic.

Medical Sonography Program. I agree and understand that the DMS Program Faculty will not be held responsible in any way for diagnosing or providing films where pathology is detected during scanning in the laboratory or clinical. I understand that it is my responsibility to secure a physician follow-up for any medical problem that may be discovered.

I have read and understand the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DMS Release of Information

**PURPOSE:** Under the Family Educational Rights and Privacy Act of 1974, permission is needed to release personal information to clinical sites.

**EXPLANATION:** It is necessary to develop placement schedules for students in the DMS Program. Schedules are used by Faculty to place students at clinical assignments. This information is requested by the clinical sites.

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I, \_\_\_\_\_, give my permission for the DMS Program to distribute the following items:

- Current CPR Certification
- Vaccination Record → Physical Form
- Scanning Release Form
- Other Student Forms
- Proof of Health Insurance
- Vehicle Registration

Failure to release this information may prevent being placed on some clinical assignments. All clinical sites require this information of students who participate in patient care at their facilities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

I have read the Diagnostic Medical Sonography Program (DMS) Student Handbook in its entirety and I am familiar with its contents. I expect any violation to result in appropriate action.

I, \_\_\_\_\_ understand that it is my responsibility to review the appropriate sections of the DMS Student Handbook when confronted with a specific problem or concern and then contact the Clinical Coordinator or Program Chair at the time I would like clarification of program expectations. Initial before each statement:

\_\_\_\_\_ **I understand** that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

\_\_\_\_\_ **I understand** that I will be a guest in the Clinical Education Settings and will conduct myself accordingly. All known rules and regulations will be followed. If my Clinical Education Setting requests of the College to have me discontinue my attendance at my Setting, I understand I will not be able to be successful for the clinical course in which I am enrolled.

\_\_\_\_\_ **I understand** that the Clinical Education Settings may vary in location and all students are expected to meet the same requirements: therefore distance, parking or transportation fees, and weather do not change the assignment or clinical course schedule unless classes are canceled.

\_\_\_\_\_ **I understand** that I may not function independently as a sonographer and the Clinical Instructor will determine appropriate supervision.

\_\_\_\_\_ **I understand** that I will receive a syllabus for each professional course in the curriculum and will abide by those requirements for each course as appropriate.

\_\_\_\_\_ **I understand**, as a student in the Cincinnati State Diagnostic Medical Sonography Program, I represent not only the College but the Clinical Education Setting in my contact with patients, visitors, and members of the community. The impression I leave with each person is very important to the Clinical Education Setting and all the people involved in the healthcare team as well as my fellow students. I understand the Clinical Education Setting reserves the right to refuse admission to any DMS student who is involved in any activity not considered professional or conducive to proper patient care.

\_\_\_\_\_ **I acknowledge** that I have received a copy of the Diagnostic Medical Sonography Program Handbook and that information has been discussed with me. I understand that I am responsible for the knowledge of the guidelines and policies of the Diagnostic Medical Sonography Program at the onset of my matriculation. I further understand that those policies may be subject to change, and if such changes are made, they will be made available to be as soon as possible and will be binding at such time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID # \_\_\_\_\_