



Diagnostic Medical Sonography Program

Student Handbook

2017-2019



Congratulations Class of 2019!!!

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.

This handbook has been prepared to guide you as you progress to completion of the Diagnostic Medical Sonography Program. This handbook is in addition to the policies and procedures stated in the College Catalogue and the Health Technologies Student Handbook. DMs program policies in this handbook override any contradictory policies in either of those documents.

The faculty looks forward to helping you meet the challenges of a career in diagnostic medical sonography. If you have any questions, please don't hesitate to ask our faculty, instructors or advisors for assistance.

Sincerely,

The Diagnostic Medical Sonography Faculty

Tina Cisle – Program Chair, Advisor and Faculty

Jackie Turner- Faculty

Amy Morris– Clinical Coordinator

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Mission Statement

The mission of the Diagnostic Medical Sonography Program at Cincinnati State Technical and Community College 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 Goals

The goal of the program is to prepare competent entry-level general, 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 write the national exams that lead to credentialing.

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

- Integrate pertinent patient data in order to obtain optimum diagnostic results.
- Demonstrate effective interpersonal skills with patients and other members of the health care team.
- Provide care to promote patient's physical, psychological, social and spiritual well-being.
- Function within recognized ethical and legal standards.
- Perform appropriate diagnostic procedures correctly.
- Maintain optimal functioning of equipment.
- Provide patient education related to medical sonography and promote principles of good health.
- Document complete and accurate results of diagnostic data to facilitate physician interpretation.
- Demonstrate knowledge of quality assurance, management techniques, patient safety and the research process integral to functioning as a sonographer.

Diagnostic Medical Sonography Program Description

The Diagnostic Medical Sonography Program at Cincinnati State offers students the opportunity to become entry-level diagnostic medical sonographers in the specialty areas of Echocardiography and Vascular Sonography or Abdomen and Obstetrics/Gynecology Sonography. The program is reviewed by The JRC-DMS which is a member of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program is granted accreditation by CAAHEP.

The Diagnostic Medical Sonography Program at Cincinnati State offers a two-year associate degree in applied science; the curriculum includes a balance of general education and sonography courses. The program also includes supervised clinical experience obtained on site at various health care facilities in the Tri-State area. Courses are offered primarily during the daytime hours. Graduates are eligible to obtain national credentials for certification.

Description of the Profession

Diagnostic Medical Sonography is an allied health profession including general sonography (abdomen, obstetrics and gynecology), cardiac sonography, vascular sonography and various subspecialties. Sonographers are highly skilled professional 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 health care profession.

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 with 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 \$52,000 to \$80,000 depending on experience and location.

Technical Standards

Diagnostic Medical Sonographers function in a broad spectrum of clinical situations. In order 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 in order 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 health care 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
- Prompt completion of all responsibilities attendant 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 health care settings.
- Demonstrate professional accountability to the practice of DMS

Code of Ethics for the Profession of Diagnostic Medical Ultrasound

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability and thereby help to ensure the integrity of professionals involved in all aspects of diagnostic medical ultrasound.

OBJECTIVES

To create an environment where professional and ethical issues are discussed

To help the individual practitioner identify ethical issues

To provide guidelines for individual practitioners regarding ethical behavior

PRINCIPLES

Principle I: In order to promote patient well-being, professionals shall:

- A. Provide information about the procedure and the reason it is being done. Respond to patient's concerns and questions.
- B. Respect the patient's self-determination 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 and his/her family.
- E. Protect the confidentiality of acquired patient information.
- F. Strive to ensure patient safety.

Principle II: To promote the highest level of competent practice, professionals shall:

- A. Obtain the appropriate education and skills to ensure competence.
- B. Practice according to published and recognized standards.
- C. Work to achieve and maintain appropriate credentials.
- D. Acknowledge personal limits and not practice beyond their capability and skills.

- E. Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed.
- F. Ensure the completeness of examinations and the timely communication of important information.
- G. Strive for excellence and continued competence through continuing education.
- H. Perform ongoing quality assurance.
- I. NOT compromise patient care by the use of substances that may alter judgment or skill.

Principle III: To promote professional integrity and public trust, the professional shall:

- A. Be truthful and promote honesty in interactions with patients, colleagues and the public.
- B. Accurately represent their level of competence, education and certification.
- C. Avoid situations which may constitute a conflict of interest.
- D. Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal.
- E. Promote cooperative relationships within the profession and with other members of the health care community.
- F. Avoid situations which exploit others for financial gain or misrepresent information to obtain reimbursement.
- G. Promote equitable access to care.

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ACADEMIC POLICIES

Grading Policy:

Minimum Passing Grades: 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%**

College Grade Codes:

Refer to “Other Academic Policies” in the current college catalog.

In the event that 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.

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 Blackboard. Any addition to those documents will be posted and an announcement of the changes will be made in class and/or via Blackboard as well.

Grades are to be submitted to the Registrar in accordance with college policy. Final grade sheets must be delivered to the 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 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 the Ultrinq 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.

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

PROGRAM COMPLETION REQUIREMENTS

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. In order 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 in order 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 withdrawal 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 a five-year period. 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

In order 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 who fail to keep their certification in CPR current will be dismissed from the program.
- Students whose background check and/or drug screening is not compliant with program requirements
- 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 will be dismissed from the program.
- Students not adhering to the Professional Code of Conduct in the clinical facilities may be dismissed from the program.

Academic Dismissals:

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

First Year Students – Semesters One and Two

- Technical courses may not be attempted or repeated more than two times within a five-year period. 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 a technical course they will not be able to continue in the DMS curriculum until they are successful in the course(s). If the course is not offered until the following year, it will be necessary for him/her to withdraw from the program and reapply to the program under the current progression requirements. All DMS grades will be calculated into the Pre-DMS GPA.
- Students considering re-application need to meet with program chair.

Second Year Students – Semesters Three - Five

- Technical courses may not be attempted or repeated more than two times by a student. After two attempts students will not be granted a third opportunity. Students that receive grades of “D”, “F”, “U”, or “W” twice for any technical course, or for two different technical courses, may be dismissed from the program for one year and cannot reapply for one year from the date of dismissal. (see Division Handbook for complete policy).
- 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 Reinstatement: Second year students interested in a second attempt of the program may apply for reinstatement (*see reinstatement policy*).

COURSE REMEDIATION

Remediation is the act or process of correcting a deficiency. Students who are unsuccessful with *one* DMS course during the curriculum courses *may* be eligible for remediation. Remediation is a one-time opportunity throughout the duration of the program. Eligibility will be determined at the discretion of the course instructor, clinical coordinator and/or program chair. Additional remediation criteria include:

Didactic Remediation:

- DMS course failure of only one DMS course within that semester with a final grade of $\geq 73\%$. Grades will not be rounded up
- Student must have earned a grade of A or B in the prerequisite course(s) of the failed course
- Student has initiated and followed through on meeting with the course instructor after each failed exam or scan proficiency
- Student must have acceptable, passing grades in all other curriculum courses
- Successful completion of all clinical competencies due to date
- No unexcused missed clinical days
- No other affective behavioral or professional issues in the program

Students who are eligible for remediation will receive an incomplete for the course. Students will be required to register for a Special Topics course in order to complete the required assignments. Students may be required to complete the process prior to the beginning of (during the semester break) or during the next semester. Remediation will consist of assignment(s) and or assessment testing and must be passed with 80% or better.

Scan Lab Remediation:

Students who are unsuccessful in a scan lab course must adhere to the following guidelines:

- Failure to demonstrate proficiency in DMS 121(scan lab 1) may result in the inability for the student to progress in the program. A Progress Improvement Plan (PIP) may be implemented by the instructor for students eligible for remediation. Successful completion of the PIP within the designated timeframe must be completed in order to matriculate.
- Failure to demonstrate proficiency in DMS 122 may result in the inability for the student to progress to clinical rotations. A Progress Improvement Plan (PIP) may be implemented by the instructor for students eligible for remediation. Successful completion of the PIP within the designated timeframe must be completed in order to matriculate.
- Failure to demonstrate proficiency in DMS 223 and 224 may result in failure of the course. However, a student who has shown continuous progress

throughout the course (and program) may be eligible to receive a grade of I (incomplete) and be able to progress to the next semester of the program based on the discretion of the course instructors (including preceptors), clinical coordinator and program chair. A clinical hearing may be scheduled and a Progress Improvement Plan (PIP) will be implemented by the instructor, program chair and student. Successful completion of the PIP within the designated timeframe must be completed in order to continue in the program. The final course grade of I will be modified based on the outcome of the PIP.

- All students must demonstrate competency in complete scan examinations in order to be eligible for program matriculation. Therefore, failure to successfully complete DMS 225 (scan lab 5), will result in unsuccessful completion of the program until the skills are satisfactorily demonstrated. A Progress Improvement Plan (PIP) will be implemented by the instructor, program chair and student. Successful completion of the PIP within the designated timeframe must be completed in order to matriculate.

Clinical Remediation:

Students who experience difficulty in the clinical environment as reported or observed 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 a 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 receives 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 a clinical hearing. The clinical hearing is designed to formulate a plan of action the student must follow in order to improve performance. All action plans are approved by the division dean. The clinical grade is determined by scan ability, affective and professional behavior. Students are responsible to adhere to the plan of action. Failure to do so is subject to program removal.

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. If reinstatement is not granted, the student is eligible to reapply to the program and follow the current published progression criteria.

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. This policy supersedes any other division policies.

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 received. *Example: A student withdraws from the program in fall semester. The packet is received the fourth week of the spring semester. The student must return the signed form by the seventh week (midterm) of 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 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 recommendations, instructors support, life /circumstance changes, etc.). Transcripts should be provided as soon as possible.
3. The packets must be submitted at least one semester prior to the semester required to re-enter the program. Therefore, if a student needs to repeat prerequisite courses prior to that time, they need to plan accordingly (see policy below)

Students who earn a grade of **D, F** or **W** due to extenuating circumstances, from any program 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 one year for academic or personal reasons will be required to demonstrate competency in the prerequisite courses in one of the following ways:

1. Students must have earned an A or B in the semester courses preceding the failed course (i.e. all technical course prerequisites) and must display competency in the course material by earning a score of 80% or better on a comprehensive exam and/or lab competencies of the prerequisite course(s) prior to reinstatement to the program. Documentation must be provided with your reinstatement information.

2. 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 competencies of the prerequisite course(s) prior to reinstatement to the program; Or by auditing or retaking the prerequisite course(s) and earn a grade of B or better in the prerequisite course(s) prior to being granted reinstatement. Documentation must be provided with your reinstatement information as soon as grades are available. The committee will review all other documents prior and may grant contingent reinstatement based on the final grade outcome.

Students who meet the above requirements **will be eligible to apply** for reinstatement. Reinstatement will be granted based on a reinstatement committee recommendations **and** space availability. The committee will consist of a dean from the health division, the program chair, a DMS faculty member and a non-DMS faculty member. 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. All bridge course schedules will be determined by the program chair and instructors. Students will be required to pass scan proficiencies prior to being placed in a clinical rotation.

It is the student's responsibility to maintain contact with the appropriate program faculty to formulate a suitable plan for success. We suggest emailing or calling regularly until you have been granted or denied acceptance. If reinstatement is not granted, students may re-apply to the program and follow the current DMS progression requirements. Students returning after an absence of more than one year will be required to repeat all DMS technical curriculum courses.

PROGRAM STANDARDS AND PROCEDURES

Clinical and Laboratory Assessment:

Feedback regarding affective behaviors will be provided by faculty for each clinical course and laboratory. Information gained will be helpful in facilitating 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.

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Background Check and Drug and Alcohol Screening Policy

Please see the Health and Public Safety Division Student Handbook policy.

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.

- You 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 and pagers 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. Students are to bring calculators to class in the event it is needed during an exam.
- 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. It is important that everyone have a chance to participate. Do not blurt out answers or interrupt your classmate.

Classroom Incivility:

Incivility refers to behaviors that are rude, annoying 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.

Examples of Behaviors that disrupt the classroom:

- **Annoyances:** Arriving late and leaving early, talking, texting or browsing on electronic devices, reading outside materials (newspaper, magazines) side conversations or packing up noisily before end of class.
- **Dominating discussion**—the student who won't let anyone else talk.

- **Aggressive challenges of teacher**—the student who takes up class time questioning authority, expressing anger about grading or generally undermining the ability to teach.
- **Disputes between students; demeaning comments**—when classroom discussion gets out of hand, or a student uses demeaning or stereotyping language.

Students who are repeatedly disruptive will be asked to leave the classroom. Reports of students disrupting the classroom will result in corrective actions, including an unsatisfactory grade for the course. Review the college “*Student Code of Conduct*”

ATTENDANCE POLICIES

You are entering a profession which requires you to be present and prompt when scheduled. When you are 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 **prior** to the absence and is 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 **prior** to the absence; therefore, the student must contact the instructor prior to the start of the session. Unexcused absences will result in a 1point reduction from the final course grade for each hour (or part hour) of missed class.

Lab Policy:

Attendance is mandatory for all lab sessions. Lab activities give students the opportunity 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.* 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 ready for their proficiency, and can administer one at their discretion.

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 **prior** to the absence; therefore, the student must contact the instructor prior to the start of the session. Two unexcused late arrivals and/or early dismissals from class is 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.

Clinical:

Attendance at all clinical sessions is mandatory. Should an absence be unavoidable, the Clinical Coordinator (CC) **AND** site preceptor must be notified immediately by phone. Students are allowed one EXCUSED absence per rotation. This day must be made up prior to progressing on to the next clinical rotation.

Excused Absence:

1. Students may not miss more than one (1) excused clinical day per rotation 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. Examples of excused absences include: One (1) day illness (personal, children or other dependents), last rotation interviews, and pre-approved ultrasound related seminars.
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 this documentation provided to the CC.
4. Excused absences must be made up prior to progressing on to the next clinical rotation and are at the discretion of the clinical preceptor and program clinical coordinator approval.
5. If a student must be absent, late or leave early on a clinical day, the following procedure must be approved:
 - You **MUST** call the clinical site at **least on half hour 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 before **8:00 am** that day.
 - Submit absence make up form according to procedures indicated on form.

Unexcused Absence:

1. There are few acceptable reasons for a student to miss clinical education and these reasons will be considered by the program faculty on an individual basis.

2. Vacations, other personal business, 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:
 - The first unexcused absence will result in a 25 point deduction from your final clinical grade total points.
 - Two unexcused absences within a semester (2 clinical rotations) may result in failing the clinical course. Students may appeal this decision by requesting a Clinical hearing through the Health Excel Coordinator.
 - More than 2 unexcused absences within a semester will result in dismissal from the program

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 objectives for the course.
- The student's instructor will contact the Dean or the chair of practice committee to request a hearing. The students' 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 and excused occurrence. Late arrival is defined as arrival after designated clinical start time. Early dismissal is defined as leaving clinical setting prior to the designated end time.
2. Unexcused late arrivals and/or early dismissal will result in a 1 point deduction from the clinical grade per incident.

CLINICAL ROTATION

The clinical education portion of the Sonography Program presents the student 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 an hour from campus. Placement is NOT based on proximity of sites to student's home.*** Placements are determined by the clinical coordinator and instructors input on the students' needs and abilities.

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. 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.

- The student must wear his/her program identification name badge. It must be visible at all times while at assigned clinical sites.
- Cincinnati State issued Hunter green uniform slacks, skirts or dresses are acceptable clinical attire. Students will also wear Cincinnati State issued Hunter green uniform tops with the Cincinnati State Logo. Cincinnati State issued white lab jackets with the Cincinnati State Logo are a part of the clinical uniform. ***Student uniforms will be purchased through Cincinnati State's DMS Program.***
- White uniform shoes or solid white athletic shoes or athletic shoes with minimal color must be worn with clinical uniforms.
- Socks may be worn only with pants, and are to be solid white. White or nude colored hose are to be worn with dresses/ skirts.
- 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.
- Beards, moustaches, facial hair and sideburns are to be neatly trimmed.
- Jewelry is to be minimal. A watch may be worn. No costume or oversized jewelry is allowed, however, small earrings are permitted to be worn **in the ears only**. Students are permitted to wear wedding and engagement rings.
- Heavy colognes should be avoided.
- A professional appearance is expected at all times in a Health Care Setting.

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 an hour and a half 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 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.

STUDENT HEALTH RECORDS

A written report of a physical exam is **required** in order to enter or re-enter a Health Technologies program. The physical exam must have been performed **within the past six months prior to 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 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 recommendation from the student's physician.

Immunizations: all immunization records and physical exam must be completed prior to clinical placement.

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 documented physician diagnosed illness **or** 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. First dose must have been given after age 12 months and at least one dose after 1967 or titers to demonstrate immunity to 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 backwards to show ALL of these dates, you will need to obtain a **new 2-step PPD skin test in order 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. Also, for those who test positive, CCHMC requires that the student not only provide a CXR dated within the past 12 months, but also documentation of the positive test. And for those who have received a BCG vaccine, the dates of vaccine are required.

NOTE: ** A 1-step PPD skin test must be repeated each year, following the original 2-step PPD test, in order 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 in regard to immunizations should be directed to the clinical coordinator, Amy.Morris@cincinnatiastate.edu*

Refer to DMS Student Health Record Information Sheet for additional information regarding the completion of the physical exam report and proper documentation of immunizations.

EXPOSURE TO COMMUNICABLE DISEASES

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.

STUDENT PREGNANCY POLICY

Students are not required to indicate their pregnancy status prior to 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 responsibility to declare their pregnancy status. Upon diagnosis of pregnancy, it is suggested that the student present to the Program Director a written statement from her physician that indicates the expected date of delivery and her ability to perform clinical activities without risk to her health while in clinical. This statement should be presented within the first month following diagnosis.
- ***If the student decides to continue her clinical education she 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 petition for reinstatement. (*See reinstatement policy*).

STUDENT ACCOUNTABILITY

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

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. Depending upon the gravity of the situation, dismissal from the Sonography Program and possibly the college may result. Refer to the current College Catalogue for specifics regarding academic dishonesty.

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.

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 POLICY

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

SEXUAL HARASSMENT POLICY

See the College Catalogue for the college policy

DISABLED STUDENTS

Any permanently disabled student in need of academic accommodations should make an appointment to meet with a Special Needs Counselor in Room 129 Main or call 569-1775.

HEALTH EXCEL SERVICES

Health Excel Services is a "free" student support service available to *all* students enrolled in Health Division programs. The purpose of this service is to help students to achieve *their* goals! Caring advisors work with students to help them identify the issues (personal, academic, financial, etc.) which are getting in the way of their success, and develop a plan to overcome these obstacles and complete their coursework. Students are encouraged to make an appointment with a Health Excel Advisor as soon as difficulties arise.... Don't Wait Until It's Too Late!! Make an appointment by stopping by room 312 HPB or calling the front desk at 569-1670.



Diagnostic Medical Sonography Program Consent Forms

Health & Public Safety Handbook Forms

Tear Off Sheet for 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 student code of conduct policy for additional information.

Print Name _____

Signature _____

Tear Off Sheet for Receipt of Handbook

I have received a copy of the 2016-2019 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.

Signature _____

Date _____

Sign this sheet and return it to your Program Chair.

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 catalogue and policies in the Health & Public Safety Division Student Handbook.

Signature _____

Date _____

*Please return signed sheet to the DMS Program Chair.

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 purpose 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 clinical is MANDATORY.

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

Signature _____

Date _____

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

I understand that I am entitled to reasonable accommodations if needed, in order 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 prior to 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 limited to, Tuberculosis, Hepatitis B, and HIV (AIDS).

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

Proof of vaccination from Hepatitis B is required before participating in clinical rotations. All hospitals policies and procedures supersede the program policy regarding 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.

I, _____, understand and assume the risks involved in the clinical portion of 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 that 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.

I, _____, understand that I may be required by the DMS program affiliates to submit to drug testing and that the result of my decision to accept or to decline may affect my chances of practicing at that clinical site. I also understand that I will be financially responsible to cover 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 checking. These clinical affiliates may extend this requirement to students that 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.

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 _____

DMS Proof of Health Insurance Form

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 all clinical affiliates require students rotating through their organization to carry personal health insurance.

Failure to provide proof of health insurance will 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.

I, _____, understand that I will be required by the DMS program affiliates to provide proof of personal health insurance and that the result of my decision to accept or to decline may affect my chances of practicing in the DMS 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. In view of 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 in order 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.

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

- Current CPR Certification
- *PPD Status (annual submission required)
- Physical Form
- Hepatitis Status
- Scanning Release Form
- Other Student Forms
- Proof of Health Insurance
- Proof of Health Insurance

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

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.

_____ **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 # _____