

# State Fair Community College

## Student Handbook of Policies and Procedures Class of 2021 Associate of Applied Science in Diagnostic Medical Sonography

Additional Policies and Regulations can be found in the SFCC Course Catalog, mySTAR, and the State Fair Community College official website: [www.sfccmo.edu](http://www.sfccmo.edu).

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16<sup>th</sup> St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

(Revised July 2018)

## Faculty and Staff

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Assistant Director/Clinical Coordinator	Breanna Wells, BHS, RDMS, RVT, RDCS
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Administrative Assistant	Melinda Strange
Student Success Navigator	Jill Steffens (interim)

### Important Phone Numbers and Email Addresses

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Student Success Center	660-596-7253 / 7244 / 7290	<a href="mailto:success@sfccmo.edu">success@sfccmo.edu</a>
Financial Aid	660-596-7298 / 7295 / 7358	<a href="mailto:finaid@sfccmo.edu">finaid@sfccmo.edu</a>
Bookstore	660-596-7247	<a href="mailto:bookstore@sfccmo.edu">bookstore@sfccmo.edu</a>

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### ***Program Mission***

The Diagnostic Medical Sonography program provides educational opportunities for students to develop knowledge, skills, and attitudes conducive to the challenges within the field of sonography. Experiences prepare students in a variety of settings to practice effectively with clients with diverse health needs across the life span.

### ***Program Vision***

The vision of the State Fair Community College Diagnostic Medical Sonography program is to prepare the individual for an entry-level position as a professional medical sonographer. The DMS program envisions a continuance and advancement in the use of technology within the classroom. Within the stimulating college environment, the student will be afforded the opportunity to achieve educational and personal growth goals while developing the technical skills necessary for success as a professional medical sonographer. This program prepares the student to implement sonographic procedures, ultrasound physics, image orientation and evaluation of diagnostic sonographic images. These procedures are conducted in a caring, safe, effective, and legal manner. The program will prepare students to work effectively with other health care professionals, patients, and families to promote patient diagnosis and recovery. The program will continue to serve the community and the surrounding areas.

## ***Program Goals***

### **Student Learning Goals:**

#### **Goal #1- Clinical Competence**

- Students will possess the skills, knowledge and judgment to practice competently, ethically and legally.
- Students will develop workforce readiness skills so that students routinely provide accurate technical impressions, both orally and in written reports, to the interpreting physician.

#### **Goal #2- Proficient Critical Thinking**

- Students are capable of evidence-based decision-making and critical thinking.
- Prepare each student to function as an effective member of the health care team by providing quality patient care.
- Prepare each student to develop entry-level professional skills as a Diagnostic Medical Sonographer to provide accurate information to the interpreting physician.

#### **Goal #3- Effective Communications**

- Students will develop effective oral communication skills.
- Students will possess abilities to communicate effectively to patients and all members of the care team.
- The development of the interpersonal skills necessary to care effectively for patients and dealings with other members of the health care delivery team is of utmost importance.

#### **Goal #4 – Involved Professionalism**

- Students are engaged in community and professional service.
- Students are committed to life-long learning.
- Students will demonstrate professional behavior.
- Each student will be prepared with entry-level professional skills as a Diagnostic Medical Sonographer to treat staff and patients in a respectful manner by following institutional code of conduct and ethics.

### ***Program Minimum Expectations***

(According to the CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography)

- "To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains"

### ***Graduate Learning Outcomes***

State Fair Community College Diagnostic Medical Sonography program will provide a positive educational atmosphere in which to prepare Diagnostic Medical Sonographers who as graduates will be able to:

- Successfully attain skills necessary for entry-level positions as a registered Diagnostic Medical Sonographer
- Maintain high ethical standards in the provision of health care
- Provide evidence-based, patient centered care to a diverse population in a variety of settings
- Utilize critical thinking skills that will enable self-evaluation and the pursuit of lifelong learning
- Engage in professional association activities

“The graduate will have the ability to provide patient services in a variety of medical settings in which the physician is responsible for the use and interpretation of ultrasound procedures. In assisting physicians in gathering sonographic data, the graduate will be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results; perform appropriate procedures and record anatomical, pathological, and/or physiological data for interpretation by a physician; record and process sonographic data and other pertinent observations made during the procedure for presentation to the interpreting physician; exercise discretion and judgment in the performance of sonographic services; provide patient education related to medical ultrasound; and promote principles of good health” (according to CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography).

### ***Accreditation***

State Fair Community College has been affiliated with the North Central Association (NCA) of Colleges and Schools since it was founded. Correspondence status was granted in 1968. Full accreditation was granted in 1976, 1981, 1988, and 1999. SFCC became accredited through admission to the NCA Higher Learning Commission's Academic Quality Improvement Program (AQIP) in August 2005 and continues to be accredited on an annual basis. The Higher Learning Commission can be contacted through the following:

#### **HLC**

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411

Phone: 800.621.7440 or 312.263.0456      Fax: 312.263.7462  
HLC website: <http://ncahlc.org/>      HLC Email: [info@hlcommission.org](mailto:info@hlcommission.org)

Complaints or concerns about an Institution affiliated with the Commission can be sent to:  
[complaints@hlcommission.org](mailto:complaints@hlcommission.org)

Questions or concerns about accreditation can be directed to the Diagnostic Medical Sonography Program Director or Assistant Director or to:

SFCC's Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.CAAHEP.org](http://www.CAAHEP.org)) upon the recommendation of JRC-DMS.



Commission on Accreditation  
of Allied Health Education Programs

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-23250  
[www.caahep.org](http://www.caahep.org)

#### **JRC-DMS**

Joint Review Committee on Education in Diagnostic Medical Sonography  
6021 University Boulevard, Suite 500, Ellicott City, MD 21043  
443.973.3251 phone | 866.738.3444 fax | [www.jrcdms.org](http://www.jrcdms.org)  
Email address: [mail@jrcdms.org](mailto:mail@jrcdms.org)

### ***Nondiscrimination and Student Rights***

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins, Student Services Center, (660)596-7484, or Dean of Student and Academic Support Services, Hopkins Student Center, (660)596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St. Sedalia, MO. 65301. Inquires also may be directed to the U.S Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

**(Approved June 27, 2005)**

**(Revised February 2013)**

### ***Students with Disabilities***

Students with documented disabilities who are applying for admission to State Fair Community College's Diagnostic Medical Sonography Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Diagnostic Medical Sonography degree. These abilities are outlined in the Essential Qualifications for the Diagnostic Medical Sonography Program.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

### ***Special Services Accommodations***

The student with a disability who requires accommodations must register with the Access Office in Student Services. It is the student's responsibility to initiate the request for services. Students are encouraged to establish documentation and a request for accommodations at least two weeks prior to the first day of the semester.

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Access Office. Students are responsible for any charges associated with obtaining documentation. The Access Office shall have the authority to make the final determination as to reasonable accommodations. Students will be expected to meet the technical standards of the specific programs they are pursuing. After accommodations have been established by the Access Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability.

**(Changes January 2014)**

## *Essential Qualifications for the Diagnostic Medical Sonography Program*

The following essential qualifications address the motor, behavioral, emotional, communication and professional conduct essential to the Associate of Applied Science Degree in Diagnostic Medical Sonography at State Fair Community College. Students must meet these essential qualifications in order to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college's procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

State Fair Community College Associate of Applied Science Degree in Diagnostic Medical Sonography certifies that the holder of that degree has been educated to competently enter practice as a Diagnostic Medical Sonographer, having demonstrated competency in cognitive, affective, and psychomotor domains. Both professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the American Registry of Diagnostic Medical Sonographers' registry examinations, all components of the degree program must be completed. In order to successfully complete these competencies and to ensure the health and safety of patients, fellow candidates, faculty, and other health care providers, the abilities listed on the following pages are required. These requirements are consistent with the employment requirements of our clinical education sites. Each person who completes a letter of recommendation form will also be evaluating the applicant's ability to meet the Essential Qualifications, and one or more concerns from the person completing the recommendation form may result in the student not being accepted to the program.

### **MOTOR SKILLS**

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and examination to patients in all diagnostic imaging settings. In general, this requires candidates to be able to regularly lift at least 25-100 pounds (in assisting in patient transfers); stand/walk 6-7 hours per 8 hour shift with prolonged standing; bend, stoop and twist repetitively, lasting several minutes each time, carry up to 20 pounds, move carts weighing 200 lbs, and reach a height of 6 feet to activate emergency call buttons and reach equipment. Fine and gross motor movement of the upper extremities is required in all of the above.

### **SENSORY**

Candidates must be able to observe a patient accurately, align the transducer with the body parts to be imaged, and observe and appreciate both verbal and non-verbal communications when performing diagnostic imaging studies. Candidates should have normal functional vision with corrective eyewear. Candidates should have auditory ability sufficient for physical monitoring and assessment of client health needs, which includes hearing faint body sounds, faint voices, hearing and assessing minute changes in pitch, hearing situations when not able to see lips, and hearing auditory alarms with or without auxiliary aids.

### **BEHAVIORAL/EMOTIONAL**

Candidates must have emotional stability in order to approach situations and apply critical thinking skills in a systematic and professional manner. They must be capable of exercising good judgment and promptly completing the responsibilities involved in the examination and care of patients. Candidates must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Candidates must be able to deal effectively with the stresses encountered in nearly 40 hours of class work per week in addition to family and life demands. They must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.

## **COMMUNICATION**

Candidates must be able to effectively explain diagnostic imaging procedures to both the patient and family members, utilize questioning techniques to obtain accurate clinical histories, and give directions during the study. Candidates must be able to communicate orally and in writing with individuals of all backgrounds and educational levels.

## **COGNITIVE**

Candidates must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate Diagnostic Medical Sonography education. Candidates must be able to quickly read and comprehend extensive written material. They must also be able to recall, evaluate, and apply information and engage in critical thinking in the classroom and clinical setting.

## **PROFESSIONAL CONDUCT**

Candidates must possess the ability to reason morally and practice diagnostic medical sonography in an ethical manner. Candidates must be willing to learn and abide by professional practice standards. They must possess the attributes that include compassion, empathy, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in examination and patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults. Candidates who are selected for the program must pass a criminal background check as required by our clinical education sites.

While these abilities are required to successfully complete the competencies leading to the Associate of Applied Science in Diagnostic Medical Sonography degree, successful completion of the requirements for a degree does not guarantee eligibility to take the American Registry for Diagnostic Medical Sonography or the American Registry for Radiologic Technologists Certifying exams. Eligibility for examination requires that the candidate be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARDMS/ARRT purposes. The ARDMS and ARRT Ethics Committees conduct a thorough review of all convictions. Documentation required for a review includes written personal explanation of the activity and court records to verify the conviction, sentence, and completion of the sentence.

It is important that the candidate understand there is a moral character requirement for eligibility for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARDMS/ARRT. This is grounds for permanent denial of eligibility for certification. The ARDMS and the ARRT may conduct criminal background searches whenever appropriate. If you have concerns regarding your eligibility to sit for the ARDMS or ARRT examinations, please contact the ARDMS at:

**American Registry for Diagnostic Medical Sonography**  
1401 Rockville Pike, Suite 600      Rockville, MD 20852-1402  
Tel: 301.738.8401 or 800.541.9754      Fax: 301.738.0312

**Or the ARRT at:**  
The American Registry of Radiologic Technologists  
1255 Northland Drive St. Paul, MN 55120  
Tel: 651.687.0048

**Or CCI at:**  
Cardiovascular Credentialing International  
1500 Sunday Drive, Suite 102      Raleigh, NC 27607  
Phone: 800. 326.0268      Fax: 919.787.4916

### ***Health Science Background Check Policy***

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective allied health program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

**(Revised May 12, 2016)**

### ***CastleBranch***

State Fair Community College Health Science programs utilize CastleBranch for background screening, immunization record and document tracking for students. Upon acceptance to the Diagnostic Medical Sonography program, all students will access [www.castlebranch.com](http://www.castlebranch.com) and order the appropriate package code. It is the student's responsibility to order through CastleBranch and to upload immunization records and other documents as requested. Students should check their myCB (CastleBranch) account and student e-mail for alerts if information is needed to process the order and reminders as requirements approach their due dates. SFCC faculty will have access to view students' records and compliance status from a separate CastleBranch portal. Students will have unlimited, lifetime access to their accounts.

### ***Communicable Disease Policy***

A student shall not attend classes or other College-sponsored activities if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) communicable disease, and (2) is liable to transmit the communicable disease. The student may not return to class or College activities unless the student

(Updated July 2019)

has demonstrated to the Dean of Student and Academic Support Services, based upon medical evidence, that the student

1. No longer has the disease,
2. Is not in the communicable or infectious stage of an acute disease, or
3. Has a communicable disease that poses little risk of transmission in the classroom environment with reasonable precautions.

The College may require any student suspected of having a communicable disease to be examined by a physician and may exclude the student from classes, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the College environment.

A student who has a communicable disease, and who is permitted to attend classes, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from classes. A student who has a communicable disease and who is not permitted to attend classes or participate in College activities will be provided instruction in an alternative educational setting in accordance with College policy on Equal Educational Opportunity.

Students with communicable diseases have a right to privacy and confidentiality and should register the health issue with the Dean of Student and Academic Support Services. Only staff members who have a legitimate educational reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

**(Approved July 25, 2011)**

### **Health Science Immunization Policy**

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements will be prohibited from participating in clinical education and therefore, will be dismissed from the program. Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity OR

- Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
  - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
- Series of 2 doses of Heplisav-B
  - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years
- Tuberculosis
  - If no TB test completed in last 12 months, must have 2 step Tuberculin Skin Test
    - 2 tuberculin skin tests completed within 1-3 weeks of each other
      - Step 1 – Tuberculin Skin Test and result read within 2-3 days
      - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
  - If the student has had annual TB skin tests for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
  - TB test (1 step) is required annually
  - History of positive TB skin test must have a documented negative chest x-ray AND a negative TB questionnaire. Negative TB questionnaire required annually.

### ***Substance Abuse/Drug Testing Policy for Health Science Programs***

Students will be subject to drug testing per the SFCC Health Science policy on a scheduled, random, or for reasonable suspicion basis. A copy was provided to each student at the beginning of the program. Please reference to the policy for further information.

### ***Student Health/Health Insurance Policy***

The Diagnostic Medical Sonography program will follow the Health Science Immunization Policy.

Prior to beginning clinical experience and continuing throughout the program, students will be instructed in the technical skills and knowledge necessary to protect themselves when exposed to communicable diseases. Information on the handling of body fluids and methods of infection control will be included in course content

Students are required to report any illness, communicable disease or other condition that might affect the health of the student, patients, or staff to the Program Director as soon as they become aware of such condition.

If the student is exposed to body fluids by needle stick, other puncture wounds or by other means such as splashes in the classroom or during clinical experience, it is the responsibility of the student to seek medical attention. The student will be responsible for all medical care expenses associate with such incident.

**As a student you are not covered under Workman’s Compensation; therefore, all students are urged to have some type of medical hospitalization insurance.**

SFCC faculty and staff are committed to providing an environment that encourages physical health and fitness in smoke-free facilities. Located at the Sedalia campus, the Fred E. Davis Multipurpose Center has both an indoor walking track and a fitness/weight training facility. Any current student may use these facilities during open hours. An outdoor walking and fitness trail is adjacent to the Multipurpose Center. Students may also wish to enroll in one of the physical activity or wellness classes. Visit the SFCC Web site for more information.

Each Health Science student is responsible for his/her own health and hospital insurance coverage. Neither State Fair Community College nor any of the affiliated clinical sites are responsible for payment of charges incurred due to student's illness or injuries. Use of the Emergency Department or other medical providers will be the financial responsibility of the student. **It is strongly recommended that each student carry hospitalization insurance.** Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester.

### ***Health Science Blood Borne Pathogen Exposure and Prevention Policy***

A student who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash the area with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the clinical or supervising faculty
  - The faculty will alert the appropriate facility staff
- Identify the source of exposure
- Seek medical attention
  - Medical attention should take place within 1-2 hours of the exposure.
  - Medical attention may be sought at the clinical site if appropriate
  - The student has financial responsibility for any cost associated with evaluation, treatment, and/or counseling that results from an exposure

Other student responsibilities:

- Complete an incident report as indicated by the faculty or the clinical site
- It is student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of exposure
- It is the student's responsibility to follow up with any counseling recommended by his/her healthcare provider as a result of an exposure
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider as a result of an exposure

The faculty will notify the program administrator.

State Fair Community College Health Science programs do not undertake any screening of faculty or students for antibody to HIV.

### ***Pregnancy Policy***

Students should be aware that there is a possibility of radiation injury to an unborn fetus during any semester in the program with the greatest risk occurring in the first trimester. A female student has the option of whether or not she wants to notify program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. A student who notifies the program of her pregnancy has the following options:

**Option #1:** The student may continue the educational program without modification or interruption.

**Option #2:** The student may continue in the program with the following restrictions being imposed on clinical rotations:

The pregnant student will have limited exposure to the following:

1. Fluoroscopic procedures
2. Portable procedures
3. Surgical procedures
4. Procedures involving radium-implant patients
5. Nuclear Medicine procedures

\*Students are not performing x-rays, but may be in a situation where they could be exposed to the radiation from x-rays or radioisotopes.

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This will result in a delay in the completion of the program. In addition to the clinical restrictions, the pregnant student will be expected to complete all of the standard clinical requirements.

**Option #3:** A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

**Option #4:** A pregnant student may request to withdraw from the program for an indefinite period of time. If she wished to be reinstated, she must submit an application and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of readmission to assure that competency has been maintained.

A female student may withdraw declaration of pregnancy at any time. If the student chooses to voluntarily withdraw the declaration of pregnancy, she must inform program officials of her pregnancy declaration withdrawal in writing.

### *Grades and Credits*

The grading policy of the Diagnostic Medical Sonography Program is not the same as that for State Fair Community College. The letter grade corresponds to the percentage grade as follows:

#### **Didactic, Clinical, and Scan Lab Coursework (except DMS 120 and 122)**

<b>A</b>	90-100	Pass
<b>B</b>	80-89	Pass
<b>F</b>	Below 80	Fail
<b>I</b>	Unfinished	(computes as an F in GPA)
<b>W</b>	Withdrawn	(no grade points)

#### **DMS 120 and 122 Coursework**

<b>A</b>	90-100	Pass
<b>B</b>	80-89	Pass
<b>C</b>	70-79	Pass
<b>F</b>	Below 70	Fail
<b>I</b>	Unfinished	(computes as an F in GPA)
<b>W</b>	Withdrawn	(no grade points)

Diagnostic Medical Sonography students must maintain a grade of "B" or better in all individual didactic program courses, clinical, and scan lab courses in order to advance in the program, with the exception of a grade of "C" or better in DMS 120 and 122 courses.

In all courses, a grade will be rounded up to the next percentage if it is within 0.5 points. For example, if the overall grade is 89.50% then the grade will be rounded to 90%. Please see individual course syllabi for more explanation.

## *Weighted Courses*

See individual syllabi for specific course description of weighted grades.

## *Retake Policy and Schedule*

Students must show competency in all courses by passing all courses with an 80% or higher except for physics courses, which you must pass with a 70% or higher. If a student earns a failing grade on any exam twice during a specific course, they will be referred to the Student Success Navigator. Some courses may have mandatory remediation policies. Failure to comply with mandatory remediation as listed in the syllabus may result in receiving a failing grade for the course. If a student earns a failing grade on any final exam, the student must retake the final exam to show competency in that course. The student will be given one additional attempt to pass the exam. The student will keep the original score for the exam to be figured into the semester grade. The student will be allowed to retake the exam at the instructor's convenience. If competency is still not shown after one retake, the student will appear before the Review Board. Until all course requirements are met, the final grade will be an incomplete. All course requirements must be completed and the change of grade form submitted prior to the last day of the next semester or the grade of "I" will automatically change to an "F".

## *Program Graduation Requirements*

1. Demonstrate consistent safety and professionalism in lab, classes, and in each clinical area.
2. Successful completion of each competency in each clinical area (Sonography Clinical III).
3. Completion of required total exams in each specialty (Independently Performed **General Track:** 50 Abdomens, 25 OB, 25 GYN, and 50 Vascular. **Cardiac Track:** 50 vascular, 100 Cardiac exams). (Sonography Clinical III).
4. Satisfactory participation and punctuality.
5. Completion of required clinical hours which is a range of 1215.5-1300.5 hours as displayed in Trajecsys (Sonography Clinical III).
6. The complete SonoSim kit must be returned to the SFCC DMS program by the last day of finals week during the second semester of the program. If the student must mail the kit to SFCC, they should ship with insurance/tracking and are responsible for paying shipping fees. If the student does not return the SonoSim kit by the designated date a \$1,000 charge will be added to their SFCC account. The student will not be able to enroll in classes, obtain transcripts, or graduate until the kit is returned in good working condition, or the \$1,000 fee is paid. (Ultrasound Lab II).
7. Apply to take the American Registry for Diagnostic Medical Sonographers Sonography Principles and Instrumentation (SPI) examination **by Finals week in the Spring Semester of the first year in the program. You must attempt the SPI before the beginning of the Fall Semester. If the student does not pass the SPI on the first attempt, a second attempt is required between 60-120 days after the first attempt. Students must provide documentation in the form of the 2 pages of results provided at testing center upon completion of exam after each attempt.** (Sonography Clinical I and Sonography Clinical II).
8. Students are eligible to register for their ARDMS specialty exams 90 days before graduation and may sit for a specialty exam 60 days before graduation. All SFCC DMS students are required to sit for an ARDMS specialty exam prior to graduation. If the student is ineligible due to not having passed the SPI the student must sit for the SPI exam a third time. **Students must provide documentation in the form of the 2 pages of results provided at testing center upon completion of exam after each attempt.** (Sonography Clinical III).
9. Complete all required community service hours (Ultrasound Lab II and Sonography Clinical III).
10. Provide post-graduation contact information prior to graduation (Sonography Clinical III).
11. Meet all graduation requirements of State Fair Community College.

### *Student Success Navigator*

Each SFCC student is assigned a personal navigator to work with one-on-one in preparing a successful educational journey, staying on course and dealing with issues that could throw up detours along the way. The Diagnostic Medical Sonography Student Success Navigator is Jill Steffens. Her email is [jsteffens2@sfccmo.edu](mailto:jsteffens2@sfccmo.edu), phone number is 660-596-7411, and she is located in Heckart 848. Student Success Navigators will assist students at all SFCC campuses in creating and maintaining educational plans, enrolling in classes, financial aid assistance, and dealing with life issues that interfere with students' abilities to complete their education. Your navigator is your "personal guide to success" while at SFCC!

### *Withdrawal from Program*

Students desiring to withdraw from school must contact the Student Services Office and submit a written statement giving reason for withdrawal within seven (7) calendar days of last day's attendance.

### *Refund of Tuition, Fees, and Laboratory Fees*

For students who have not received financial aid, tuition and fees will be refunded to the student in full, by mail, if the student withdraws before classes begin. Some fees are non-refundable such as background check, drug testing and club dues. Thereafter, the refund schedule on the SFCC website applies.

For students who receive financial aid, tuition and fees will be refunded according to the requirements of the Higher Educational Act Technical Amendments of 1992. SFCC has adopted the Federal standard refund policy for Title IV recipients who withdraw, are expelled, or stop attending all courses in which they are enrolled during the first 50% of an instructional semester or session. For non-Title IV recipients, the SFCC institutional refund policy will apply.

To withdraw from all classes, students complete and submit the electronic Student Withdrawal Form located in the **I need to . . .** channel under the Student tab in mySTAR and also on the Add or Drop Classes link in the **Registration Tools** channel under the Student tab in mySTAR. A confirmation email is sent to the student's SFCC email account. A copy of the request is sent to [add-drop@sfccmo.edu](mailto:add-drop@sfccmo.edu), the assigned Navigator (if term is in progress), and the Financial Aid Office (if term is in progress and the student is receiving financial aid). The Academic Records and Registrar Office will drop the student from all **eligible** classes within two business days. The request is processed using the date/time stamp on the student's request. It is possible that the request will not be a complete withdrawal.

### *Guidelines for Granting Drop & Readmission*

A drop - readmission will only be considered for a student with unusual circumstances, requiring him/her to withdraw from school.

The student must:

- Have completed a minimum of one semester of the program
- Have passed or be passing all DMS courses with the required grades at the time drop is requested.
- Request leave of absence prior to the first day of the semester following withdrawal from the program.
- Verify facts pertaining to request for leave and present them to the Program Director.

Readmission is conditional and the student may be readmitted only if readmission does not cause class size to exceed the limit. In the event that readmission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted if the Director of the Diagnostic Medical Sonography Program feels that the student will not overload the faculty or facilities. Absence shall be for no longer than one year. Any new textbooks must be purchased. Student must abide by rules and regulations as set forth in current student handbook.

### ***Probation Policy***

Probation is a formal warning to the student concerning their performance in a particular area. At the time the student is placed on probation, an improvement plan will be developed and the probationary period set. Students may be placed on probation for the following reasons:

- 1. Academic** - Any subject with a grade below an 80% or a 70% (physics). Counseling will occur at the first signs of academic difficulties. Students failing any class must appear before the Review Board to determine continuance in the program and course of action.
- 2. Clinical** - Any clinical rotation with a failing grade of 80% or below or poor evaluation must appear before the Review Board to determine continuance in the program and course of action. If the student is removed from a clinical site for a reason that violated the clinical site's policies or DMS Handbook Policies, the student will receive a failing grade in that clinical education course. With this failing grade, the student must appear before the Review Board to determine continuance in the program and course of action.
- 3. Lab-Failure** to abide by lab rules at all times will warrant appearing before the Review Board. Lab is considered an extension of both academic and clinical expectations. Demonstrating an inability to meet these expectations warrants appearing before the Review Board.
- 4. Clinical Participation** - Probation will be issued when the student exceeds the maximum amount of non-participation from their clinical assignment. When a student does not participate in their clinical assignment in excess of the required semester hours the student must appear before the Review Board, if they would like to remain in the Diagnostic Medical Sonography program. If the student fails to appear before this board on the scheduled time, automatic dismissal will result.
- 5. Behavioral** - Poor attitude, poor interpersonal relationships, hygiene, lack of initiative, sleeping in class, etc. Counseling will occur at the first signs of behavioral difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.
- 6. Essential Qualifications** – Student regularly fails to meet the Essential Qualifications for the Diagnostic Medical Sonography Program. Counseling will occur at the first signs of difficulties and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must appear before the Review Board to determine continuance in the program.

At the close of the stated probationary period, the student's progress will be re-evaluated by the Clinical Coordinator and Program Director. At that time, the student will be removed from probation or required to appear before the Review Board.

### ***Program Grievance Policy***

All grievances dealing with academic issues, including grade or grading appeals, complaints about instructors or instructional staff, academic policy and procedures, including participation in class/clinics and academic honesty, disciplinary matters related to classroom/clinical behavior and other issues involving credit classes, should be resolved using the following grievance procedure.

Step 1. Discuss the grievance informally with the appropriate faculty member within 5 days of occurrence.

Step 2. If unresolved, discuss the grievance informally with the Director of Diagnostic Medical Sonography within 2 working days after discussing occurrence with appropriate faculty member.

Step 3. If unresolved, present the grievance formally, in writing, to the Director of Diagnostic Medical Sonography within 2 working days after discussing occurrence with the Director.

Step 4. The Director will address the student's concerns and provide the student results in writing within 2 days.

Step 5. If still unresolved, present the concerns in writing to the Dean of Health Science within 2 days of receiving the Director's decision. Results of the Dean's decision will be given to the student in writing within 5 working days following the meeting.

Step 6. The academic grievance, if still unresolved, will follow the State Fair Community College *formal* academic grievance policy outlined on MyStar.

### ***Review Board Policy***

The Review Board shall meet to consider appeal regarding program dismissal pursuant to academic, clinical, participation, behavioral, or Essential Qualifications policies. The board shall include, but is not limited to the following: a member of SFCC administration, the Program Director of the Diagnostic Medical Sonography Program, the Clinical Coordinator of the Diagnostic Medical Sonography program, a class representative, and a program advisory board member. Other persons may be designated by the Program Director to serve on the Review Board as deemed appropriate.

The board will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. Non-Local students may attend review board via skype.

### ***Procedure for Review Board***

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, in regards to decision of board.
4. Board discusses appeal and makes decision regarding request. Board chairperson will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Program Grievance Process outlined in this handbook. All information discussed within the Review Board meeting is confidential.

### ***Make Up Policy***

**Assignments:** The student must personally notify the instructor on or before the due date if there is an illness or extenuating circumstance that will prevent them from completing assignments on time. Failure to do so will result in a zero for missed assignments. If the instructor allows student to submit a late assignment, ten percent (10%) will be deducted per day the assignment is late. All work must be turned in within four days of due date or as arranged with instructor. Assignments turned in more than four days after the due date will receive a zero. Individual course syllabi will address assignments for specific classes; some classes may have stricter guidelines.

**Quizzes:** Scheduled and unscheduled quizzes may be a part of each course. If a quiz is not taken at the time it is initially offered, the grade for that quiz will be zero. See individual course syllabi, which may differ per class.

**Exams:** If an exam is not taken at the scheduled time and arrangements for a make-up exam have not been made prior to the absence, the grade for that exam will be zero. **No make-up exam will be considered unless your instructor is personally notified prior to the absence.** Make-up exams are scheduled at the convenience of the instructor.

**Technical Difficulties:** In online courses, there may at times be technical difficulties that are beyond the student's control (Canvas outage or Canvas technical error). Students should document the error by taking a picture, screen shot, or even a video to document the error and **contacting the instructor and program director immediately**. If the instructor and/or director verify the error, another attempt on the assignment or quiz will be permitted. Due to the availability of public Wi-Fi at locations such as McDonalds, Panera, and Starbucks, home internet outages will not be accepted as a technical difficulty unless a regional outage has occurred. If a sudden outage occurred, in the middle of an attempt, this should be documented and the instructor/director will consider resetting the attempt on a case-by-case basis. If the student is experiencing difficulty with canvas, they should contact the help desk and provide the reference number to their instructor.

### ***Scan Lab Classroom Attire Policy***

Diagnostic Medical Sonography students are required to wear SFCC medical scrubs in lab. Research has proven that students who dress in their professional attire are more studious and have better success especially in a learning environment. Diagnostic Medical Sonography students are on campus once a week in the scan lab and are required to dress in the professional dress code required in the workforce. Therefore, scan lab will act as a clinical setting. Students will wear the pewter medical scrubs with the Diagnostic Medical Sonography patch on the right arm sleeve. Proper shoes are required as well (see Uniform Policy in the Clinical Expectations section).

### ***Children in the Classroom Policy***

Minors are not allowed in the scan lab due to liability and safety concerns. The director may make exceptions on a case-by-case basis or clinical coordinator when minors are present with a volunteer or the student wishes to scan their immediate relative.

### ***Email and Printing***

Check SFCC email and Canvas course shell announcements associated with each course a minimum of 3 times a week. It is highly suggested you check your Canvas course shells and SFCC email daily to ensure you are aware of the most current information being distributed. Each course instructor will post items in the Canvas course shell that will need to be printed. Each student is expected to have money on his/her student account to cover this expense.

### ***Inclement Weather Policy***

It is the policy of the Diagnostic Medical Sonography program to ensure the safety of its students, adequate clinical supervision, and appropriate professionalism. Inclement weather is any weather that has the probability of interfering with the student's ability to arrive safely at class or clinicals. In the event of inclement weather, the student should make the determination of the prudence of travel. Students will only be excused from class for inclement weather when the main campus is closed.

Students wishing to delay arrival at the clinical site until road conditions improve should contact both the clinical site and the Clinical Coordinator prior to scheduled arrive time. Students who delay arrival or do not attend clinicals at all will have the time deducted from their personal time. In accordance with the policy on clinical participation, the student is expected to notify both the clinical site and the Clinical Coordinator of the absence prior to the start of the clinical day.

## ***Required Community Service Hours***

### ***Community service hours will apply to both Local and Non-Local Students***

Each student will be obligated to complete and track at least 8 hours of community service each year for a total of 16 hours prior to graduation. For outside activities, pre-approval requests utilizing the *State Fair Community College DMS Community Service Tracking Form* for each activity must be submitted at least one week in advance of the event to the Director or Clinical Coordinator for approval). Various college and program sponsored opportunities throughout the program year will be offered, however, students may request other activities to be considered. The community service hours must be tracked on the *State Fair Community College DMS Community Service Tracking Form* with the event organizer signature confirming participation. Completed tracking forms should be submitted the DMS administrative assistant Melinda Strange in person or via email. Completion of community service hours is mandatory to be eligible for graduation from the program.

### ***Required Campus Events***

#### ***Local students only:***

All Local DMS students are required to be present for and participate in the following events as instructed by DMS faculty. Failure to participate in a required event will result in an additional 8 hours of required community service being added to that student's required community service hours.

The following activities are required for All Local DMS Students as assigned:

- Orientation (New students and Second Year if Requested)
- Graduation (First and Second Year Students)
- Sonography Month Activities as assigned by SFCC Faculty and Staff (First and Second Year Students)
- Road Runner Rounds Interdisciplinary Education (may be required twice)

All local students must participate in additional SFCC campus events as assigned by the program director or clinical coordinator. These activities may include, but are not limited to:

**Welcome Back Bash, Activity Fair, Spring Fling, Career Day, and Jingle on the Green, Gas card fundraisers**

**(Revised May 10, 2018)**

## *Technology Requirement*

### Computer:

In the SFCC DMS program, all didactic courses are taught online. **Students must have access to a reliable computer and reliable internet access in order to successfully complete the program. The computer should have a camera and a microphone.**

The sonography program utilizes “SonoSim” ultrasound simulation and didactic content. A computer must meet the following technical requirements in order to run SonoSim simulation software.

<b>Operating System</b>	Windows 7, 8, 8.1, or 10*; Mac OS X 10.9, 10.10, or 10.11; macOS 10.12, 10.13, or 10.14*
<b>Processor</b>	Intel Core 2 Duo or AMD Athlon X2 at 2.0 GHz or faster
<b>Disk Storage</b>	Up to 20 GB available disk space depending on modules purchased
<b>Memory</b>	3 GB RAM
<b>Video Card</b>	NVIDIA GeForce 9000 or greater, ATI/AMD Radeon 5000 or newer, most Intel HD Graphics or newer**
<b>Minimum screen resolution</b>	1024x768
<b>Input Ports</b>	One USB port, directly accessible or via USB-C adapter
<b>Internet Connection</b>	Broadband internet connection is required

It is the responsibility of students to have a suitable computer to complete SonoSim assignments.

### Cell Phone:

Students will need a cell phone with internet access so that they are able to log into the Trajecsyst clinical tracking system to clock in and out at their clinical sites. Students will be required to turn on their phone’s GPS in order to track that they are logging in from the clinical location. Students should also install their SFCC e-mail on their phone so that they are able to check for important communication when away from their computer.

## ***CLINICAL EXPECTATIONS***

### ***Clinical Education Setting***

Clinical Education plays a very significant role in your development as a professional Sonographer. Your clinical rotations will occur at a wide variety of locations and may include some evening and weekend rotations. Unlike traditional college courses, clinical rotations will usually consist of 8 to 12-hour shifts. A current list of clinical sites may be obtained from the DMS administrative assistant.

### *Program Illness Policy*

Any student with any infectious process listed below must contact the Clinical Instructor, Program Director or Clinical Coordinator before assignment:

1. Fever of 101 or greater
2. Sore throat associated with fever of 101 or above and swollen lymph nodes
3. Flu-like symptoms (respiratory)
4. Productive cough with fever or congestion in lungs
5. GI flu (diarrhea, nausea, vomiting, and congestion in lungs)
6. Draining of open sores, boils, and burns
7. Conjunctivitis (pink eye)
8. Diagnosed strep throat
9. Scabies

Before the student returns to clinical education or scanning labs, the following must occur:

1. Temperature below 99 degrees.
2. If a physician orders a throat culture, the student must wear a mask while culture results are pending.
3. The student must be able to function in the clinical education center.
4. If phlegm is colored, the student should not be in clinic. If phlegm is clear, exhibit good hand washing techniques and wear mask in patient areas.
5. If diarrhea is severe, students assigned in patient care areas must remain home until diarrhea subsides for 12 hours.
6. Before working with patients, the student must check with clinical instructor who will check with infection control.
7. Culture confirmed – may return after being on antibiotics for 24 hours.
8. Shampoo or bathe with RID for lice infestations.
9. The student must see a physician in the event of a serious health problem.
10. May not do patient care until lesions are dried and crusted.

### *Patient Records and Confidentiality*

During clinical rotations - you are permitted to obtain patient records from the Medical Records Department of the hospital for the purpose of **preparing a case study or for submission to the Clinical Instructor or Program Director for scanning evaluation.** Obtaining a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal. (i.e., obtaining your own record during school time or while in school uniform)

Information concerning any patient and his/her illness is private. It is your obligation, as well as every member of the hospital, to keep this information **strictly confidential.** Students are to follow HIPAA guidelines at all times. Do not discuss patient information with friends, relatives, classmates or fellow employees.

You may discuss a patient's medical condition (without disclosing a patient's name) with sonographers, physicians, your instructors and sonography students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. This would be an invasion of privacy.

When writing a case study about an assigned patient, use only initials of the patient, physician, or others whom care for the patient. You may use fictitious names in your case study if you choose not to use initials.

Students are required to agree to abide by patient confidentiality regulations prior to assignment at a clinical site.

## ***Tobacco-Free Campus Policy***

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads. For more information, refer to the Policy and Regulations 5250: <https://www.sfccmo.edu/files/about/policies-and-regulations/5000-policy-2014.pdf>

The Diagnostic Medical Sonography program strictly prohibits tobacco use at any time while on campus or representing the college or program in any capacity. You are to be an example of your health profession. If you are a smoker, it is strongly suggested that you enter a habit cessation program if you are unable to refrain from your habit for extended periods of time. If these habits present themselves as continual offenses during the duration of our program, they can be a cause for dismissal. If an instructor detects any smoking odor, appropriate reprimand (ten points off your didactic) will be taken off your grade for Scan Lab Course. If in clinical you will have reprimand marks on the Daily Clinic Evaluations

## ***Program Use of Cell Phone Policy***

Phone calls and texts are not to be made or received by students while in class or the clinical setting. Cell phones may be used during breaks. Only emergency calls or texts should be accepted. **CELL PHONES ARE TO BE “ON SILENT/VIBRATE DURING ALL CLASSES.** Cell phones may be used to access Trajecsys in the clinical setting only if the site does not provide computer access, but not used for texting, making phone calls, e-mail or any social media. Points may be deducted from the student’s grade if personal phone rings during class or clinical time or student may be asked to leave class or the clinical setting. If SFCC faculty needs to contact you in the clinical setting, we will call the clinical site. If family or friends need to contact you in an emergency situation while in the clinical setting, be sure they have the telephone number to the clinical site you are rotating through. If you need to make a personal call on your cell phone during clinics, you must do so over your lunch break not within the department. No smart watches are allowed in the clinical setting. Participation points will be deducted if student is using their phone in access amounts during clinical or scan lab.

## ***Program Social Media Conduct Policy***

Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information including the JRC-DMS guidelines for social media use. Students are bound to comply with all privacy requirements even when they are not at the clinical site. This includes conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, MySpace, Snapchat, Instagram, and any other not mentioned). The State Fair Community College administration periodically searches the internet for breaches in its privacy policies. Students violating any privacy requirements will be prohibited from returning to the clinical site. Such violation may result in a delay of a student completing their degree requirements and may result in further disciplinary action.

On a personal level, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends. However, use of social media also presents certain risks and carries with it certain responsibilities. Be thoughtful about what you share online and consider how it may appear to future employers. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including dismissal from the program.

Students are personally responsible for the content they publish on social media sites, blogs, other websites, wikis, forums, or any other form of user-generated content, and there should be no expectation of privacy using

social media sites. The college reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the college community.

Students should not be “friends” with instructors on social media sites until after completion of the program.

### *Professionalism in the Clinical Area*

As a Diagnostic Medical Sonography student in the clinical sites, you will be involved with physicians, nursing personnel, patients and their families. This will require that you conduct yourself in an attitude of quiet maturity. The health care facility is a therapeutic and learning environment where rowdiness, inappropriate language, practical jokes and other misbehavior will be cause for disciplinary action or immediate dismissal.

While working in the health care facility, the student will observe all policies of conduct for employees.

The Clinical Instructor is responsible for student activities and behavior while in the facility. When in doubt on any matter, you are to contact him/her for direction.

### *Personal Appearance Policy*

As a Diagnostic Medical Sonography student, you represent your school, classmates, and sonography as a profession to the public, patients and their visitors. Your conduct, dress, and appearance are important. Cleanliness and neatness are necessary because of the nature of our work. The following requirements have been established:

- Good daily personal hygiene in both classroom/clinical - includes daily bath, use of effective deodorant and good oral hygiene. (Persistent halitosis and/or body odor, for whatever reason will be cause for dismissal).
- Scrubs should be washed after each use and should not have wrinkles.
- Hair must be clean, simply styled, well groomed and off the collar while in uniform. If hair is long enough to fall into the student's eyes, the front must be secured away from the face. If the back is long enough to fall past the shoulders all of the hair must be secured away from the face. Large decorative barrettes, large colored bows, and ribbons are not allowed while at clinical sites.
- Makeup must be conservative; nail polish may be worn, if colorless or pastel shades and in good repair. Artificial nails are **not** allowed.
- The wearing of jewelry is limited to one post style earring per ear, one ring and a watch. The size and shape of any item must be considered not to be a danger to patients or yourself.
- While representing the SFCC's program of Diagnostic Medical Sonography at seminars or other events, the Program Director or Clinical Coordinator will set the attire expectations dependent upon the event.

In all areas of personal appearance, the student is to judge his/her own dress. If there is a problem related to dress, a faculty member or the clinical instructors will advise the student of any problem with the personal appearance as it relates to professionalism. If the issue is not resolved by informal discussion, the issue will be addressed formally by the Program Director or Clinical Coordinator.

### *Physical Adornment Policy*

While the Diagnostic Medical Sonography faculty recognizes the student's right to express themselves in their jewelry and other forms of body art, such expression of individuality is inappropriate in the clinical setting, where the patient population is generally of an older generation, which may find such things offensive.

The following are considered inappropriate in the clinical setting:

- Visible tattoos
- Hair of an unnatural color
- Piercing at any location other than the ear lobe (including the tongue)
- Jewelry limited to 1 post earring per ear, a watch and one ring
- Unnatural make-up (example: black lipstick)
- Perfume, cologne or heavily scented lotions
- Artificial nails
- Gum or candy in the mouth while performing patient care/exams

If hair is long enough to fall into the student's eyes, the front must be secured away from the face. If the back is long, enough to fall past the shoulders all of the hair must be secured away from the face. All visible tattoos must be covered during the clinical rotation. Pierced jewelry other than a single stud earring per ear is to be removed prior to entering the clinical site. Perfumes and colognes can cause allergic reactions and/or nausea in the patients therefore, fragrances should be avoided.

### *Uniform Policy*

Uniforms are to be worn during your clinical education assignment, in scan lab, and during SFCC events as directed.

The uniform for the Diagnostic Medical Sonography program will consist of:

- Only SFCC Campus bookstore medical scrubs in Pewter/Granite (Dark Grey). **These are Cherokee Workwear or Cherokee Infinity Scrubs in Pewter.** Each student will need to purchase **4** sets of scrubs and **1** polo from the campus bookstore.
- Uniforms must fit in a professional manner (neither excessively tight nor baggy) students experiencing significant weight changes during the program may need to purchase new scrubs to maintain professional appearance.
- Diagnostic Medical Sonography student patch sewn 2 inches above the bottom of the right sleeve (students may also use velcro or pins secured to the back so long a professional appearance is maintained).
- Student Blue Card is required unless the clinical site provides a specific hospital badge that they require.
- Ink pen
- Pocket-size notepad
- DMS clinical journal in bag at site
- DMS Handbook/Logbook in bag at site
- Shoes will be clean and in good condition.
  - All white tennis shoes or medical profession shoes
  - All grey tennis shoes or medical profession shoes
  - All black medical profession shoes (no black tennis shoes as they can leave scuff marks on the hospital floors)
- White, grey or black clean socks
- White or pewter lab coat if necessary, but not required. The Diagnostic Medical Sonography Student patch has to be sewn on the right shoulder of the lab coat.

### *Clinical Preparedness*

Students are expected to be in uniform every day and to bring all necessary materials with them when they enter the clinical setting. The students are encouraged to bring study material to the clinical site to occupy themselves during slow periods throughout the day. The student is to speak with the Clinical Instructor prior to working on study material, as there may be other items the Clinical Instructor wishes the student to complete or additional opportunities for the student to learn at other areas of the clinic. The Clinical Coordinator, Clinical Instructor, and/or Diagnostic Medical Sonography Program Director has the right to send any student home due to inappropriate dress. Clinical Coordinator must approve uniforms prior to wearing them to the clinic site. If a student is missing any required materials for clinics, they are considered unprepared and may be sent home for the day and time missed will be treated as a non-participation from clinical.

### *Clinical Participation*

Clinical participation will follow this format:

1. The student begins his/her clinical participation by first assisting a practicing Diagnostic Medical Sonographer in the execution of duties.
2. This participation moves from a passive mode of observation to a more active mode of assisting the sonographer in examinations. The rate of student progress is dependent upon the ability of the student to comprehend and perform the various tasks assigned to him/her.
3. As the student gains experience in various procedure(s) he/she gradually moves into an independent clinical performance stage. At this point the student is actually performing the procedure under the direct supervision of a registered diagnostic medical sonographer.

### *Clinical Education Supervision*

Until a student achieves and documents clinical competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a registered sonographer. The student is to be directly supervised for all examination until competencies have been successfully completed (see Competency Evaluation Form).

Also direct supervision with a certified sonographer in good standing should **always** occur, regardless of competency, in the following situations:

- **during student performance of any repeat of any unsatisfactory sonogram**
- **all portable diagnostic medical sonography studies**

In providing **direct supervision**, the registered sonographer shall:

- Review the request for the examination in relation to the student's achievement.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be present in the room during the examination.
- Review and approve images before they are submitted to the radiologist.

In providing **indirect supervision**, the registered sonographer shall:

- Be present in a room adjacent to the room where the procedure is being performed.
- Review and approve images before they are submitted to the radiologist.
- Be present in the room for any part of the examination that the student sonographer feels the experience of the sonographer is necessary.

As a student, it is your responsibility to be sure these expectations are being met. Prior to completing competency on each exam, you are required to have direct supervision. This means a technologist/clinical instructor must be in the room when you “perform and comp” on all exams. Once competency on an exam has been attained, the technologist may be in an adjacent room, which places you in the indirect supervision category.

If you ever have a problem at a clinical site finding a technologist that is available to provide direct or indirect supervision, it is your responsibility to inform the patient that there will be a short wait until a technologist becomes available. **Never complete an exam without the appropriate supervision.**

If a technologist has any issues with this requirement or is not willing to supply the supervision you know is required...please contact the clinical instructor, the clinical coordinator, or program director immediately.

Students should never perform emergency exams without a registered sonographer present. Definitely abide by the facility policies on this as well.

### *Scan Time*

One of the most important parts of your clinical rotation is the amount of time that you spend scanning. Your level of success as a sonographer will directly relate to the amount of time that you have spent scanning. Although we have many tools in place to help augment your scanning experiences, absolutely nothing can replace them. Make sure you utilize your time in the clinical settings and scanning lab appropriately and wisely. Make sure you take advantage of every opportunity available to have the transducer in your hand. If your sonographer is too busy to allow you to perform the exams yourself, make sure you ask if you can scan the patient when he or she has finished the exam.

### *After Hours in Clinical*

Due to insurance reasons, students are not allowed to be in the Radiology or Ultrasound departments of hospitals unless for a specific purpose such as clinical hours as a student, paid employee of the facility or visiting a patient. Therefore, students can only be in their clinical assignment during the approved times provided to the student which is during the day/evening shift. Some weekend shifts may be assigned at certain facilities, as long as the hours do not exceed 40 hours per week. Students cannot go to clinical at any time when SFCC campus is closed such as spring and holiday breaks.

### *Clinical Participation Policy*

Students will complete a total of 1215.5-1300.5 hours\* as listed in Trajecsyst in clinical in order to graduate. For the safety of students and patients, not more than twelve (12) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. The typical clinical day is scheduled for 8 ½ hours with a ½ hour being for lunch and is typically from 8:00 a.m. to 4:30 p.m. Hours exceeding these limitations must be voluntary on the student’s part and should only be to stay to finish or observe a procedure or exam. Students will be assigned to clinics 3 days a week for 8 hours per day for Clinical Education I, four to five days a week for 8 hours per day for Clinical Education II, three days a week for 8 hours per day for Clinical Education III, and three days a week for 8 hours per day for Clinical Education IV.

\*Trajecsyst does not automatically deduct 30 minutes each day per lunch when calculating total hours. The 8.5-hour shift includes lunch. **(Updated July 2019)**

There may be times that the Clinical Coordinator or Program Director will deem it necessary for students to be on campus during clinical hours. These instances may include but are not limited to training, assessment, testing and remediation. The Clinical Coordinator or Program Director may, at their discretion, assign students to complete up to 136 clinical hours on campus over the 22-month program by logging into “SFCC Scan Lab” in the Trajecsys system.

As part of your clinical assignment, you must clock in and out of your assigned clinical site in Trajecsys to show that you participated in clinics for that day. This must be done on each assigned day of clinics.

Clinical Education plays a very significant role in your development as a professional Diagnostic Medical Sonographer. Participation in clinical rotations is not optional. This means that you will need to plan carefully to avoid not participating in clinics. Students are eligible for 10 days/80 hours of non-participation in clinics. This time can be used, as necessary, by the student over the life of the program. Although you are allowed 10 days/80 hours, each day you choose to be away from clinical rotation will **reduce your overall clinical grade by 1%**. This time off must be scheduled at least 48 hours in advance with the clinical coordinator unless it is due to an illness, bad weather, or emergency. Excessive non-participation will result in the student’s appearance in front of the Review Board. Completing your clinical assignment without missing any hours for that semester will add one-half percent (1/2%) to your overall clinical grade for that semester.

**It is required that students notify the Clinical Coordinator and current Clinical Instructor as early as possible of each time you will not be attending clinics. Please do this by calling and emailing them.**

Failure to contact the appropriate people is considered “no-call, no-show” may be grounds for dismissal from the Diagnostic Medical Sonography program.

When you are going to be late or not attending clinics the student is required to fill out the “**Clinical Request Day Off Form**” on Trajecsys and also email the Clinical Coordinator and Clinical Instructor.

**Hours/Day**

- 1 MIN – 2 HOURS = 2 HOURS
- 2 HOURS – 4 HOURS = 4 HOURS
- 4 HOURS – 6 HOURS = 6 HOURS
- 6 HOURS – 8 HOURS = 1 DAY

**Any non-participation, without notification or prior approval, may be cause for dismissal.** Two days of non-participation without notification or prior approval may result in automatic dismissal from the program.

**Hours and days missed can be made up, and this needs to be arranged with the program Clinical Coordinator and the Clinical Instructor at the site. When filling out the “Clinical Request Day off Form,” please include the expected day you intend to make up the hours. The clinical site and clinical coordinator must approve make-up days.**

<i>Required Clinical Education Schedule</i>		
<i>Semester</i>	<i>Days</i>	<i>Trajecsys Hours</i>
Sonography Clinical I (summer)	Four, 8.5-hour days per week in clinical setting for 8 weeks (34 hours a week). (Students may be required to attend SFCC scan lab a minimum of one additional time over the 8-week course.) Students will not attend on 4 <sup>th</sup> of July.	263.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day.

Sonography Clinical II (second fall)	Four, 8.5-hour days per week in clinical setting for 16 weeks (34 hours a week). (Students will log into SFCC scan lab a minimum of one additional times over the 16-week course.) Students will not attend clinical on Labor Day, or Wednesday-Friday of Thanksgiving week.	518.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day.
Sonography Clinical III (second spring)	Four, 8.5-hour days per week in clinical setting for 16 weeks (34 hours a week). (Students will log into SFCC scan lab a minimum of one additional times over the 16-week course.) Students will not attend clinical on Martin Luther King Jr. Day, President's Day, and the Spring Holiday.	518.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day.

### *Clinical Grade Calculation*

#### A. Computation of Clinical Grade

Completion of all Trajecsys requirements each semester is a large part of your grade and mandatory to earn a passing grade in the course.

#### B. Other Factors That May Influence a Student's Clinical Grade

1. A student's non-participation in clinical education assignments during a given semester will lower the final grade.
2. Each term a student is expected to complete a predetermined number of ultrasound competency examinations. It is required that a student completes the required Ultrasound Competency Evaluations by the last clinical assignment day of each semester (*see alternate competency policy*).

#### **Each clinical education course will have a different percentage of total points.**

- Each clinical day that you do not participate will reduce your final grade by 1% each day missed.
- Failure to submit any assignment, evaluation, competency or Trajecsys requirement in its entirety will result in a failing grade for the course and may be grounds for dismissal from the program.
- If no clinical days were missed, the student earns a 0.5% point to their total grade.

### *Trajecsys*

All clinical documentation including clocking in and out at the clinical site on a daily basis will be done through Trajecsys. All clinical exams, competencies, and evaluations should be logged in Trajecsys.

#### Clock In/Out

If students are attending clinics as a SFCC Diagnostic Medical Sonography student, students must maintain a record of time while at that clinical setting. The student will clock in at the beginning of the clinical day and clock out at the end of the day. It is important that the student select the correct clinical site prior to submitting the time. The student can clock in/out using a clinical site computer or a personal device with GPS location

enabled. The personal device should be locked or kept in a safe place during the clinic rotation and is only to be used to access Trajecsyst. Clinical Instructors will approve or confirm accuracy of time records.

### Time Exception

In the event that the student is unable to clock in or out on Trajecsyst, the student may submit a time exception. The student will manually enter the time exception and the Clinical Instructor will verify if the time entered by the student is accurate. It is the student's responsibility to clock in and out and the time exception should only be used in select circumstances. The Clinical Coordinator will investigate the excessive use of the time exception or any entries that appear out of ordinary. Submitting a time exception that is not accurate will constitute as falsification of records. Clocking in after the scheduled clinic start time will constitute as tardy. If a student is working with a patient at the end of the scheduled clinical day, the student should complete the exam they began prior to clocking out. It is viewed as a professional responsibility to the patient and the clinical setting.

It is unacceptable for anyone to clock another student in or out. The student must complete a time exception.

### Daily Log of Exams

The student will record exams of procedures performed to verify the volume and variety of procedures being performed. The Clinical Coordinator will analyze this report to ensure constant alignment of the program course content and the corresponding clinical education. The student should record each procedure into the Trajecsyst system for a permanent record. Information entered into Trajecsyst includes: date, number of instances, type of procedure, repeats, participation level (observed, assisted, and performed), site employee (registered sonographer) and any necessary comments. The daily log sheet should be updated daily; however, must be updated at least weekly. The presence of a qualified sonographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified sonographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure. The qualified sonographer's name should be entered in Trajecsyst.

### Evaluation of Student's Performance

The Performance Evaluation form is found on the Clinical Instructor's Trajecsyst system and must be completed by the Clinical Instructor at the halfway point of each clinical rotation. This evaluation form is used to evaluate and document the student's overall clinical performance. The form is designed to identify the student's strengths and weaknesses. When weaknesses are identified, they can be appropriately addressed by the student. The goal of any student evaluation is to maximize each student's individual learning outcomes.

The Clinical Instructor is responsible for completing the evaluation; however, it is the student's responsibility to ensure the form is completed. After completed, the student can view it in Trajecsyst.

**Should a student receive one (1) evaluation at the halfway point with a score below 80%, the student will be required to meet with the Clinical Coordinator for advisement and develop a plan for improvement. If the student continues to score below 80% after advisement for the final evaluation that semester, he/she will receive a failing grade in that course.**

### *Trajecsyst End of Semester Requirements*

At the end of each clinical course, students must ensure the following are completed and submitted:

- Trajecsyst Completion Checklist
- Clinical Time Approval by Clinical Instructor
- Clinical Exam Log Approval by Clinical Instructor
- Student Evaluation of Clinical Site (Halfway and Final)
- Clinical site evaluation of Student (Halfway and Final)
- All required clinical competencies for the semester

- Completion of the Patient Care Checklist
- Completion of the site orientation checklist
- Completion of all required clinical hours for the semester

All items listed above must be completed/submitted by the due date listed in the course syllabus. Students who submit all items by the last scheduled clinical day will be given an additional 1% bonus on their final grade. Students who do not submit all required information by the due date will receive a 2% deduction per day that even a single item is late. Any items not submitted before the final grade entry deadline for the semester may result in the student receiving an incomplete or failing grade for the course. **All evaluations must be submitted before grade entry is due or the student will receive a failing grade for the course and must appear before the review board.**

### Competencies

All students must demonstrate competence in clinical exams. The protocol can be what is described in this handbook, scan lab, or what the clinical site requires. The Competency Evaluation form is found on the Clinical Instructor's Trajecsyst system and must be completed by the Clinical Instructor designated by SFCC or a qualified ARDMS, ARRT(S), or CCI registered sonographer designated by the clinical site's Clinical Instructor. The sonographer must be registered in the area of study that they are competing the student on. The student must verbally declare, to the Clinical Instructor or registered sonographer designee that they desire to perform a competency on a particular exam.

**A score of 80% or better is required to achieve clinical competency on each exam. If the student fails to earn 80% on their first attempt, they will be given one additional attempt to complete the comp. If the student does not pass on the second attempt they will fail, the course and must appear before the Review Board to determine their eligibility in the program.**

### Clinical Site Evaluation

The Clinical Site Evaluation form can be found on the student's Trajecsyst site and must be completed by the student at the halfway point and at the end of the rotation. Students are encouraged to be honest and remain professional while giving constructive feedback.

### *Steps to Clinical Competency*

The following steps must be completed, in order, for each competency exam. After competency is achieved, the student may perform the procedure under indirect supervision. Regardless of the level of competency achieved, students must perform all repeat exams in the presence of a registered technologist.

**Step 1:** In the laboratory or clinical site, under the direct supervision of the instructor, the student will PRACTICE scanning exams on volunteers.

**Step 2:** In the Clinical area, under direct supervision of the Clinical Instructor(CI), the student will observe, practice, and scan with assist and then correctly perform the examination on a patient. Once a student has logged in Trajecsyst that they have independently performed a particular exam the competency form for that exam will "unlock" and become accessible to the CI. It is the student's responsibility to log all exams and continuously communicate with the CI regarding their progress and readiness to comp on a given exam.

**Step 3:** Clinical COMPETENCY evaluation. The student may request a competency evaluation from their Clinical Instructor(CI) when they feel confident and prepared.

- The CI will use their professional judgement and experience to determine if the student is performing the exam competently with the skill of an entry-level sonographer.

- The student must independently perform the competency exam under direct supervision of the CI or qualified SFCC faculty member. The CI will fill out the Clinical Competency form in Trajecsyst and the student will receive credit for that competency based on the grade assigned by the CI. A grade of 80% or better is necessary to achieve clinical competency.
- The CI completing the competency form should be registered in that modality.

Step 4: After completing an exam the student will continue to perform the exam at every possible opportunity to maintain and improve upon their ability and work towards the required number of exams for graduation.

### *Performance Competency Evaluations*

There are core competencies that all individuals must demonstrate to establish eligibility for ARDMS registration. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in CCI and ARDMS registration. ARDMS and the accrediting body, JRC-DMS, encourages individuals to obtain education and experience beyond these core requirements.

### *Competencies*

Students must demonstrate competency on all of the **mandatory** Diagnostic Medical Sonography exams. Competency demonstration should incorporate patient-specific variations such as age and pathology. Students must demonstrate competency on at least 4 **elective** Diagnostic Medical Sonography exams.

A minimum number of COMPETENCIES are required to be completed by the end of each semester's clinical course.

If a student, **having made all reasonable effort while at the clinical site**, is unable to complete all required competencies in a given semester due to **circumstances outside their control** (such as low patient census or unavailability of the exam in the clinical site) then SFCC DMS will provide an alternate method of demonstrating competency. **With prior approval from the Clinical Coordinator**, the student may simulate the competency exam in the Lab or clinical setting on a volunteer, fellow student, or standardized patient.

**Simulated Competency:** The student may demonstrate their ability to competently and independently perform the exam in question in the scan lab or clinical setting. If the exam has never been performed independently in the clinical setting the student must perform the exam on at least two different model patients, with the competency grade being based on the second patient. If the student has logged independent performance in the clinical setting then only the competency scan is required. A clinical instructor or SFCC DMS staff member who is registered in the pertinent modality will observe the exam and complete the competency form. The evaluator will complete the necessary competency form, which will determine the grade for the competency. As with all competencies, a score of 80% or higher is required to demonstrate competency and only 2 attempts are permitted. The clinical coordinator must approve this alternate competency method in advance.

**Students may not exceed six total simulated competencies in Trajecsyst at any time during Clinical I, II.** With prior approval, simulated competencies may be used to meet the required number of competencies in Clinical I, II, however ALL competencies must be completed on a patient in the clinical site in order to receive a passing grade in Clinical III. If a student uses a simulated competency for an exam in Clinical I, II, they must later complete that competency on a patient with their CI, then that alternate competency will no longer count towards the maximum total of six. A clinical competency that replaces an earlier semester's alternate competency may not count towards the total required clinical competencies for the current semester's clinical course.

In the event that:

-The Clinical Coordinator consults with the student's CI and determines that, had the student expended reasonable effort, they should have been able to complete their competencies in the clinical site and thus are not eligible for simulated competencies.

-The student has previously used their 6 total simulated competencies.

The student will receive a percentage deduction in their clinical grade. The deduction for that semester's clinical course grade will be equal to receiving zero grade for the competency(s) not performed. A final grade below 80% is a failing grade in any clinical course and may prevent the student from continuing in the program.

If a student is going to receive a grade lower than 80% for any clinical course due to non-completion of competencies they must meet with the Clinical Coordinator and Program Director prior to the final day of the semester. If the Clinical Coordinator and Program Director determine that there were extenuating circumstances beyond the student's control which contributed directly to the student's grade being below 80% they may, at their discretion attempt to arrange for additional clinical time for the student to makeup the competencies needed to pass the course with a grade above 80%. If the student is not granted an exception or it is not possible to arrange for additional clinical time, the student will fail the course and must appear before the review board to determine eligibility to continue in the program.

Students must complete all required competencies in order to graduate from the SFCC DMS program. Students failing to complete all competencies before the final day of assigned clinical time will appear before the review board.

Due to transcranial Doppler exams not being performed in our clinical sites, all students will complete a simulated competency in the scan lab for transcranial Doppler. This will not count towards the total of 6 permitted simulated competencies.

<b>General Track Semester</b>	<b>Total</b>
1st Semester (Fall) – Scan Lab	6 patient care
3 <sup>rd</sup> Semester (Summer)-Clinical	9 (any 9 exams)
4th Semester (2nd Fall)- Clinical	17 (any 17 exams remaining)
5th Semester (2nd Spring)-Clinical	18 (any 18 exams remaining)
<b>Totals</b>	<b>50</b>

<b>Cardiac Track Semester</b>	<b>Total</b>
1st Semester (Fall)- Scan Lab	6 patient care
3 <sup>rd</sup> Semester (Summer)-Clinial	7 (any 7 comps)
4th Semester (2nd Fall)-Clinical	16 (any 16 comps remaining)
5th Semester (2nd Spring)- Clinical	16 (any 16 comps remaining)
<b>Totals</b>	<b>45</b>

### *Clinical Request Day Off Policy*

A form is to be completed in its entirety for any tardy or absence from clinical education hours. The form is found on Trajecsys and needs to be completed at least 1 week before missed hours or a clinical day. This form will then be sent to the Clinical Coordinator and to the Clinical Instructor.

In an emergency, the student must notify the Clinical Instructor and Program Clinical Coordinator **before** the student's clinical shift is scheduled to begin. The Clinical Coordinator must verbally approve the emergency absences, and a Clinical Request Day Off form must be submitted within 5 business days.

Extended absences require a doctor's note.

If 8 hours of clinical time is missed, there is a deduction of 1% from the student's overall grade.

Failure to obtain the appropriate permission and submit a Clinical Request Day Off form may be considered a no-call no-show. No-call no-show is grounds for dismissal from the program.

### ***Clinical Evaluation System***

The program's clinical evaluation system is three-fold:

1. Measure the students' ability in the clinical environment to produce diagnostic medical sonogram images of various anatomical parts maintaining excellent patient care skills.
2. Measure behavioral characteristics including punctuality, work attitude, cooperation, quality of work, initiative, the ability to receive constructive criticism, and professionalism.
3. Accurate record keeping of Daily Logs, Time Sheets, List of Competencies and Case Studies.

**\*\*It is the student's responsibility to see that the appropriate forms are filled out and approved each semester.**

### ***Clinical Evaluation Forms***

These forms are found on Trajecsys under Evaluations and will also be in your Clinical Education Canvas Courses under the Getting Started Section. The following forms will be including in these areas:

- Patient Care Skills-Basic Assessment
- Clinical Education Site Orientation Checklist
- Clinical Competency Evaluation Forms
- Clinical Professionalism Development and Growth Evaluation
- Student Evaluation of Clinical Experience
- Clinical Request Day Off Form

### ***Regulations Governing Clinical Assignments***

1. The student will be supervised in the clinical area by the Clinical Instructor and by the staff sonographers and is ultimately responsible to the Program Coordinator and Clinical Coordinator.
2. Students are expected to report promptly at designated time to the staff sonographer in their assigned Clinical rotation area.
3. Students will be assigned a one-half hour lunch period by their supervising staff sonographer at the convenience of patient load. This should be documented in the "Notes" section of your clinical logbook submitted to the clinical coordinator before the last day of class.
4. Students must remain in their assigned clinical rotation area and may not leave the rotation area or department without notification and permission of the supervision staff sonographer.

5. Students are responsible to achieve their clinical performance competencies for each clinical assignment in that semester.
6. Completion of required total exams in each specialty (Independently performed **General Track** 50 Abdomens, 25 OB, 25 GYN, and 50 Vascular. **Cardiac Track** 50 Vascular, 100 Cardiac exams).
7. Students in the clinical site needing assistance from program faculty may call State Fair Community College at (660) 596-7434.
8. The Clinical Instructor may send a student home if he/she is not in approved uniform. (See uniform policy).
9. Students must abide by the social media policy, phone policy, uniform policy, professional policy, personal appearance policy, and physical adornment policy, and all other policies mentioned in this handbook in clinical at all times.
10. If the student has any illness that is infectious, they must not go to clinical and must contact the Clinical Instructor and Clinical Coordinator before returning to the assignment.
11. At any time after a competency form becomes available to the Clinical Instructor in Trajecsys and the student feels confident and prepared the student may request that the CI comp them on that exam. A score of 80% or better is required to achieve clinical competency on each exam. If the student fails to earn 80% on their first attempt, they will be given one additional attempt to complete the comp. If the student does not pass on the second attempt, they will fail the course and must appear before Review Board to determine their eligibility in the program.
12. If a student fails to complete/submit all required Trajecsys clinical documentation and evaluations in a timely manner each semester they may receive an F for the course and be dismissed from the program.
13. Should a student receive one (1) evaluation at midterm with a score below 80%, the student will be required to meet with the Clinical Coordinator for advisement and develop a plan for improvement. If the student continues to score below 80% after advisement for the final evaluation that semester, he/she will receive a failing grade in that course.
14. A grade of 80% or below in clinical is failing and the student has to meet with the Review Board to determine their eligibility to continue in the program. The student is not eligible to continue to the following semesters without passing a class in the current semester.
15. If a student is removed from the clinical site due to non-compliance with SFCC DMS Handbook policies, they will receive a failing grade for that course. The student will then have to appear before the Review Board to determine their eligibility in the program. The student is not eligible to continue to the following semester without passing a class in the current semester.
16. If a student is removed from a site due to personal conflict with individuals at that site, but is in compliance with all SFCC DMS Policies, that student will appear before the review board to determine their ability to receive a passing grade in the course, their eligibility to be placed at a new site (if available), or to continue in the program. The student is not eligible to continue to the following semester without passing a class in the current semester.

17. Students may be assigned weekends or evenings as part of their clinical education. Such clinical time will be compensated by time off from clinical during the week.
18. At no time shall a student be given a clinical assignment or academic instruction in excess of forty hours per week. This is in accordance with JRC-DMS and CAAHEP standards.
19. Students will perform in the clinical area under the direct supervision of the staff sonographer while achieving specific competencies. The students may be under indirect supervision by a staff sonographer, while performing previously achieved competencies.
20. All repeat sonograms are to be completed under direct supervision by a staff sonographer.
21. Students are not permitted to accept gratuities.
22. Information acquired about the diagnosis, prognosis or personal life of any patient is confidential information and must not be discussed at any time, in public or private with the patient or any member of his or her family.
23. Students are to refrain from personal conversation or remarks while in the patient areas.
24. Students who are involved in or witness any unusual incident during school or clinical hours are to immediately report the incident to the Clinical Coordinator.
25. Students are responsible for obtaining patient history prior to sonographic examinations.
26. Students must never leave a patient unattended.
27. In accordance with SFCC standards, students will not be permitted to make up clinical hours when campus is closed including holidays and spring break.
28. The following conditions constitute direct supervision by a staff sonographer: A qualified staff sonographer will review the request for examinations to determine the capability of the student to perform the examination with reasonable success or to determine if the condition of the patient contraindicates performance of the examination by the student. If either of the above determinations is in question, the sonographer should perform the examination. Medical judgment may supersede this provision. The qualified registered sonographer checks and approved the images prior to the dismissal of the patient.
29. A staff sonographer in the general work area, available for immediate assistance to the student(s) constitutes indirect supervision.
30. Students are prohibited from obtaining any competencies outside of designated clinical hours (such as during work hours as a student technologist).
31. Falsifying any information on any clinical documentation can be grounds for dismissal from the program.
32. In accordance with JRC-DMS and CAAHEP standards, students cannot be paid while doing clinical hours. Hence, they cannot be on the clock while also being logged into Trajecsys at the same time while doing their required clinical hours.

33. Students are eligible to seek sonography part time employment after at least 1 year in the sonography program, which equates to completion of Clinical Education I, Sonography Principles & Instrumentation II, and sitting for the SPI exam. This cannot conflict with their clinical hours, required time on campus, or study time.

#### **34. Non-Local Student Clinical Site Placement-**

- a. **Students admitted to the SFCC DMS program as non-local are responsible for locating their own clinical sites before beginning the program in August.** This process is as follows:
  - a. The student should identify facilities in their area that perform ultrasounds. This may include medical offices, hospitals, imaging centers, clinics, and portable ultrasound services. The student should initiate contact with potential facilities (often scheduling time to job shadow is a great way to do this).
  - b. If a site is willing to consider serving as a clinical site, an evaluation form must be completed for each potential site and provided to the clinical coordinator.
  - c. The Clinical Coordinator will verify clinical instructor credentials; ensure the site meets required standards, and that the CI is aware of their educational responsibilities. All sites must be approved by the clinical coordinator and must sign an Affiliate Agreement with SFCC DMS.
  - d. Non-Local students may complete all clinical hours at a single site or may utilize a different site each semester. The site(s) selected must enable the student to complete all clinical hours, lab hours, competencies, and exam number requirements as outlined in the handbook.
- b. Non-Local students must not seek placement at clinical sites that have an existing Affiliate Agreement with SFCC DMS to accept local students. A list of these sites may be obtained from the DMS administrative assistant.
  - a. An exception may be made if the student is an employee at the facility and the facility provides a letter of intent stating that they are willing and able to provide for the clinical training of the non-local student without interfering with their ability to accept Local students as usual. This letter must be received at the time of application.
  - b. If a previously secured site becomes unavailable or ineligible for any reason it is the responsibility of the student to locate a replacement site. If the student is unable to locate a suitable new site to facilitate timely completion of clinical requirements the student must appear before the review board to determine their eligibility to continue in the program.
- c. Depending on the proximity of the site to the SFCC Sedalia campus, the Clinical coordinator will either perform in person site visits or distance site visits over phone or Skype to ensure the student's satisfactory progress.
  - a. The Student and Clinical Instructor must be available individually at least 2 times each semester over phone or skype to discuss the student's progress. The Clinical Coordinator may require additional conversations at her discretions.
  - b. The Student must send images from ultrasound exams performed by the student to the Clinical Coordinator each semester so that the Clinical Coordinator can verify the student is scanning competency. The Clinical Coordinator may dictate which exams are required and how often examples of the student's scanning must be sent. Both the student and clinical instructor must verify that the student took the images provided.

**(Updated May 2018)**

**STATE FAIR COMMUNITY COLLEGE  
DIAGNOSTIC MEDICAL SONOGRAPHY  
STUDENT CLINICAL/EXTERNSHIP CONTRACT**

1. I must attend each scheduled workday. If I must miss a scheduled day due to illness or family emergency, I must call my clinical externship site and then my clinical coordinator or program director before my scheduled start time. I must submit a 'Clinical Request Day Off Form' in Trajecsys at least 1 week before missed hours/days. The exception is with emergency situations.
2. If I no-call/no show to my scheduled clinical site/externship, I will automatically fail that clinical/externship class. Failure to submit a clinical request day off form will count as a no call no show.
3. I am expected to display professionalism and adhere to all SFCC policies and procedures while on my clinical externship.
4. Failing any clinical or didactic course will cause the student to not meet prerequisite requirements for the next semester of the program. Failing any course will result in appearing before the review board and may result in dismissal from the program.
5. I must abide by the program social media policy, tobacco program policy, phone policy, uniform policy, professional policy, personal appearance policy, physical adornment policy, and all other policies stated in this handbook, in clinical at all times.
6. If I have an illness that is infectious, I must not go to clinical and must contact the Clinical Instructor and Clinical Coordinator to inform them and also contact them before returning to the assignment.
7. Once I have logged a given exam as performed in Trajecsys the competency form for that exam will unlock for my Clinical Instructor. When I feel confident and prepared in that exam, I may request that the Clinical Instructor evaluate my competency to perform the exam independently and complete the comp form.
8. A score of 80% or better is required to achieve clinical competency on each exam. If the student fails to earn 80% on their first attempt, they will be given one additional attempt to complete the comp. if the student does not pass on the second attempt they will fail the course and must appear before the review board to determine their eligibility in the program.
9. I must complete all required competencies, total scanned exams, and total clinical hours in order to graduate.

There can be no exception to these graduation requirements. If by the last week of the clinical course these requirements are not met, the student must meet with the Clinical Coordinator and Program Director prior to the final class day of the semester. If the Clinical Coordinator and Program Director determine that there were extenuating circumstances beyond the student's control which contributed directly to the

student being unable to meet these requirements they may, at their discretion, attempt to arrange for additional clinical time for the student to makeup the needed scans. If the student is not granted an exception or it is not possible to arrange for additional clinical time, the student will not be eligible to graduate and must appear before the Review Board.

10. I understand that if I receive one (1) evaluation at the halfway point with a score below 80%, I will be required to meet with the Clinical Coordinator for advisement and develop a plan for improvement. If I continue to score below 80% after advisement for my final evaluation in that course, I fail that course.
11. If I fail to complete/submit all required Trajecsys clinical documentation and evaluations in a timely manner each semester may receive an F for the course and be dismissed from the program.
12. An overall grade of 80% or below in clinical is failing and failing a course is grounds for termination from the program. Furthermore, the student has to appear before the Review Board to determine their eligibility in the program. The student is not eligible to continue to the following semesters without passing a class in the current semester.
13. If I am removed from a clinical site for non-compliance with DMS Handbook policies, I will receive a failing grade for that course. I will then have to appear before the Review Board to determine my eligibility in the program. I am not eligible to continue to the following semester without passing a class in the current semester.
14. I must meet all financial obligations to State Fair Community College while on my clinical/externship.
15. I must never be paid while doing my clinical hours. I understand that I cannot be paid for any duration of time while doing my clinical hours at that same time.
16. I must not obtain employment at my clinical/externship until after I have completed all required Clinical Education I externship hours, completed Sonography Principles & Instrumentation II, and sit for the SPI exam.
17. I will be placed in clinical/externship sites by the clinical coordinator. I may request a particular site; however, I recognize and accept that I am not guaranteed that I will receive this request.
18. I must complete all required clinical performance competencies each semester during clinical assigned hours under direct supervision of a sonographer.
19. I must not exceed 40 clinical hours per week. This includes a combination of didactic and clinical hours.
20. In accordance with SFCC standards, student will not be permitted to make up clinical hours when campus is closed including holidays and spring break.
21. I understand and accept that my clinical/externship hours are a graduation requirement and must be completed in a satisfactory manner.
22. I must complete all required clinical hours, which is a range of 1215.5-1300.5 hours in Trajecsys.

- 23. I understand and accept that failure to complete the required clinical expectations in a timely manner may have a negative impact on my financial aid and/or could result in me being dropped from the program.
- 24. I understand that if I miss more than 10 clinical days (80 hours) I must go before the Review Board to determine my eligibility in the program.
- 25. I will abide by all institutional policies, facility policies, and all policies in this handbook while at clinical, including FERPA and HIPAA.

I have read the above rules and regulations and agree to the terms of this contract. I am aware that if I violate one or more of these rules, I may fail the course and/or be terminated from the Diagnostic Medical Sonography Program at State Fair Community College.

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Student's Name (printed) Date

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Student's Signature Date

### ***DMS Vascular Concentration Transcranial Doppler***

Transcranial Doppler is a CAAHEP required exam for all students completing the Vascular concentration. SFCC clinical sites do not afford our students the ability to perform transcranial Doppler exams, and as such, SFCC DMS has applied to JRC-DMS for an exception to this competency.

Didactic content related to Transcranial Doppler is covered in SFCC DMS Vascular Courses. The hands on component of TCD will be assessed in the Ultrasound Scan Lab for Local students and will be simulated in the clinical setting for non-local students. The student will first practice and later demonstrate TCD for competency on another student or a volunteer patient. The appropriately credentialed clinical coordinator or clinical instructor will evaluate the student's performance and complete the "Transcranial Doppler Student Evaluation Form". As with all competency evaluations the student must achieve a grade of 80% or higher to pass.

### ***DMS General Track Clinical Competency Requirements for Graduation***

\*Students MUST complete each of the following competencies in order to graduate:

#### **PATIENT TRANSFER/CARE\***

1. Patient Transfer-Stretcher to Exam Table
2. Patient Transfer-Table to Wheelchair
3. Patient Transfer-Wheelchair to Table
4. Oxygen
5. Pulse Oximetry
6. Vitals

Note: Patient care competencies will be completed in the lab setting. The student will then complete a patient care/transfer checklist in a healthcare setting.

#### **ABDOMINAL\***

1. Equipment Operation Basic
2. Gallbladder/biliary system
3. Liver
4. Pancreas
5. Retroperitoneal
6. Spleen
7. Kidneys/Urinary Tract
8. Scrotum

9. Thyroid
10. Abdomen Complete
11. Abdomen Limited
12. Aorta
13. Non-Cardiac Chest (evaluate for pleural effusion or mark for thoracentesis)

**OB/GYN\***

1. GYN Transabdominal
  - a. Uterus/Ovaries
2. GYN Transvaginal
  - a. Uterus/Ovaries
3. First Trimester Exam
  - a. Fetal Environment
  - b. Measurements
4. Second Trimester Exam
  - a. Fetal Environment
  - b. Measurements (analysis)
  - c. Head and Thorax Anatomy
  - d. Abdomen and Extremity Anatomy
5. Third Trimester Exam
  - a. Fetal Environment
  - b. Measurements (analysis)
  - c. Head and Thorax Anatomy
  - d. Abdomen and Extremity Anatomy
6. First Trimester Complete
7. Second Trimester Complete
8. Third Trimester Complete (To include a minimum of fetal growth evaluation.)
9. AFI
10. BPP

\*\*Students MUST complete one competency from each body system in this category. Example: student may complete abnormal abdomen that is either an abdomen with pathology or a difficult body habitus.

## **ABNORMAL/DIFFICULT\*\***

1. Abnormal Abdomen
  - a. Pathology
  - b. Difficult Body Habitus
2. Abnormal GYN
  - a. Pathology
  - b. Difficult Body Habitus
3. Abnormal OB
  - a. Pathology
  - b. Difficult Body Habitus
4. Abnormal Vascular
  - a. Pathology
  - b. Difficult Body Habitus

## **VASCULAR\*\***

1. Ankle/Brachial Indices (ABI)
2. Carotid Duplex
3. Lower Extremity Arterial Duplex Unilateral
4. Lower Extremity Venous Duplex Unilateral
5. Lower Extremity Venous Duplex Bilateral
6. Transcranial Doppler (Simulated in Second Spring Semester)

\*\*\*Students MUST complete at least 4 Elective competencies in order to graduate.

## **ELECTIVES\*\*\***

1. Breast
2. Prostate
3. Invasive procedure, Guidance/Biopsy
  - a. Amniocentesis
  - b. Paracentesis
  - c. Thoracentesis
  - d. Biopsy
4. Advanced Fetal Survey
5. Soft Tissue
6. Gastrointestinal
7. Adrenals

8. Neonatal head
8. Male pelvis
10. Abdominal Doppler
11. Appendix
12. US Guided Vascular Access (PICC Line placement)
13. Abdominal Doppler Vessels
14. Duplex Renal Doppler
15. Mesenteric Artery Duplex
16. Lower Extremity Segmental Pressures
17. Upper Extremity Venous Duplex Unilateral

Total externship competencies (required and elective) necessary for program completion is **50**.

- **TOTAL QUANTITY**

Students **MUST** complete the following number of exams in order to graduate.

**ABDOMINAL**

- 50 performed independently

**OB/GYN**

- 25 GYN performed independently
- 25 OB performed independently

**Vascular**

- 50 performed independently

*DMS Cardiac Track Clinical Competency Requirements for Graduation*

\* Students MUST complete each of the following Patient Transfer/Care competencies in order to graduate:

\*Patient Transfer-Stretcher to Exam Table

\*Patient Transfer-Table to Wheelchair

\*Patient Transfer-Wheelchair to Table

\*Oxygen

\*Pulse Oximetry

\*Vitals

Note: Patient care competencies will be completed in the lab setting. The student will then complete a patient care/transfer checklist in a healthcare setting.

\*\*Students MUST complete each of the following competencies in order to graduate:

**Cardiac:**

\*\*Equipment Operation (Basic)

\*\*Equipment Operation (Advanced)

\*\*Echocardiogram Parasternal View

\*\*Echocardiogram Apical View

\*\*Echocardiogram Subcostal View

\*\*Echocardiogram Suprasternal Notch View

\*\*M-Mode

\*\*Color Doppler

\*\*Spectral Doppler

\*\*Doppler Analysis

\*\*Contrast Echocardiogram/Agitated Saline

\*\*Pathology-LV Dysfunction, Wall Motion Abnormality

**Vascular:**

\*\*Ankle/Brachial Indices (ABI)

\*\*Carotid Duplex

\*\*Lower Extremity Arterial Duplex Unilateral

\*\*Lower Extremity Venous Duplex Unilateral

\*\*Lower Extremity Venous Duplex Bilateral

\*\*Abnormal Vascular

\*\*Transcranial Doppler (Simulated in second Spring Semester)

\*\*\***Four of each** of the following competencies are required to graduate:

\*\*\*Echocardiogram Complete (Routine)

\*\*\*Pathology-Cardiomyopathy/ Coronary Artery Disease

\*\*\*Echocardiogram –Arrhythmia

\*\*\*Pathology-Valvular Disease

\*\*\*\*Students **MUST** complete at least 4 Elective competencies in order to graduate:

\*\*\*\*Echocardiogram Anatomical Variant/Adult Congenital Heart Disease

\*\*\*\*Pathology- Cardiac Mass/Thrombus/Vegetation

\*\*\*\*Pathology-Diseases of the Aorta

\*\*\*\*Pathology-Pericardial Disease

\*\*\*\*Pathology-Right Heart Disease

\*\*\*\* Exercise Stress Echocardiogram

\*\*\*\* Pharmacological Stress Echocardiogram

\*\*\*\* Transesophageal Echocardiogram

\*\*\*\* US Guided Vascular Access (PICC Line placement)

\*\*\*\* Abdominal Doppler Vessels

\*\*\*\*Lower Extremity Segmental Pressures

\*\*\*\*Upper Extremity Venous Duplex Unilateral

\*\*\*\*Mesenteric Artery Duplex

\*\*\*\*Duplex Renal Doppler

Total externship competencies (required and elective) necessary for program completion is **45**

- **TOTAL QUANTITY**

Students **MUST** complete the following number of exams in order to graduate.

**Vascular**

- 50 performed independently

**Cardiac**

- 100 performed independently

## Institutional Policies

All institutional policies can be found on the SFCC website at: <https://www.sfccmo.edu/about/policies-regulations/>

Please refer and read the following policies at the above website:

- Harassment – Policy 2130
- Student Educational Records – Policy 2400
- Financial Aid – Policy 2710
- Drugs and Alcohol and Tobacco Products – Policy 2830

The Academic Honesty policy (6480) regarding individual or group work can be found in the syllabus of each SFCC course or at the above website.

The Diagnostic Medical Sonography program observes holidays and most breaks in accordance with college policies. The SFCC Academic Calendar can be found on mySTAR>Campus Resources tab>Quick Links channel.

Please refer and read the following regulations and the above website:

- Students with Disabilities Testing Accommodations – Regulation 2116
- Student Grievance and Appellate Process – Regulation 2160
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2511
- Discipline – Regulation 2610
- Student Services – Regulation 2810

Revised hyperlinks 1/12/17

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**End of Student Handbook of Policies and Procedures  
Associate of Applied Science in Diagnostic Medical Sonography**