

State Fair Community College

Student Handbook of Policies and Procedures 2024-2025 Associate of Applied Science in Diagnostic Medical Sonography

Additional Policies and Regulations can be found in the SFCC Course Catalog, mySFCC, and the State Fair Community College official website: 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. 16th 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.

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 Disability Resource Office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Updated 6.2024

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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 abdomen-extended sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level OB/GYN 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

Complaints or concerns about an Institution affiliated with the Commission can be sent to:
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) upon the recommendation of JRC-DMS.



Commission on Accreditation
of Allied Health Education Programs

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
(727) 210-23250
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
Email address: mail@jrcdms.org

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 Disability Resource 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 Disability Resource Office in Yeater Learning Center, Room 159. 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.

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Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Disability Resource Office. Students are responsible for any charges associated with obtaining documentation. The Disability Resource 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 Disability Resource 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.

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 health science 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

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application. (Updated 3-11-2022)

Student Conduct Evaluation Policy

Educational Conduct Evaluation

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre-health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may make a decision in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

Health Science Student Conduct Committee

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

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 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.

Health Science Communicable Disease and Immunization Policy

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers
<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care
<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal
<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

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 or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our

clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

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:

- COVID-19 Vaccine
 - Verification of immunization series completion and boosters as required by clinic sites
 - Series of 2 doses of monovalent Moderna or Pfizer **OR**
 - Doses at least 3 weeks apart
 - As of 5/6/23 vaccine is no longer available
 - Single dose of monovalent Johnson and Johnson **OR**
 - As of 5/6/23 vaccine is no longer available
 - Single dose of bivalent Moderna or Pfizer
- 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
 - Student must have a QFT, T-Spot, or a 2-step PPD in the last 12 months with the last step occurring less than 1 month prior to program admission.
 - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed at least 7 days apart of each other
 - Step 1 – Tuberculin Skin Test administered and result read within 2-3 days
 - Step 2 – A second Tuberculin Skin Test administered at least 7 days after the first test was administered and the results read within 2-3 days.
 - TB test (1 step) is required annually (PPD, QFT, or T-Spot)

- Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
 - Evidence of a positive TB skin test must be documented by one of the following:
 - Chest x-ray report indicating positive TB skin test as the reason for the exam
OR
 - Official TB skin test record indicating a positive result
 - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

Substance Abuse/Drug Testing Policy for Health Science Programs

Statement of Purpose and Intent

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

Definitions

Blood Alcohol Test – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

Consent Form –Drug Testing Consent Form adopted by SFCC.

Drug Use Test – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

Illegal Drugs – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in

the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a *Schedule I* drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. *Therefore, marijuana is considered an “illegal drug” for purposes of this requirement.*

Medical Review Officer - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Non-negative Test Result – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

Positive Test Result – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Persons to be Tested

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student’s expense.

Reasonable Suspicion Testing

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the

influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal-drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.
- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

Consent to Drug Testing

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

Confidentiality

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

Procedure

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency.

Students will follow the procedure required by the agency or persons collecting the urine specimen.

Consequence

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program

administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

Substance Abuse Counseling

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

Student Discipline Policy

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

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

A	90-100	Pass
B	80-89	Pass
F	Below 80	Fail
I	Unfinished	(computes as an F in GPA)
W	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. Students receiving a grade of less than 80% in didactic or scan lab courses will be dismissed from the program. Exceptions may be made for second year students at the discretion of the program director.

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%. If a student is identified to be struggling in a specific course, a counseling form will be implemented and the student 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. Until all course requirements are submitted in Canvas, 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 prior to beginning another course for which this course is a prerequisite, 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 (Clinical I, Clinical II, Clinical III).
2. Successful completion of all required competencies in each clinical area (Sonography Clinical III).
3. Completion of required total exams in each specialty (Independently Performed **General Track:** 50 Abdomens, 50 OB/GYN, and 50 Vascular. **Cardiac Track:** 50 vascular, 100 Cardiac exams). (Sonography Clinical III).
4. Satisfactory attendance, punctuality, and participation in the clinical setting in accordance with the DMS handbook (Sonography Clinical III).
5. Sit for 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 end of the SPI II course. 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.** (SPI II and Sonography Clinical I).
6. Students are eligible to sit for ARDMS specialty exams 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).

7. Complete all required community service hours (Sonography Clinical III).
8. Provide post-graduation contact information prior to graduation (Sonography Clinical III).
9. 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 Jennifer Farrar. Her email is jfarrar6@sfccmo.edu, phone number is 660-596-7149, and she is located in Fielding 247. 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, the student should contact their program student success navigator.

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 a 80% or receiving multiple low test scores, counseling will occur at the first signs of academic difficulties. Faculty will place “flags” in Starfish when students are failing exams or showing signs of academic difficulty. Students failing any class during the first year of the program, will be dismissed from the program. Exceptions may be made for second year students at the discretion of the Program Director.
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 MySFCC.

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.

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 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. Email will be the primary form of communication between DMS staff and DMS students. Failure to respond to emails may result in disciplinary action. 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 may 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 or to use a personal printer.

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 Sedalia 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.

If the SFCC Sedalia campus is closed for any reason the scanning lab will be closed, and students are not required to clinical. Lab and clinical time missed due to campus closures will not count against the students total required clinical hours for the semester. Additionally, clinical days missed due to campus closure will not count towards the student's 80 available hours of missed clinical time.

Required Community Service Hours

Each student will be obligated to complete and track at least 8 hours of community prior to graduation. Various college and program sponsored opportunities throughout the program year may be offered, however, students can complete volunteer hours with outside organizations.

Required Campus Events

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 (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)

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. Students should also have a scanning device or scanning app on their phone.**

Cell Phone:

Students will need a cell phone with internet access so that they are able to log into the Trajecsys 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 personally identifiable information) 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 excess 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, TikTok 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

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
- 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 conservatively colored tennis shoes or medical profession shoes
 - If students have questions, they should contact the clinical coordinator
- 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.

Clinical Participation Policy

Students will complete 3 clinical courses: Sonography Clinical I, Sonography Clinical II, and Sonography Clinical III. Successful completion of the clinical portion of the program will be measured by completion of all required clinical competencies in the clinical setting under the supervision of an appropriately credentialed clinical instructor, satisfactory attendance and participation in the clinical setting in accordance with the DMS handbook, and attainment of minimum required scan numbers for each concentration.

For the safety of students and patients, not more than twelve (12) clinical hours shall be scheduled in any one day. 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.

Typically, students will be assigned to clinics 4 days a week for 8 hours per day for Clinical Education I, four days a week for 8 hours per day for Clinical Education II, four days a week for 8 hours per day for Clinical Education III. Students will complete an average of 1215.5-1300.5 clinical hours* as listed in Trajecsys over the duration of the DMS program.

*Trajecsys does not automatically deduct 30 minutes each day per lunch when calculating total hours. The 8.5-hour shift includes lunch. Total hours for each student will vary due to snow days and school holidays.

Attendance

The purpose of the attendance policy is to ensure that all clinical students complete sufficient clinical hours to develop the skill, attitude, and knowledge required of an entry level professional technologist. Clinical participation is not optional and students should make every effort to attend all assigned clinical hours. The program recognizes that there may be times that the student cannot attend clinical due to illness or extenuating personal circumstance. In recognition of this, each student will be allotted up to 80 hours of clinical non-participation time over the course of the program to be used at the student's discretion. It is in the student's best interest to complete as many clinical hours as possible, and students should utilize their available 80 hours judiciously. In most cases, once utilized these non-participation hours may not be made up. This time off must be scheduled at least 48 hours in advance with the clinical coordinator and the clinical site unless it is due to a sudden illness or emergency. If a student exceeds their 80 hours of available clinical non-participation time they may be required to appear before the review board and may be removed from the program. Failure to follow proper procedure for requesting and documenting time off may result in disciplinary action or dismissal from the program.

Students who cannot attend clinic for the following reasons will not result in deduction of personal time but a time exception must still be completed by the student:

- School closure due to inclement weather.
- Hospitalization (student is admitted into the hospital for an illness, non-elective surgery, etc.)
- Attending funeral services for parents/in-laws, siblings, grandparents or child.

- Approved school function (prior approval from program faculty required, may include ;on-campus activities or events, taking Sonography Board exams and interviewing for Sonography jobs)
- If you must miss clinical due to clinical instructor absence or illness (no supervising technologist is available at the site) the student should communicate with the Clinical Coordinator. The Clinical Coordinator will work with the student to arrange for make-up days in the clinical setting or assign the student to the SFCC Scan Lab for those days. Students will not be required to use their 80 hours in this circumstance.

There may be extenuating circumstances outside of a student’s control that cause them to exceed their 80 hours of non-participation time or put them in danger of exceeding their 80 hours. Examples of extenuating circumstances might include prolonged illness, serious injury, or other unusual/unpreventable personal circumstance. In these unusual circumstances the program director and clinical coordinator may allow a student who is otherwise in good clinical standing to make up missed clinical time by participating in additional assigned clinical days or completing other alternative work as assigned. The clinical standing of the student will be evaluated on a case-by-case basis. Evaluation may include the following: student’s judicious use of clinical non-participation time, clinical evaluation scores, progress towards completing required exam numbers, completion of clinical competencies, history of clinical probation, overall progress towards becoming a professional entry level technologist. Students should be aware that if an alternative activity is not suitable for the student’s learning needs and it is not possible to make up hours before the end of the clinical course, the student may receive an “I” in the course and must make up clinical hours between semesters or graduation may be delayed until clinical hours are completed.

When **utilizing non-participation time**, the student must take three steps:

1. Inform the clinical site of desired day off
2. Submit a “Clinical Request Day Off” form to the clinical instructor via e-mail
 - a. This should be done at least 48 hours in advance except in the case or emergency or sudden illness
3. Log an exception in Tracjsys and submit a time exception for the missed day

Failure to correctly follow the request day off policy will result first in a verbal warning, after the first offence points will be deducted from the student’s grade.

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. In cases of emergency or sudden illness please:

- 1. Call and email the clinical site**
- 2. E-mail the clinical coordinator, program director, and DMS administrative assistant**
- 3. Complete the Clinical Request Day off Form found in your clinical course and a time exception ASAP**

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

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.

Required Clinical Education Schedule		
<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 will not attend on 4 th of July or Juneteenth Holidays.	Students with perfect attendance will log an average of 263.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day. (Hours may vary if an SFCC Sedalia campus closure occurs during the course or the student utilizes available non-participation hours.)
Sonography Clinical II (second fall)	Four, 8.5-hour days per week in clinical setting for 16 weeks (34 hours a week). Students will not attend clinical on Labor Day, Fall Break, Veterans Day or Wednesday-Friday of Thanksgiving week.	Students with perfect attendance will log an average of 518.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day. (Hours may vary if an SFCC Sedalia campus closure occurs during the course or the student utilizes available non-participation hours.)
Sonography Clinical III (second spring)	Four, 8.5-hour days per week in clinical setting for 16 weeks (34 hours a week). Students will not attend clinical on Martin Luther King Jr. Day, President's Day, and the Spring Holiday.	Students with perfect attendance will log an average of 518.5 total hours in Trajecsys for the semester, which includes a 30-minute lunch each day. (Hours may vary if an SFCC Sedalia campus closure occurs during the course or the student utilizes available non-participation hours.)

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. 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.

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

1. 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*).

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. Students should clock in/out in the ultrasound department. 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 Trajecsys. 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 Trajecsys, 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. If a student is required by the clinical site to leave early on an assigned clinical day due to low census or inclement weather they must inform the Clinical Coordinator and make a note of the reason for leaving early in Trajecsys.

During times of low census, the student should remain in the clinical site unless required to leave by the site. The student should bring study material and/or find other way to assist in the imaging department.

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 Trajecsys system for a permanent record. Information entered into Trajecsys includes: date, number of instances, type of procedure, repeats, participation level (observed, assisted, and performed), site employee (registered sonographer) and any necessary comments. The exam log sheet should be updated daily.

Evaluation of Student's Performance

The Performance Evaluation form is found on the Clinical Instructor's Trajecsys system and must be completed by the Clinical Instructor at the halfway point and end of each clinical rotation. If a student is experiencing disciplinary or performance issues in the clinical site the Clinical Coordinator may request additional evaluations outside of the usually scheduled timeframes. The 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 Trajecsys.

Should a student receive one evaluation 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 receives a second evaluation score below 80% after advisement he/she will receive a failing grade in that course and may appear before the review board.

Trajecsys End of Semester Requirements

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

- Trajecsys 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
- Accurate documentation of all clinical hours for the semester

All Trajecsys assignments listed above are due by the date and time listed in the clinical course. The late assignment policy will apply if not submitted by this date. If any Trajecsys assignments listed above are not submitted by the last day of finals, the student will receive an incomplete or a failing grade for the course and may appear before the review board.

Competencies

Students must complete all required scanning competencies in the clinical setting. The protocol used can be what is described in scan lab, or what the clinical site requires. The Competency Evaluation form is found on the Clinical Instructor's Trajecsys system and must be completed by a Clinical Instructor who is ARDMS, ARRT(S), or CCI registered in the appropriate modality. The student must verbally declare, to the Clinical Instructor 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 Trajecsys 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 on campus scan lab or clinical laboratory setting, under the supervision of the instructor, the student will PRACTICE scanning exams on phantoms, classmates, or volunteers and complete scan lab competencies.

Students must successfully complete the required scan lab competencies for each lab course. Failure to complete required competencies will result in receiving an "I" for the course, which will become an "F" if competencies are not completed before the start of the next semester. Students failing a lab course must appear before the review board to determine their ability to continue in the DMS program. If the student does not pass on their first attempt, they will be permitted two additional attempts to

deomnstrate competency during open lab hours. The student is responsible for recruiting a classmate or outside volunteer to scan for the 2nd and 3rd attempts.

Step 2: In the Clinical site, 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 Trajecsys 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 Trajecsys 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 must be registered in that modality.

Step 4: After comping on 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.

Clinical Competency Evaluations

Required clinical competencies for each specialty area are determined based upon CAAHEP accreditation standards.

Students must demonstrate competency on all of the **mandatory** Diagnostic Medical Sonography exams on a patient in the clinical setting. Competency demonstration will incorporate patient-specific variations such as age and pathology.

A minimum number of competencies are required to be completed by the end of each semester’s clinical course in order to receive a passing grade for that course. Failure to complete the required number of competencies will result in a failing grade.

-Exception: If a student, the assigned clinical instructor, and the clinical coordinator agree that the student has **made all possible effort while at the clinical site**, but is unable to complete all required competencies for the 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 for the purposes of passing the Clinical I or Clinical II courses. **With prior approval from the Clinical Coordinator and Program Director**, the student may simulate the competency exam in the Lab or clinical setting.

Students must complete all required competencies for the DMS program on a patient in the clinical site in order to complete the Clinical III course and 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.

Students are permitted and encouraged to complete more than the minimum number of required competencies for the semester. Any competencies completed above the minimum will roll forward into the next semester.

General Track Semester	Total
3 rd Semester (Summer)-Clinical	4 (any 4 exams)
4th Semester (2nd Fall)- Clinical	11 (any 11 exams remaining)
5th Semester (2nd Spring)-Clinical	11 (any 11 exams remaining)
Totals	26
Cardiac Track Semester	Total
3 rd Semester (Summer)-Clinical	3 (any 3 comps)
4th Semester (2nd Fall)-Clinical	9 (any 9 comps remaining)
5th Semester (2nd Spring)- Clinical	8 (any 8 comps remaining)
Totals	20

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 48 hours 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 approve the emergency absences, and a Clinical Request Day Off form must be submitted within 5 business days.

If students exceed the permitted 80 hours of non-attendance they will appear before the review board. Students should be prepared to provide evidence of extended illness, injury, or other emergency that necessitated extended absence.

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:

- 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 Director 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.
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, 50 OB/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 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 receives a second evaluation below 80% after advisement 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, the clinical coordinator and program director will evaluate the severity of the reported offence. The student will appear before the director and clinical coordinator or 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. Students are not permitted to accept gratuities.
21. 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.
22. Students are to refrain from personal conversation or remarks while in the patient areas.
23. 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.
24. Students are responsible for obtaining patient history prior to sonographic examinations.
25. In most situations students will not be permitted to complete clinical hours when campus is closed including holidays and spring break. Students may seek special permission in extenuating circumstances.
26. Students must abide by handbook policies regarding direct and indirect supervision at all times when scanning in the clinical setting.
27. Students are prohibited from obtaining any competencies outside of designated clinical hours (such as during work hours as a student technologist).

28. Falsifying any information on any clinical documentation can be grounds for dismissal from the program.
29. 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.
30. 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.

**STATE FAIR COMMUNITY COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY
Student Clinical/Externship Contract**

1. I must attend each scheduled workday. If I am unable to attend a scheduled clinical day for any reason, I must follow all handbook procedures for requesting and documenting non-participation time.
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. Successful completion of the clinical portion of the program will be measured by completion of all required clinical competencies in the clinical setting under the supervision of an appropriately credentialed clinical instructor, satisfactory attendance and participation in the clinical setting in accordance with the DMS handbook, and attainment of minimum required scan numbers for each concentration.
10. I understand that if I receive one evaluation 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 score below 80% on a second evaluation after advisement, 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 sonography employment until after I have successfully completed the Clinical I course, have completed Sonography Principles & Instrumentation II, and attempted the ARDMS SPI exam.
17. I recognize and accept that the clinical coordinator may place me at any SFCC affiliate clinical site.
18. I must complete all required clinical performance competencies each semester during clinical assigned hours under direct supervision of a sonographer.
19. In most cases student will not be permitted to attend clinical when campus is closed including holidays and spring break. Students may seek special permission in extenuating circumstances.
20. 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.
21. 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.

22. 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.

DMS General Track Clinical Competency Requirements for Graduation

The student's proficiency in proper equipment operation will be evaluated as part of the clinical instructor's assessment of the student.

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

ABDOMINAL

1. Gallbladder/biliary system
2. Liver
3. Pancreas
4. Spleen
5. Aorta
6. Kidneys/Urinary Tract
7. Scrotum
8. Thyroid
9. Abdomen Complete
10. Abdomen Limited
11. US Guided Procedure Assistance
12. Abnormal Abdomen- Pathology or Difficult Body Habitus

OB/GYN

1. GYN Transabdominal
2. GYN Transvaginal
3. OB 1st Trimester
4. OB 2nd Growth & Environment
5. OB 2nd Fetal Survey
6. OB 3rd BPP
7. OB 3rd Growth & Environment
8. OB 3rd Fetal Survey (limited)

VASCULAR

1. ABI
2. Carotid Duplex
3. Lower Extremity Arterial Duplex
4. Lower Extremity Venous Duplex
5. Upper Extremity Venous Duplex
6. Abnormal Vascular – Pathology or Difficult Body Habitus

General Students are not required to perform competencies on elective exams, but should log performed elective exams in Trajecsys.

ELECTIVES

1. Breast
2. Prostate
3. Invasive procedure, Guidance/Biopsy. One of the Following: Amniocentesis, Paracentesis, Thoracentesis, Biopsy
4. Advanced Fetal Survey
5. Soft Tissue
6. Gastrointestinal
7. Adrenals
8. Neonatal head
9. Male pelvis
10. Appendix
11. US Guided Vascular Access (PICC Line placement)
12. Duplex Renal Doppler
13. Mesenteric Artery Duplex
14. Hepatic Doppler
15. Lower Extremity Segmental Pressures
16. PVR Upper Extremity Arterial Duplex
17. Venous Insufficiency
18. Non-Cardiac Chest (Pleural effusion or Thoracentesis)
19. Vein Mapping (upper or lower)
20. Infant Spine
21. Infant Hips

Total externship competencies necessary for program completion is 26

TOTAL QUANTITY

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

ABDOMINAL

- 50 performed independently

OB/GYN

- 50 OB/GYN performed independently

Vascular

- 50 performed independently

DMS Cardiac Track Clinical Competency Requirements for Graduation

The student's proficiency in proper equipment operation will be evaluated as part of the clinical instructor's assessment of the student.

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

Cardiac:

1. One Contrast Echocardiogram/Agitated Saline
2. One Normal Echocardiogram Complete
3. Aortic Pathology Echocardiogram (Aortic Valve, Aortic Root, or Aorta)
4. Mitral Valve Pathology
5. Systolic Dysfunction
6. Diastolic Dysfunction
7. Right Heart Pathology
8. Pericardial Pathology
9. Cardiomyopathy
10. Prosthetic Valve
11. Coronary Artery Disease

VASCULAR

1. ABI
2. Carotid Duplex
3. Lower Extremity Arterial Duplex
4. Lower Extremity Venous Duplex
5. Upper Extremity Venous Duplex
6. Abnormal Vascular- Pathology or Difficult Body Habitus

Students MUST complete at least 3 of the following elective competencies in order to graduate:

1. Abdominal Aorta
2. Additional Complete Echo
3. Additional Contrast Echo (agitated saline or contrast)
4. Anatomic Variant/Congenital Heart Disease
5. Arrhythmia
6. AVF Dialysis Access (pre- or post-operative)
7. Cardiac Mass/Thrombus/Veg
8. Renal Doppler Duplex
9. Exercise Stress Echocardiogram
10. Hepatic/Portal Vein Doppler
11. IVC/Iliacs
12. Lower Extremity Segmental Pressures
13. Mesenteric Artery Doppler
14. Pediatric Echo
15. Pharmacological Stress Echocardiogram
16. Post-operative/Surgical Repair Echocardiogram
17. PVR Arterial Testing
18. Transesophageal Echocardiogram (TEE)
19. Upper Extremity Arterial
20. US Guided Vascular Access (PICC Line Placement, Venous Ablation, Artherectomy)
21. Vein Mapping (Upper or Lower)
22. Venous Insufficiency

Total externship competencies (required and elective) necessary for program completion is 20

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 mySFCC>Academic tab>I NEED TO

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

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