



**MEDICAL SONOGRAPHY
STUDENT HANDBOOK
2020-2021**

Revised 8/13/2020

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INTRODUCTION

Welcome to Southwestern Community College's Sonography program. We are pleased to have you in the sonography program and feel that you have selected a very exciting and rewarding career. We have designed this handbook to be a quick reference concerning your responsibilities as a sonography student.

As a student of Southwestern Community College, you will observe all rules and regulations of the college. These rules are in the SCC Student Handbook and the college catalog. Please take some time to review them. In addition, rules, regulations, policies and procedures set forth in this handbook must also be followed while on the college campus and at the clinical sites. All clinical sites are an extension of the college while students are present. Please be aware that these policies and procedures are there to ensure the safety of both our students and patients, as well as to adhere to JRCDS Standards.

The signing of the last page of this handbook represents a contractual agreement between SCC and the sonography student from the time of first class attendance. Failure to comply with the rules and regulations may affect student evaluations, grades and could lead to dismissal from the sonography program.

This handbook may not be the source of all needed information; but it should answer many of the questions that may arise on a daily basis. Since the sonography program is continually evolving and improving, the sonography faculty reserves the right to make changes without prior notice in all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula and all other matters contained in this handbook. In the event of changes to the handbook, both students and clinical instructors will either receive updated replacement pages or a new handbook as well as a verbal discussion of the change.

If at any time, the student has a question or concern that is not resolved by this handbook, he or she should not hesitate to contact a member of the SCC Sonography program faculty. We are here to assist you in reaching your highest potential and career goals!

Success in this program is less about being smart, and more about a commitment and willingness to work hard. Many students who fail or are dropped from this program were simply not willing, or were unable to invest the required amount of time to study effectively or to practice scanning outside of regular class time. This is an accelerated program. We will be covering large volumes of material in a relatively short period of time. Most of the material must be learned outside the classroom through research and study. This will require extensive studying and preparation on your part.

To be successful at scanning will require much practice outside the classroom as well. So your successful completion of this program depends mostly upon your willingness and ability to invest enough time to adequately learn the material.

MISSION STATEMENT

The mission of the Southwestern Community College's Sonography program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a sonographer and/or to continue with other educational goals.

Program Goals

1. To prepare competent entry level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. To prepare students to meet the requirements of and pass the national examination offered by the American Registry for Diagnostic Medical Sonographers.
3. To foster independent thinking and life-long learning

Program Purpose

To prepare selected students to qualify as contributing members of the healthcare team who will care for patients under the supervision of qualified physicians. The program combines didactic instruction with clinical experience to create a sound foundation for a professional career.

Upon successful completion of classroom studies and clinical experience of the program, the student may be eligible to sit for the American Registry for Diagnostic Medical Sonographers certification as a registered diagnostic medical sonographer.

The well-qualified technologist has the knowledge and skill to perform all related technical duties and the ability to provide quality care.

Program Objectives

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
5. Demonstrate appropriate communication skills with patients and colleagues
6. Act in a professional and ethical manner
7. Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques, and promote principles of good health.

ORGANIZATION

Southwestern Community College sponsors the Medical Sonography Program and administered by a local Board of Trustees. The program faculties are employees of Southwestern Community College under the direction of the Dean of the Health Sciences.

Accreditation

The Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) which provides a peer review process administered by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC/DMS).

CAAHEP
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org
727-210-2350

JRC-DMS
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
www.jrcdms.org
443-973-3251

Accreditation is achieved when a program is designed and conforms to the Standards and Guidelines of an Accredited Program in Diagnostic Medical Sonography. The Joint Review Committee on Education has established the Program Standards in Diagnostic Medical Sonography. Students are encouraged to review this document, which is available upon request from the Department Chair or at www.caahep.org.

Students who successfully complete the Sonography Program may apply to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification examinations in Sonography Principles and Instrumentation (SPI) after completion of the SON 111 course during the Spring 1 semester. Student will then be able to apply to take the ARDMS exams in their applicable specialty area 60 days prior to their graduation date. Successful completion of the ARDMS exams is required to earn the Registered Diagnostic Medical Sonographer (RDMS).

ADMISSION POLICY

Admission to the Sonography Program happens once a year in the Fall semester. Consideration for admission happens only after all admission requirements are complete. Each student is required to meet the minimum admission requirements of the college. The admission criteria is as follows:

ADMISSION CRITERIA

It is important that all potential applicants for the Sonography Program understand the selective admissions process. Please review carefully the information regarding minimum requirements and other pertinent information. The Sonography program has a limited enrollment of 10 candidates that are admitted into the program in the fall of each year. Applications and supporting documents must be completed and submitted online by May 30th of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Medical Sonography AAS Degree (A45440) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
 - a. High school GPA of 2.8 or higher within the past 10 years
 - b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
 - c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
 - d. High school graduation prior to the past 10 years: student will be eligible for Phase II of the selective admission process after successful completion of the RISE placement test or the required transition English and math courses.
6. Take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. This is not a pass or fail test. It is used to measure your potential to be successful in the program. For more information, visit the [Testing Center TEAS V site](#).
7. Complete 10 hours of observation/lab time in the Southwestern Community College scanning Lab. The applicant will be asked to be a volunteer to be scanned during the lab time by a current sonography student. The instructors will be available during the lab session, and the applicants are encouraged to ask questions about the program at this time. A sign-up sheet with the lab

dates and times will be available outside the Program Coordinator's office. The observation hours will start in November and be available through March. If you are currently unable to attend our SCC lab, you may complete the observation hours at 9 local hospitals or outpatient centers. A signed observation form needs to be completed from that facility. Observation forms are available upon request at d_eavenson@southwesterncc.edu.

8. Applicants must be able to meet all Technical Standards required of the program. Those Standards are as follows:
 - Lift up to 50 pounds routinely
 - Able to reach, bend, and stoop often
 - Able to push and pull routinely
 - Have full use of both hands, wrists and shoulders
 - Distinguish audible sounds
 - Able to distinguish colors correctly
 - Work standing on the feet 80 percent of the time
 - Interact compassionately and effectively with the sick and injured
 - Communicate effectively with patients and other health care professionals
 - Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

PHASE II

Submit an online application by May 30th. The application can be found at www.southwesterncc.edu. The following information must be submitted via the online application and will be used to calculate each students' total points using the formulas given below.

Section A: General Education Course Credit

Points X Letter Grade [A =4, B = 3, C=2] = Final Points

Courses Taken		Points	Date Completed	Letter Grade	Total Points
Completion of ACA 111, ENG 111, ENG 114, PSY 150 & COM 140		5	N/A	N/A	
Anatomy & Physiology BIO 163 or BIO 168 and 169	BIO 163	6			
	BIO 168	3			
	BIO 169	3			
Physics PHY 110 and PHY 110A or PHY 125	PHY 110	3			
	PHY 110A	3			
	PHY 125	5			
MAT 152 or higher		3			
Medical Terminology	MED 121 (not required)	0.5			
	MED 122 (not required)	0.5			
Section A Total (Maximum of 65)					

Section B: GPA

Most current GPA of institute with 12 credits or more	Criteria	Points Earned (Maximum of 10)
	4.0 = 10 points 3.50 - 3.99 = 5 points 3.00 - 3.49 = 2 points 0 - 2.99 = 0 points	

Section C: TEAS ATI Exam

Criteria	Your TEAS Score	Points Earned (Maximum of 75)
80-100 = 75 points 65-69 = 30 points		
75-79 = 60 points 60-64 = 15 points		
70-74 = 45 points 0-59 = 0 points		

Section D: Previous education, volunteer and work experience (not required)

Previous Education				
Education/Licensure	College/University	Date Earned	Point Value	Points Earned
CNA Licensure/HOSA course			5	
Unrelated BS/AAS Degree			5	
Allied Health Degree			15	
Imaging Degree			20	

Volunteer Experience (not required)

These hours are arranged independently by the student at a healthcare facility and are completed **in addition to** the required 10 hours of observation.

Type of Volunteer Experience	Point Value	Points Earned
8 hours in hospital ultrasound lab observing patient scans	10	
24 hours volunteering in a hospital setting	5	

Work Experience		
Type of Work Experience	Point Value	Points Earned
Work experience in healthcare -DIRECT patient care	5	
Work experience in healthcare - INDIRECT patient care	3	

Section E: Career Exploration Video

Please submit a video detailing why you want to become a Medical Sonographer. What part of our curriculum interests you most? What registries do you anticipate taking upon completion of the program? Where do you see yourself working in 5 years? Please take the time to adequately research the field of sonography before submitting this video. There is no time minimum, but please do not submit any videos longer than 10 minutes. If you are unable to make a video recording, please contact the Medical Sonography Faculty. **(30 points maximum)**

TOTAL POINTS from Sections A, B, C, D, and E (maximum of 248)	
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PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed *Acknowledgement of Acceptance* form to the Admissions Office, they will be fully accepted into the program.

Accepted applicants will receive health forms in their provisional acceptance packet. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms must be completed and returned to the Program Coordinator by August 1. Failure to complete the health packet may result in relinquishment of full acceptance status.

Technical Standards

The following performance standards are expected of students entering in the Sonography Program:

A. Physical Requirements

1. Work standing on his/her feet 80% of the time
2. Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and perform fine motor skills.
3. Lift more than 50 pounds routinely.
4. Transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination.
5. Push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies.
6. Use senses (vision, hearing, and touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patient’s condition and needs.
7. Work in a semidarkened room for prolonged periods of time.
8. Be physically capable of carrying out all assigned duties.
9. Ability to to retain information learned in the classroom, lab and each clinical site
10. Critical thinking ability sufficient for clinical judgment

11. Physical abilities sufficient to move from room to room, maneuver in small spaces, and lift, move, and push heavy patients and equipment.
12. Ability to use both hands during each exam.
13. Ability to use computer keyboards.

B. Mental and Intellectual Requirements

1. Communicate effectively, verbally and nonverbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.
2. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards.
3. Understand and reach quickly to verbal instructions and patient needs
4. View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.
5. Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible.

C. Emotional Requirements

1. Provide physical and emotional support to the patient during sonographic procedures.
2. Interact compassionately and effectively with the sick and or the injured.
3. Handle stressful situations related to technical and procedural standards and patient care
4. situations.
5. Adapt to changing environments and be able to prioritize tasks.
6. Project an image of professionalism.
7. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and A consciousness of social values.
8. Interact positively with people from all levels of society and all ethnic and religious
9. Interpersonal skills allowing interaction with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
10. Communication abilities sufficient for interaction with others in verbal and written form using the English language.

MEDICAL SONOGRAPHY EDUCATION

Medical Sonography education is a systematic process, which offers opportunities for students to acquire the psychomotor, cognitive, and affective behaviors required of a registered sonographer in the provision of safe, effective patient care in the lab and clinical settings.

The educational process progresses from simple to complex and actively involves the student in a progression of their skills from the first semester through the final semester. Like sonography practice, sonography education is based on theories and principles from various disciplines. The program of learning is based on the program philosophy and expected outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophies and outcome expectations provides for current trends in sonography education. The responsibility for learning belongs to the student, and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. Faculty will plan learning experiences in which students think critically about situations and are motivated to use their cognitive skills in a responsible manner.

Common Course Library

The North Carolina Community College System has included all courses that may be taught in a Medical Sonography Program in the Common Course Library. The Common Course Library (CCL) is a complete listing of all Medical Sonography courses, their prerequisites and co-requisites. Some of these courses are required (as specified in the curriculum standard) while some are electives that a program coordinator may choose to include in the program.

A copy of the CCL is available online at: <http://southwesterncc.libguides.com/sonography>

Curriculum

The Medical Sonography Associate Degree is five semesters in length, full-time Associate Degree program beginning in the Fall Semester of each year. Classes are held at the Sylva Campus and the clinical education component of the program is conducted in various contracted hospitals and other medical facilities. Classes will be held as scheduled in the current SCC schedule of classes.

Medical Sonography Program (A45440)

Pre-requisite Courses		Lec	Lab	Clinic	Credit
BIO 163	Basic Anatomy and Physiology	4	2	0	5
PHY 110	Conceptual Physics	3	0	0	3
PHY 110a	Conceptual Physics Lab	0	2	0	1
COM 140	Intro to Intercultural Communication	3	0	0	3
MAT 152	Statistical Methods I	2	2	0	3
				Total	15

Fall Semester I

SON 110	Introductory to sonography	1	3	3	3
SON 130	Abdominal sonography I	2	3	0	3
SON 222	Selected SON Clinical ED	0	0	6	2
ENG 111	Expository Writing	3	0	0	3

ACA 111	College Student Success	1	0	0	1
				Total	12
<u>Spring Semester I</u>					
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
				Total	13
<u>Summer Semester</u>					
SON 121	SON Clinical Education II	2	0	15	5
PSY 150	General Psychology	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
				Total	11
<u>Fall Semester II</u>					
SON 220	SON Clinical Education III	0	0	24	8
SON 241	Obstetrical Sonography I	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 225	Case Studies	0	3	0	1
				Total	13
<u>Spring Semester II</u>					
SON 221	SON Clinical Education IV	0	0	24	8
SON 242	Obstetrical Sonography II	2	0	0	2
SON 289	Sonographic Topics	2	0	0	2
				Total	12

Curriculum Total 76

Grading and Academic Progress

Academic grading

Each individual instructor based on specific criteria deemed appropriate by the instructor and published in each course syllabus will determine grades. The following scale will be used:

- A = 93-100
- B = 85-92
- C = 77 - 84
- D = 70 - 76
- F = below 70
- I = Incomplete

1. Incomplete will be given only when circumstances justify additional time to complete a

course, and only after consultation with the instructor. An incomplete must be removed within six (6) weeks or less following the first day of the next semester after it was received. Incomplete grading time limits will be at the discretion of the instructor. Incompletes not completed within the designated time limit will be recorded as an "F".

2. Grading for each course is explained within each syllabus.
3. If a student feels that a grade is "unfair" in an academic course, he/she can follow the grade appeal procedure in the SCC college catalog.

Clinical Grading

1. Grading criteria for each clinical education course will be published in the course syllabus and will include, at a minimum, clinical performance evaluations, clinical coordinator/program director evaluations, attendance, completion of required paperwork, competency requirements and clinical final exam. Some semesters will require completion of a clinical mid-term exam.
2. **GRADING SCALE:** The following scale will be used:

A = 93-100
B = 85-92
C = 77 - 84
D = 70 - 76
F = below 70
I = Incomplete

Clinical Performance Evaluations

NOTE: It is the student's responsibility to make sure the SCC Clinical Coordinator receives evaluations from your clinical instructors.

1. Clinical grading will be based on verbal and written assessments received from the clinical instructors. Information from verbal communication with clinical instructors will be added to the student evaluation or record.

Clinical evaluations will consist of a mid and end rotation evaluation during semesters two through five. There will be one end rotation evaluation completed at the end of the first semester.

2. Informing the clinical instructor the day before an evaluation is to be turned in to the college is unacceptable. Please give the instructor(s) adequate notice. Instructors may choose to fax, mail evaluations to the college, or give them to you to turn in.
3. The college must receive the final evaluation of each rotation before noon on the day

indicated on the syllabus or you will receive 10 points off per day for that evaluation.

Academic Progress

Medical Sonography Program Progress

All Sonography courses required in the curriculum must be taken in the sequence outlined in the Sonography curriculum.

1. The student must make a grade of "C" or higher in Sonography didactic courses before being allowed to progress to the next semester. Students who do not make a "C" or better in **ALL** SON courses in the Sonography Program will be dismissed from the program.
2. Each course in the curriculum, other than Sonography courses, may be taken out of sequence. All courses in the curriculum must be completed prior to the end of the five semesters. All students must maintain a "C" or better in all general education courses required in the sonography curriculum. If any grade lower than a "C" is received; the student will not progress in the program.
3. Students will have two opportunities to complete the Sonography Program. These opportunities include both academic failures and withdrawals. Each admission is considered an attempt. The initial admission to the sonography program is attempt one.
4. A student who must repeat a course must re-enter into the program in the semester in which he/she was unsuccessful.

Sonography Student Retention

It is the student's responsibility to monitor his/her progress in all Sonography curriculum courses. All Sonography faculty members utilize the SCC online teaching platform(Blackboard) for didactic courses therefore grades are accessible to the student at all times. Grades for Sonography clinical courses may or may not be posted to Blackboard before the end of the semester; the student must track his/her own grades or request a review of all clinical course evaluations to monitor progress. Students are expected to seek assistance from their instructors and/or the Health Sciences Counselors whenever necessary to maintain a passing grade average in any course.

Remediation

1. The Sonography Program curriculum consists of didactic and laboratory classes, and clinical education courses. Participation in all areas of the curriculum is mandatory for scanning success. Competency in sonographic scanning is attainable through regular scanning practice during scheduled hours at the clinical sites, and through additional independent practice in the laboratory outside of scheduled class/lab time.
2. Students who have utilized the resources offered through the classroom, laboratory session, clinical sites, and independent laboratory practice might request remediation in the event that they do not feel competent in their sonography skills. Requests for remediation should be submitted to the program faculty in writing. Remediation plans

will be determined based on the needs of the individual student.

3. If a grade of a “C” is given on a clinical evaluation, the student will be placed on probation. The probation will include a given period of time to demonstrate improvement in any deficient area(s). Probationary action will be implemented at the discretion of the instructor as necessary to help the student improve.
4. Following the probationary period, the student must show improvement on the next clinical performance evaluation. If the student does not show improvement, the student will be dismissal from the program.

Progression Statement

All students must achieve no less than a grade of **“C” in all Sonography classes** and maintain an overall average of **“C+” (2.50) GPA** to meet minimum academic standards of the program. Those students who do not maintain an average of 78 will be offered tutoring sessions. These tutoring sessions will be in a peer group of four students only and will be prioritized to those individuals needing assistance first. Students may also be referred to one of the institutional student services areas for further support, such as the learning assistance center, tutoring, counseling, student support services.

Students may also be dismissed from the program during any point in the curriculum due to disciplinary issues, unsafe performance or not adhering to any clinical or academic policy and procedures outlined in the Institution Academic Catalog and Handbook or The Sonography Program Policy Manual.

Any student whose progression is interrupted for more than a 2 year period, and is in good academic standing, must reapply for admission through the competitive, selective admissions process.

TESTING POLICY

Prior to the test, students will leave all personal belongings (book bags, PDAs, cell phones, snacks, drinks, etc.) in a designated area of the room.

During the test, the student will have nothing on the desk other than the test.

When the student completes the test, it is the student’s responsibility to make sure they have answered all the questions. Once the test is submitted and the student leaves the testing room, the student will not be allowed to return to complete/revise their test.

Test Review

During test review, students may ask questions and clarify answers as a learning tool. If a student wishes to challenge an answer to a question, they must fill out an Exam Question Discussion Form (found in Appendix A) citing the rationale for the answer chosen and the page number in the approved textbook or their class notes that defends the answer. In order for a student's answer to be reconsidered by the instructor, the student must hand the written defense of their answer into the instructor within 24 hours of test review.

RECORDS DISCLOSURE

The program is required to maintain certain records pertinent to its students. These include records of each student's clinical assignments, attendance, clinical experience and grades. In addition, the program will maintain any records deemed necessary for its proper operation.

SCC accords all the rights under the *Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)* to students who are declared independent. No one outside the college shall have access to nor will the college disclose any information from a student's educational records without the written consent of students except to personnel within the college, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. Within the SCC community, only those members, individually or collectively, acting in the student's educational interest is allowed access to student educational records. These members include personnel in the Student Development Office, the Vice President - Instruction and Student Development, the Business Office, instructors and advisors and other academic personnel within the limitations of their need to know.

STUDENT EXPENSES

Tuition

North Carolina State Legislature establishes the tuition and is subject to change without prior notification. Current tuition rates for curriculum courses are found in the current schedule classes.

Liability Insurance

Students are required to carry liability insurance for clinical education. Students must purchase liability insurance from Maginnis & Associates under a master policy with the college. The coverage is limited to \$1,000,000 per incident and \$3,000,000 total. The cost is \$17 per student per year.

Student Accident Insurance

The Health Science students are required to either purchase the Student Accident insurance Policy or provide proof of coverage from some other source. Student insurance can be purchased through the College Business Office (1st floor of the Balsam Center). A receipt indicating payment must be presented to the program director at the beginning of the Fall Semester each year of the program. Failure to purchase this insurance or provide proof of coverage elsewhere will prevent you from attending clinical education and could prevent normal progression in the program. Student accident insurance covers only accidents while involved in college-related functions. For illness or health problems, other than accident, you will be responsible for bearing any cost incurred for medical treatment. Cost is \$15.00 per year.

Other Costs

It is the responsibility of each student to purchase the Books and supplies required by each class. Most are available in the SCC bookstore, which is located on campus. Each student will also be responsible for purchasing uniforms, replacement of lost items such as name tags, ID cards or similar items and for providing their own transportation to the offsite clinical locations. A physical examination is required prior to entry into the program. A recent PPD Test is also required. Recent means within six months before the start of the program. These expenses will be the student's responsibility. Students of the Medical Sonography program are expected to attend the North Carolina Ultrasound Society meeting/conference held once a year (usually in March). The cost will vary each year, usually averages around \$380.00/person (including lodging and conference costs). Student professional memberships in NCUS and SDMS are encouraged.

Transportation

Students are responsible for having adequate transportation to and from all clinical sites. Students must be prepared to travel over an hour to some clinical sites. If you are unable to attend clinical education due to inadequate transportation, you will be unable to fulfill the requirements of the program and therefore dismissed from the program.

Financial Aid

The Financial Aid Office at SCC administers different aid programs designed to assist students in defraying the cost of education if the student is in financial need. Financial aid recipients are required to maintain satisfactory progress toward completing a degree or diploma. Students receive a copy of the policy, which governs a satisfactory progress at the time of financial award. The Financial Aid Office can answer your questions regarding financial aid.

Refund Policy

A pre-registered curriculum student who officially withdraws from any or all classes prior to the first day of the college's academic semester will be eligible for 100% tuition refund. A 75% refund will be made if the student officially withdraws during the drop add period. Refunds must be requested in writing. Requests for refunds will not be considered after the drop/add period.

STUDENT POLICIES

Student Code of Conduct

The college expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work, and to observe a standard of conduct appropriate for the college. The college expects all students to conduct themselves in all circumstances in a responsible manner. This implies thoughtful consideration of college property and members of the college community. Any student, or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the college, or who act in a manner not in the best interest of other students of the college, will be dismissed from the program.

Examples of behavior that may result in disciplinary action include, but are not limited to, the following:

1. Violation of institutional or agency rules and/or policies
2. Repetitive infraction of the standards of conduct expected of the student
3. Deliberate or careless damage or misuse of materials or institutional properties
4. Theft
5. Lack of respect for program faculty and /or clinical instructors/staff.
6. Conduct endangering or threatening life, safety or health of patients or others in the clinical area.
7. Violation of the Sonography Program or college student handbooks
8. Failure to keep institutional, agency or patient affairs confidential
9. Suspicion of intoxication or being under the influence of illegal controlled substances or prescription medications that impair performance while in clinical practicum.
10. Falsifying personal, institutional or agency records.
11. Sleeping during clinical education.
12. Smoking in prohibited areas of the assigned institution.
13. If institution or agency refused to allow a student to continue clinical practicum at their site.

Drug and Alcohol Policy

Southwestern Community College is committed to providing an educational environment that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, in compliance with the *Federal Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989*, it is the policy of SCC that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol is prohibited while on college premises, the college workplace, or as part of any college sponsored activity.

The full policy is set forth in the *Southwestern Community College Catalog and Student Handbook* and in publications available in the Office of Student Development. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical classes will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed healthcare professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their SCC clinical instructor in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors
2. Possession of drugs, apparent paraphernalia or alcoholic beverages
3. Detailed, factual and persistent reports of misuse by multiple colleagues
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse
5. Involvement in suspicious accidents
6. Apparent lapses in judgment or memory
7. Unusual lethargy

Sexual Harassment and Abuse Policy

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or

- Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy while attending clinical education should make a confidential complaint to the Program Director and/or Clinical Coordinator immediately.

Cheating

1. All students are expected to take responsibility for adherence to high ethical standards. Unfair or unethical practices on the part of any student will be considered an extremely serious offense and will be subject to disciplinary actions.

2. Dishonesty in assignments, examinations, or other academic work or plagiarism (failure to give credit for ideas or materials taken from another without acknowledgement) is extremely serious offenses and will be grounds for immediate failure and dismissal from the program.

Cheating includes:

1. Copying from another student's test paper.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating with another student during a test without authority.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of an un-administered or administered test.
5. Bribing another person to obtain an un-administered or administered test or Information about an un-administered or administered test.
6. Falsification of clinical time sheet.

Plagiarism means submitting work as your own that is someone else's. For example, copying material from a book or other source, including internet sites, without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit must be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

Americans with Disabilities Act

The sonography program complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulates that no student shall be denied the benefits of an education —solely due to a disability. Disabilities covered by law include, but are not limited to learning disabilities, psychological disabilities, and hearing, sight, or mobility impairments.

If you have a documented disability that may have some impact on your work in a course and for which you may require accommodations, please contact the Disability Services Counselor at your college of enrollment so that reasonable accommodations can be arranged. You will be required to provide current documentation of your disability (possibly the results of medical, psychological, or other professional evaluations) to receive accommodations.

In order to obtain accommodations, students must:

1. Register with the Disability Services Counselor at their college of enrollment
2. Self-disclose the nature of the disability
3. Complete and sign appropriate paperwork
4. Bring accommodations information to their instructors.

All documentation and records are maintained in a strictly confidential manner. If a student is not

able to provide accommodation information from a counselor, accommodations will not be granted. Accommodations may include, but are not limited to; testing alone in a distraction-reduced place, extra test-taking time, having a note taker, and having test questions read aloud.

Leave of absence

If a student in the Sonography Program would like to request a leave of absence, the student is required to submit a Leave of Absence Form (Appendix J) within ten days of the days for leave. The request will be considered by the Sonography staff. If there is validation for the leave of absence the following will apply:

The student must complete all clinical competencies required for graduation from the program. The student must meet all attendance requirements for all courses, including clinical education courses as published.

If the student elects to **withdraw** from the program the following shall apply:

1. If the student withdraws during a semester, no credit will be awarded for work completed during that semester. All college policies and procedures regarding withdrawal will apply.
2. If the student subsequently applies for readmission to the program, readmission must occur on a space available basis and will follow standard re-admission practices and policies. Students may be re-admitted to the program only one time.

Pregnancy

If a student in the Sonography Program learns that she is pregnant, the student may voluntarily notify the program director or clinical coordinator of the pregnancy in writing. The student who voluntarily notifies the program of her pregnancy may choose from the following options:

The student may choose to **remain** in the program, and, if the student elects to remain in the program, the following shall apply:

1. The student shall submit the signed informed decision to the Program no later than ten school days following notification of the pregnancy.
2. The student must complete all clinical competencies required for graduation from the program.
3. The student must meet all attendance requirements for all courses, including clinical education courses as published.
4. Even though the student's performance of sonography has no harmful effects on the embryo/fetus, and does not expose the student to ionizing radiation, students may have some clinical assignments in clinical sites with equipment that produces ionizing

radiation. The student acknowledges awareness of the increased risk of embryologic effects due to potential exposure of the embryo/fetus to ionizing radiation and accepts responsibility for protection of the embryo/fetus during the pregnancy.

The student shall submit a physician's statement giving her estimated date of delivery and indicating the student's ability to continue the clinical activities of the program.

The student may elect to **withdraw** from the program at the time the pregnancy is discovered, or any time during the pregnancy if she so chooses. If the student withdraws from the program, the following shall apply:

1. If the student withdraws during a semester, no credit will be awarded for work completed during that semester. All college policies and procedures regarding withdrawal will apply.
2. If the student subsequently applies for readmission to the program, readmission must occur on a space available basis and will follow standard re-admission practices and policies. Students may be re-admitted to the program only one time.

Bereavement

A death in the student's immediate family* will be an excused absence. The student is recorded absent, but the absence is not reflected in the clinical grade. The student is responsible for contacting the Program Director in such cases.

*Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, grandmother, grandfather, grandson, granddaughter, sister-in-law, brother-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepbrother, and stepsister.

Jury Duty

If you receive a summons for Jury duty, you must notify the program faculty immediately. As a full-time student, you may be exempt from jury duty. A request for excuse or deferment must be made in person or by mail to the County Clerk of Superior Court no later than 5 days prior to your service. Written verification of your status as a student must accompany your request for excuse or deferment.

Court appearances will be recorded as excused absences on the attendance roster. Written validation of a court appearance or jury duty is required.

Re-Admission Policy

A student is eligible to apply for readmission to a Sonography Program one time only.

A student who withdraws or is withdrawn from a Program for any reason (personal reasons; failure of one or more Sonography curriculum courses in any semester; health reasons; etc.) is required to resubmit an application with the current criteria.

Re-admission

This policy applies to students who have interrupted their education in the Sonography Program and wish to be re-admitted. To be readmitted a student must:

1. Submit an application for admission at least one semester in advance of the anticipated re-entry date.
2. Depending on the time interval since leaving the program, the student may be asked to demonstrate mastery of sonography competencies in skills and theory. The Sonography faculty determines the method of assessing mastery. Previous academic and clinical performance in the program is the basis of the assessment. If the student has been out of the program for one (1) or more semesters, the student may be required to audit all previously completed sonography courses and pass final exams with a grade of “C” or better.
3. Satisfy all criteria for initial admission to the program.
4. Students will be re-admitted on a space available basis and may be re-admitted one time
5. In situations where student behavior jeopardized patient safety and resulted in dismissal, the faculty will review and determine the re-admission status.

Transfer students

1. Applicants for transfer to the Sonography Program must follow the admissions requirements outlined previously.
2. Transfer of credits for courses in the curriculum other than SON courses will adhere to the Transfer of Credit policy of SCC in the Southwestern Community College catalog and Student Handbook.
3. Credit for SON courses will be evaluated by program faculty, and based on the syllabus from the previous course work. Only grades of C or better will be accepted for transfer.
4. Student Services will evaluate related courses in the curriculum. In the event questions arise concerning course work completed, the student may be asked to challenge the course, both clinical and academic.

Not Eligible for Re-entry

During the Exit Review a student may not be eligible for re-entry if a severe infraction/violation occurs. These infractions/violations include, but are not limited to:

1. Academic dishonesty
2. Falsification of documentation
3. Confirmed substance abuse
4. Change in criminal history

Mental and Physical Challenges

Work environments in sonography can be mentally and physically challenging. The following are some challenges and situations faced by sonographers.

1. Adjust equipment settings to provide high quality images.
2. Exposure to diseases, blood and body fluids especially during invasive

- procedures.
3. Read handwriting that is not very legible.
 4. Assess patients quickly and determine the appropriate actions.
 5. Work well in an environment that is sometimes chaotic and disruptive.
 6. Must give clear and concise directions to patients for each procedure.
 7. Accept constructive criticism.
 8. Always be polite and professional, even in stressful situations.
 9. Maintain patient confidentiality.
 10. Caring for patients with bedpans, IV's and other devices.
 11. Scans of a sensitive nature including scrotums, breast, transvaginal, and transrectal.
 12. Correlate clinical information with your findings.
 13. Communicate written and verbal information to physicians.
 14. Lunch breaks and hours of work can vary at each clinical site.
 15. Patient ages vary from infant to geriatric.
 16. Lift up to 50 pounds routinely
 17. Able to reach, bend, and stoop often
 18. Able to push and pull routinely
 19. Have full use of both hands, wrists and shoulders
 20. Distinguish audible sounds
 21. Able to distinguish colors correctly
 22. Work standing on the feet 80 percent of the time
 23. Interact compassionately and effectively with the sick and injured
 24. Communicate effectively with patients and other health care professionals
 25. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

Laboratory Sessions

1. Many of the SON courses have laboratory sessions in which the students practice scanning skills introduced in the classroom and reinforced in the clinical education setting. Students are required to participate as a student sonographer, and **encouraged** to take part in the role of a patient for their fellow students. Students must sign a waiver (found in Appendix F) if they do not wish to participate as a patient during these labs.
2. Additional lab sessions are made available and students are encouraged to participate as often as possible to improve their skills.
3. In the process of laboratory scanning sessions abnormalities may be detected on volunteer patients. In the event an abnormality is discovered, the patient will be informed and presented with a written report of their findings and encouraged to see a physician. The images will not be read by a Radiologist

Laboratory Usage Policy

In accordance with Southwestern Community College's Institutional Safety policy, the Sonography Program has in place the following procedure that allows students the freedom to study and perform ultrasounds on campus in a safe and monitored environment.

Procedure:

- Only current students are allowed to use the ultrasound laboratory
- The laboratory must be monitored at all times by a faculty member
- Students must obtain permission from faculty to be in the class or laboratory during non-instructional hours and fill out an additional laboratory request form (found in Appendix B)
- Students must work in pairs or have the instructor available for chaperoning
- All volunteers must sign a release form (found in Appendix C)

Failure to comply with this procedure, demonstrating inappropriate behaviors, exhibiting horseplay, or damaging the equipment will result in the loss of this privilege.

Announcements

Program announcements and information will be delivered via Blackboard with an automatic email message to the student generated from the Blackboard course site Announcement. SCC students should check their blackboard frequently to stay current on any Announcements and/or pertinent information.

Classroom and Lab Attendance Policies

Tardiness

1. Tardiness is defined as arriving 10 minutes after the scheduled class, clinic, or lab time
2. Should a student accumulate two tardies within a course, it will constitute one unexcused absence in that course

Absences

According to the sonography policy, a student must attend at least 90% of the scheduled class/lab hours. Students are allowed 2 unexcused absences per class, per semester. Absences exceeding 2 will result in a 10 point deduction from the final grade. Attendance is marked at the beginning of each class. Those not present at that time will be marked absent.

Late arrivals must personally see the instructor at the end of class that day to have an absence converted to a tardy. Failure to do so will result in the absent designation remaining.

Absences still recorded at the end of the semester will count and will not be negotiable at that time. Each student should check his or her attendance record periodically.

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report (Appendix D) will identify specific course/program objectives not met and include recommendations that assist the student to correct the deficit. If

at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program.

Step 2: Probation

Probation action may be implemented for any of the following:

1. Unsatisfactory clinical performance
2. Unsatisfactory clinical attendance and punctuality
3. Inability to maintain physical and mental health necessary to function in the program
4. Unethical, unprofessional behavior, and/or unsafe clinical practice
5. Refusal to participate with a procedure
6. Unsafe or unprofessional clinical practice that compromises patient or staff safety
7. Behavior which compromises clinical affiliations
8. Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report (Appendix E) explicitly stating expectations that must be followed during the probationary period and signed.

Step 3: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program. A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

1. Violations of patient confidentiality
2. Academic dishonesty
3. Falsification of documentation
4. Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
5. Unprofessional behavior that seriously jeopardizes clinical affiliations

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

Student Grievance Procedure/JRCERT Noncompliance / Student Chain of Command

Students who have questions or disputes regarding lecture, lecture/lab or clinical course objectives including evaluations, teaching methods or communications with an instructor must first discuss their concerns with the assigned course instructor. If the student is unsatisfied with

the instructor's response, the student should request an appointment with the Sonography Program Coordinator. The Program Coordinator will follow up with the instructor regarding the student's concerns. The Program Coordinator may request a meeting with the student and the instructor as part of the resolution process. If the student is unsatisfied at this point, he/she should contact Mitch Fischer, Dean of the Health Sciences.

A conference must take place within 5 working days of the incident generating the complaint. If unresolved, the student may present their complaint, in writing, to the Dean of the Health Sciences. Procedures for submitting a written complaint, as well as timeline, can be found in the SCC **Student Handbook**.

Procedure on Appeals

Introduction

Appeals occur when there is a difference of opinion between instructor and student. It is important to note that not all situations are entitled to an appeal. For example, if a student receives a bad grade on an exam, there are no grounds for appeal. Appeals should be initiated only after attempts to resolve a situation with the instructor or other college employees have been exhausted. Most situations can be resolved by discussion between parties. In the event that an appeal is contemplated, it is essential that policy be followed. Failure to follow established policy will result in dismissal of the appeal without being heard.

Procedure for Initiating Appeals

An appeal should not be initiated in a public forum, such as a crowded classroom, a clinical facility or hallway. A student wishing to initiate an appeal should make an appointment to see their instructor during established office hours. The instructor will supply the student with an appeal form which must be completed and presented at their meeting. This form will be referenced throughout their appeal process and will be required at all further meetings. Once the appointment is made, the student will meet with the instructor and explain the nature of the appeal. After discussion with the instructor, if the student feels that the situation has not been resolved in a reasonable manner, the student may continue the appeal.

If after careful reflection, the student feels the need to continue the appeal, they may seek an appointment with the program coordinator in their chosen major. The program coordinator will notify the instructor involved and request his or her presence at the appeal. At the program coordinator's discretion they may seek to see the student and instructor alone or at the same time. The program coordinator will make every effort to settle the dispute in a fair and equitable manner.

After continued reflection, if the student still feels the issue is unresolved they may make an appointment with the Dean of Health Sciences. The Dean will then notify the instructor and program coordinator of the continued appeal. At the dean's discretion he may seek to see the student, instructor or program coordinator alone or at the same time. The dean will make every effort to settle the dispute in a fair and equitable manner.

If after continued thought and reflection, the student still feels the situation is unresolved, he or she may continue the appeal by making an appointment to meet with the Executive Vice President for Instruction and Student Services. After gathering sufficient information to make an informed decision, the Executive Vice President will make a decision on the appeal. The executive vice president may choose to discuss the situation with the dean, the instructor, program coordinator or the student so as to gather sufficient

information to make a decision. ***PLEASE NOTE: The decision of the Executive Vice President for Instruction and Student Services is final. There will be no additional appeals allowed.***

CLINICAL EDUCATION

Rotations

The Clinical Coordinator completes clinical facility assignments. Students can expect to be notified of their assignment 2-3 weeks prior to the end of the semester.

Students are assigned by the Clinical Coordinator to clinical rotations at healthcare facilities that are affiliated with Southwestern Community College; a student may be assigned to any appropriate clinical facility utilized by the Sonography Program. Students are prohibited from making their own clinical placement arrangements.

Clinical rotations give the Sonography student exposure to various types of learning environments, different volumes/variety of examinations, and opportunities to perform ultrasound examinations on patients in the clinical setting. Facilities range from private offices to acute care imaging departments. The student is responsible for his/her own transportation to and from the clinical site.

Students who live one or two hours away from the college may plan on driving another one to two hours to get to their clinical sites at some point during the program. Students WILL NOT be given an option of choosing their clinical sites and will have no input on where they will be assigned. The Clinical Coordinator reserves the right to change any student's Clinical

rotation at any time as she deems necessary; however, this is not at the request of the student but due to other outside factors such as the loss of a clinical affiliate or limitation of exam types.

Every effort is made to secure clinical placements in which the student will have ample access to scanning opportunities, however, the SCC Sonography Programs cannot control the type or volume of cases performed during the hours a student is scheduled to attend a clinical site. Heavy caseloads and/or schedules containing advanced procedures may, at times, preclude a Sonography student from participating in scanning patients; the on-site clinical instructor determines the participation of the student based on the student's technical skill level and/or other mitigating factors.

Any difference between the scanning methods, techniques, protocols, etc. utilized at the clinical and those taught in the classroom or lab sessions must be handled with extreme diplomacy. The student is never allowed to critique or question the Clinical Instructor/sonographers scanning abilities, choices of images or protocol used to complete an exam. The student may ask the Clinical Instructor/sonographer for clarification of his/her techniques, etc., but any questions regarding the appropriateness of what is observed or discussed in the clinic site should be presented to the Clinical Coordinator.

For a list of clinical sites and instructors, please see APPENDIX K.

Clinical Practicum General Course Goals

In every clinical practicum, the student should be able to:

1. Perform routine sonographic procedures learned in previous semesters.
2. Apply knowledge gained during the previous semester effectively.
3. Complete course objectives as specified in the clinical course syllabus.
4. Continue developing professional conduct and skills necessary to practice professionalism during all phases of the training.
5. Master the art of using good judgment while presenting a professional image.
6. Continue to learn the art of critiquing their images.
7. Abide by the professional dress code and clinical policies.
8. Practice professional ethics and conduct while applying technical skills.
9. Work toward the completion of the clinical competencies as required in the clinical syllabi.

10. Increase skills and build confidence while working under direct and indirect supervision.
11. Remain competent in all previously completed exams.
12. Continue to problem solve and critically think due to the variation in the patient's condition, body size, mental state and equipment available.
13. Contribute to the department in such a way as to promote effectiveness in patient care.
14. Demonstrate personal conduct indicative of a mature professional technologist.
15. Project a positive attitude towards patient and personnel and faculty.
16. Demonstrate motivation toward performing any/all exams available.

Required Program Behaviors

Critical incidents may be cause for immediate failure of the course or for immediate dismissal from the program. Critical incidents may be behaviors which endanger the health, safety, or welfare of the patient, or behaviors which are not professional based on established standards of practice and the code of ethics for sonographers. All of the following behaviors must be established before meeting course objectives within the sonography program:

- Maintain institutional, agency, and patient confidentiality.
- Adhere to institutional, program and clinical site policies
- Adhere to ethical and legal standards of healthcare and the sonography profession.
- Minimize or eliminate risks to patient's health, safety and welfare
- Perform psychomotor skills safely
- Prepare for clinical assignments
- Request supervision or guidance as needed.
- Keep commitments with coursework, clinical and faculty.
- Fulfill attendance requirements.

Professional Conduct

1. Cell phone usage and/or texting will not be permitted. Please store your cell phone with your personal belongings or leave it in your car. Do not keep cell phones in pockets while in the clinical sites. Cell phone usage or texting must be limited to lunch breaks outside of the clinical site. If you are caught using your cell phone or texting during clinical education, 10 points will be deducted off of your next student evaluation.
2. There will be no gum chewing, eating or drinking of beverages in the clinical area. Most of the clinical affiliates provide a lounge for this purpose.
3. Smoking is not permitted in any of the clinical facilities or college buildings. It is also not permitted on some of the clinical site grounds. You will not be permitted to leave your clinical area to smoke. If you are a smoker, do not arrive to your clinical area smelling of smoke. This odor is offensive to patients and coworkers.
4. Students must also meet dress code requirements of the clinical facility to which they are assigned.
5. During clinical education, students are required to keep a pen and a small pocket notebook for note taking during clinical education. Keeping notes is essential to clinical success as protocols and responsibilities vary at each clinical education site.
6. Lunch and break periods in the clinical setting will be arranged by the supervising technologist and clinical instructor at a time convenient to the area in which the student is assigned. Students are expected to return to their assigned area immediately after their lunch or break period is over. Thirty minutes are assigned for lunch; however, clinical site rules for lunch breaks should be followed.

Clinical Supervision

While achieving competency in an examination, the student will be under the direct supervision of a registered sonographer.

1. The sonographer will determine if the student is capable of performing the examination.
2. The sonographer will check the patient's condition to determine if the performance of the examination by the student is contraindicated.
3. The sonographer will be present with the student during performance of the examination until competence is determined.

A student who has achieved competency in an examination may perform those examinations under indirect supervision. A registered sonographer will be in the vicinity of and immediately available to the student during the examination. "In the vicinity" means that the Sonographer can hear the student should the student call for help from the door of the exam room.

1. Regardless of the level of supervision required, all sonograms produced by students will be checked and approved by a sonographer prior to dismissal of the patient.
2. All repeat sonograms will be performed with a registered sonographer present in the room during the repeat regardless of the student's level of

competence.

3. Students who perform examinations in violation of the supervision policy may be disciplined or terminated from the program.

Clinical Drug Screenings

Clinical sites have the right to require a criminal background check and drug screen before allowing a student to attend clinical education at their facility. Each clinical site has its own set of requirements concerning background checks, drug screens and immunizations. If a student assigned to a designated clinical site is denied placement for any reason, which could include the results of a background screening and/or drug screen, the student will not be able to complete the clinical course, will be unable to progress in their course work, and will be dismissed from the program. Clinical sites have the right to require students to submit to random drug screens if that is a facility policy. If a student fails a drug screening they will be dismissed from the clinical course, will receive an F for the class and will be dismissed from the program.

Should a student report to a clinical site with a suggestion of alcohol or drug use, the clinical instructor will call the program faculty immediately. The student will be sent for immediate substance abuse testing at his/her own expense. If the student refuses to be tested, or simply leaves the facility without immediately contacting the faculty, then this will be considered unprofessional and unethical and will be grounds for dismissal from the program. A grade of an "F" will be given for that course.

Service Work

Medical Sonography students cannot be reimbursed for any service performed while in the program.

The Medical Sonography students cannot wear their SCC uniform or badge while volunteering.

Employment

Medical Sonography students cannot be reimbursed by a clinical site for the hours worked to fulfill the requirements of the clinical education course in which they are enrolled.

Students employed in a health care related position must wear the uniform of their specific job and NOT the student uniform of the program. The SCC ID badge may NOT be worn during employment in other institutions.

Hospital Visits

Students are expected to observe the visiting hours of the affiliating agency when visiting friends or relatives who may be hospitalized. Visits may not be made during clinical assignments without the approval of the clinical instructor.

Reporting a Clinical Absence

Students are expected to attend clinic on each scheduled clinical day. In the event of an absence, students must attend clinic on one of the makeup days provided. If a student needs to miss more than one week of clinic time due to special circumstances, they must submit a Leave of Absence Form (Appendix J) in advance. If the student's absences exceed the amount of provided makeup days, the student will be given an "Incomplete" and the hours must be made up before the next semester begins. Failure to complete the required amount of clinical hours before the beginning of the next semester may result in removal from the program.

If you must be absent due to an illness or other emergency circumstances, the following action must be taken:

1. Notify the clinical instructor at the clinical site as far in advance as possible but at least 15 minutes prior to the beginning of the clinical assignment. You are encouraged to speak with a person in case of voicemail malfunctions.
2. Contact the Clinical Coordinator as far in advance as possible but at least 15 minutes prior to the beginning of the clinical assignment.
3. A clinical absence form must be filled out and turned into the Clinical Coordinator within 7 days of the clinical absence (found in Appendix I).
4. Failure to notify both the clinical site and Clinical Coordinator will result in a written warning

Inclement Weather

Should SCC close due to inclement weather, clinical attendance is not required for that day. If SCC has a delay, then you are expected to be at clinic when the college opens. Example: If the college opens at 10:00, then you are required to be at clinical at 10:00. However, these clinical hours must be made up on a later date. If a clinic site is not experiencing inclement weather and a student feels they can safely make it to clinic, then that student is welcome to attend clinic that day.

Timesheets

Timesheets are official records of attendance.

1. Clinical attendance is recorded on time sheets located in the clinical notebook.
2. Clinical attendance will be recorded daily by each student as they arrive at their designated site in the morning and as they leave in the afternoon.
3. Time sheets must be signed each day by a staff technologist.
4. Failure to accurately record attendance in the clinical setting is fraudulent and will result in an "F" for the course and dismissal of the student from the program.
5. Each student assumes responsibility for accurately representing his or her time spent in the clinical area on this document. Time sheets must be completed in full with the

total hours recorded accurately. Incomplete time sheets will not be accepted and clinical time may be deducted.

6. All clinical paperwork must be turned in on time in order to receive credit. Ten points per day will be deducted from the final grade if turned in late.

Clinical Experience Record (Patient Log)

In an effort to ensure that individual students are participating in a variety of sonographic exams, each student is **required** to maintain a daily record of his clinical experiences. These forms provide a total record of the exams the student has observed, assisted, or performed. Students are responsible for properly completing these **Daily Log Forms** and keeping them up-to-date.

Professional Appearance

Students are responsible for purchasing their own uniforms. Your appearance will be evaluated by your clinical sites. If the clinical site does not feel that your appearance is acceptable, you will be sent home for that day. This will constitute an absence and the time missed must be made up. The Clinical Coordinator or Program Director must be informed if this occurs.

Uniform

1. The uniform should be neat, clean, and pressed and consist of pewter scrub tops with the SCC Sonography patch and pewter pants. Pewter lab coats are optional, but must also include the SCC Sonography patch. Uniforms should fit loose enough to allow bending, stooping, and reaching.
2. Shoes should be clean. White, black, or gray tennis shoes or hospital clogs with matching socks are required. All shoes must be closed toe and closed heel.
3. Your student ID badge must be visible at all times.

Hair

1. Hair should be neat and clean.
2. Distracting hair color and hairstyles are not permitted.
3. If your hair touches your shoulders, it must be pulled back and secured.
4. No hair ornaments should be worn except for those necessary to secure long hair, and these should be as plain as possible.

Jewelry

1. Jewelry should be kept to a minimum.
2. Small earrings are acceptable for those with pierced ears. Large hoop or dangle earrings are not permitted. More than two earrings per ear are not acceptable.
3. No other visible piercing is allowed in accordance with the dress code of our clinical affiliates.

4. Class rings and wedding bands may be worn, but diamond engagement rings with sharp edges are discouraged. These sharp rings can cut patients. If you wear them, please be careful when handling patients.

Makeup

1. Makeup should be kept to a minimum. Lipsticks and eyeshadow colors should be neutral, not brightly colored.
2. Eye shadow, mascara, etc. may be worn, however, any student wearing excessive makeup in the opinion of the facility or clinical instructors will be required to remove it or leave the clinical site and make up any time missed.
3. Since many patients are sensitive to various smells, perfumes and aftershave lotion should be limited to a light application.

Fingernails

1. Fingernails must be short, clean, and unpolished.
2. Acrylic nails are not permitted in patient care settings.

Tattoos

1. Visible tattoos must be covered in the clinical setting at all times.

Student dismissal

The program faculty/clinical instructors may immediately remove a student from the clinical setting and recommend dismissal if he/she is judged incapable of performing patient care or who presents a threat to health and safety of patients. The steps of the dismissal policy may then be followed.

The following actions are considered grounds for dismissal from the medical sonography program:

1. Unprofessional behaviors or demeanor
2. Patient abuse or neglect
3. Unsafe clinical practices
4. Cheating
5. Failure to meet academic or clinical criteria

6. Sleeping during clinical education hours.
7. Physical or emotional health problems, which impair the student's ability to provide proper patient care and safety.
8. Violations of policies noted in your SCC catalog, student handbook and course syllabi
9. Violation of any hospital or clinical site policy
10. Falsification of information
11. Withholding patient records or images
12. Removal of patient records or images without consent of the clinical site
13. Any student who shows behavior to cause concern for alcohol or drug abuse will be requested to submit to an immediate drug/alcohol test at their own expense. Failure to comply or a positive drug or alcohol screening test will result in an "F" for all Sonography courses enrolled in at that time and immediate dismissal from the program.
14. Insubordination

Right of appeal

1. Oral and written warnings and probationary status cannot be appealed.
2. The following procedure applies to dismissal from clinical education. (Any appeals for reasons other than clinical education should follow the appeals process outlined in the *Southwestern Community College Catalog and Student Handbook*.)
 - a. Immediately following any clinical incident resulting in dismissal from the clinical site, the student must contact clinical coordinator to discuss the dismissal.
 - b. Program faculty will contact the clinical instructor to discuss the incident.
 - c. The Program Director will consider all circumstances and accounts of the incident to determine if the dismissal is justified.
 - d. If the student chooses to appeal the decision of the Program Director, a written notice of appeal must be provided to the Director of Sonography and the Dean of Allied Health within twenty-four (24) hours of the original suspension. Weekends are excluded.

SAFETY

Pre-entrance physical and immunizations

1. Students must submit a pre-entrance physical examination performed by a physician, physician assistant, or nurse practitioner prior to final enrollment in the program.
2. Students must submit immunization record that includes: (some vaccines vary depending upon age)
 - a. DTaP OR TD
 - b. Polio
 - c. Measles, Rubella, & Mumps
 - d. Hepatitis B 3-injection series OR Titer
 - e. Medical history, family and personal health history
3. Before students can begin clinic, they must obtain or provide documentation of:
 - a. 2 year CPR certification for adult, children, and infants that must be maintained throughout the program
 - b. Varicella immunity OR immunization documentation
 - c. Tuberculosis testing (PPD) including date and results

- d. Yearly flu vaccination as required by clinical sites
4. For those students who have initiated but not completed all series of vaccinations prior to submitting health form, it is the student's responsibility to complete the series on schedule and provide documentation to the Program Director in order to remain in the Sonography program. A statement from the student's health care provider or health department is required stating that the student is currently in the process of completing his/her immunizations.
5. Students who have had a positive TB skin test in the past or who convert to a positive skin test must follow the protocol of their local health department and must provide documentation from the health department to the nursing faculty stating that the student is able to attend class, lab and clinical. If treatment is required, the student must have documentation from the Health Department or responsible healthcare professional relevant to attendance in class, lab or clinical area. Failure to submit such documentation will cause the student to be withdrawn from the class, lab and clinical area.
6. Additional immunizations or testing may be required if requirements change in the clinical agencies utilized by the Sonography Program

Responsibilities of students with infectious/communicable diseases

1. Any student with an infectious/communicable disease must notify the Program Director immediately.
2. Any student with a condition that is transmittable by skin or droplet shall not be in direct patient contact. e.g. tuberculosis.
3. State law requires persons with chronic skin conditions of the hand to refrain from direct patient care.
4. Students with readily contagious diseases shall refrain from activities, which may place other people at risk. HIV positive students shall refrain from activities that place persons at risk.

Hepatitis Information

Hepatitis is considered a very contagious/dangerous disease and hospital personnel are at risk to this disease. Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles), semen, tears, saliva, urine, breast milk, and vaginal secretions. Health care workers are at high risk for acquiring Hepatitis B because of frequent contact with blood or potentially contaminated body fluids. A vaccine can prevent Hepatitis B.

Therefore, it is in the best interest of the student that they have the Hepatitis B vaccine. All students in the programs with clinical components are encouraged to have the vaccine. As a result, the following protocol has been developed:

- All students will be provided with information concerning Hepatitis B
- Students will provide documentation of the vaccination, or.
- Students may elect not to have the Hepatitis B vaccine. However, should they choose not to have the vaccine, they must sign a waiver indicating this decision.
- In some clinical situations, the only way a waiver will be accepted is if the student secures a statement from a physician indicating that an existing medical condition

precludes the student from having the vaccine. This situation would rarely, if ever occur; however, if this were to occur, the program director will have the list of clinical affiliates for whom this stipulation will apply.

- If the student has already had the vaccination, they must provide documentation indicating the location and date of the vaccination.
- If it has been more than seven (7) years since the student received the vaccine, it will be strongly recommended that they consult their physician to determine their immunity.
- Each program director will maintain a file on each student, which will indicate the status of each student's Hepatitis B vaccination.
- If a student leaves the program for any reason before the vaccination series is complete, they will assume all responsibility for completing the series.
- The student will be required to pay for the Hepatitis B vaccine. Following, you will find details on how you can secure the vaccine from your local health departments.

Health and first aid services

1. For injuries that occur in the clinical setting, the clinical instructor should be notified for referral to the appropriate treatment setting.
2. The student will be financially responsible for the cost of all treatment necessary because of clinical education. All students are required to enroll in an accident insurance policy or show proof of insurance when they enroll at SCC. At no time, will SCC or any affiliating clinical agency be responsible for the cost of treating injuries during clinical education.
3. A SCC incident report must be filled out for all injuries incurred on campus. Both a SCC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education.

Admission of HIV positive students

1. HIV positive will not constitute a cause for denial of admission to a prospective Sonography student. The student's own physician will need to judge whether clinical work poses a threat to the health of the student.
2. The Sonography Program, on the basis on medical judgments, may establish that exclusion or restrictions are necessary in individual cases. The following factors will be considered:
 - a. The potential harm that the individual poses to other people.
 - b. The ability of the individual to accomplish the outcomes of the course or curriculum.
 - c. Whether or not reasonable accommodation can be made that will enable the individual to safely, and efficiently accomplish the outcomes and/or tasks of the course or curriculum without significantly exposing the individual or other persons to the risk of infection.

3. Evaluation of an applicant or currently enrolled student with a known infectious disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential outcomes of his/her course or curriculum. The physician's statement must also indicate the nature and extent of the individual's susceptibility to infectious diseases often encountered when accomplishing the outcomes of the individual's course or curriculum.

Student refusal to care for a patient with HIV:

Refusal to provide care to persons with HIV is not in keeping with performance expectations for students in the Sonography Program. Any such refusal will be reviewed with the student. It is expected that after further education and careful supervision, the student will provide care to persons with HIV. In cases in which caring for the patient presents more than a minimal risk such as when the student is immune-suppressed, a student may be temporarily reassigned. Decisions about reassignment will be made on an individual basis.

Reporting of Illness and Communicable Disease

Due to the nature of the environment in which clinical education takes place, students must adhere to the following policy. The student must report to the program director/clinical coordinator, any illness, communicable diseases, or other conditions, which might affect the health of other students, patients, or staff. To re-enter clinical education, a doctor's signature indicating there is no longer a danger to others must be presented to the program director. Any clinical hours missed must be made up completely. Scheduling of the make-up days will be in conjunction with the program director and the clinical education center.

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C, AIDS or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection for their own safety.

Universal precautions

1. Students will be instructed in the use of universal precautions and precautions applicable to working with individuals with infectious diseases. These precautions will be reviewed with students continually throughout the program.
2. The specific infectious disease policies of the facility or agency providing the

clinical experience will be reviewed with the student prior to assignment in that facility.

3. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.
4. Gloves must be worn for any direct contact with any blood or body fluids. Masks in addition, eye shields must be worn when there is risk of splashing of blood and body fluids.
5. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive exams until the condition resolves. A release from a physician is required before the student can resume direct patient care duties.
6. The student will follow recommendations from the affiliating clinical agencies regarding positive HIV /HBV practices for health care workers.
7. The student should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.
8. Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the Sonography program. Faculty members will inform students of the agency policy and the course of action to be taken by students if an incident occurs.

Exposure events

In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will, in turn, report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the sonography clinical coordinator or program director. This procedure of reporting applies to ALL students regardless of their HIV/HBV status. A student is ethically obligated to undergo testing for a blood borne pathogen when a patient has been clearly exposed to the student's blood or body fluids.

In the event a student is exposed to a patient's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the clinical coordinator or program director.

Plan for Student Exposure Incidents

Exposure is defined as contact with any biological or chemical agent through the following avenues:

- Needle stick, cut, laceration or puncture
- Biological or chemical agent contact on non-intact skin or open wound
- Biological or chemical agent contact on mucous membranes (eyes, mouth, nose)

PROCEDURE:

- Wash exposed area immediately with soap and water. If a mucous membrane is the site of exposure, flush with copious amounts of water.
- Report to clinical or lab instructor as soon as possible after the incident.

- The clinical instructor will report the incident to the staff member(s) in charge of the unit or facility and will complete any form required by the facility, the Pathogen Exposure Report Form and Report of Injury/Illness (Appendix H). The clinical instructor will notify the Program Director as soon as possible. The Program Director will notify the appropriate administrator at the student's college of enrollment within 24 hours of the incident. A copy of the Pathogen Exposure Report Form will be placed in the student's record.
- If a biological exposure source is a patient who can be identified, the facility's policy will be followed for determining the patient's HIV/Hepatitis infectious status.
- If the patient to whom there has been a biological exposure incident is known to be HIV positive at the time of the exposure, the clinical facility's guidelines for such incidents will be followed. The student will be excused from clinical and/or lab and directed to seek the consult of a physician within 1-2 hours.
- The cost of follow-up (testing and/or post-exposure prophylaxis) shall be the responsibility of the student.

MISCELLANEOUS POLICIES

1. The college is a smoke-free environment. Please use the gazebos for smoking and dispose of cigarette butts in the appropriate containers.
2. The program adheres to the college's policy in regards to food and drink in the classrooms and labs. The environment will be kept clean at all times.
3. Children are not to be brought to class.
4. Use appropriate titles to address your superiors, such as doctor, Mr., Mrs., Ms, etc.
5. You are to leave the classroom and lab in a condition that is neat and orderly.

Registry Information

The ARDMS is a computer-based examination produced in collaboration with consultants from various specialties. The exams consists of approximately 170 multiple choice questions designed to measure knowledge and cognitive skills underlying the intelligent performance of tasks typically required of a staff technologist at entry level.

The ARDMS rules and regulations require that candidates must have successfully completed a program of formal education, which is acceptable to the ARDMS.

One of the eligibility requirements for certification is that the candidate must be of good moral character. Generally, the conviction of either a felony, or any offense, misdemeanor or felony involving moral turpitude may indicate a lack of good moral character for registry purposes. Those who have been convicted of a crime must supply a written explanation including court documents, with the application for examination. Additional information may be found in the ARDMS RULES and REGULATIONS and in the ARDMS STANDARDS OF ETHICS.

Individuals having been convicted of a crime may file a pre-application with the ARDMS in order to obtain a ruling on the impact of the conviction on their eligibility. The individual may submit the application any time after beginning an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination, which is made at the time of graduation. The pre-application may be requested from the ARDMS or see the program director.

SDMS Membership

All Sonography students are expected to join our professional organization - the Society for Diagnostic Medical Sonographers. Membership to this organization will introduce the student to the imaging profession by providing journals, newsletters as well as discounts to various conferences and scholarship opportunities. Membership forms will be sent in as a class . The student will be required to pay the yearly membership fee, which is currently \$40.

Termination from the Program/Disciplinary Procedures

The rules and regulations stated in this handbook represent a contractual agreement between SCC and the sonography student. Failure to comply with the rules and regulations are grounds for probation, suspension, or dismissal from the program. If a student is found in violation of a policy/procedure, the student will be counseled and written up. Upon the second incident, a meeting will be scheduled to discuss the student's continuation in the program. At this time, the student could be placed on probation, suspension or dismissed from the program. It should be pointed out that a student can be separated from the program at any time for one of the following violations:

1. Exhibiting behavior that does not meet the standards of student conduct for SCC as printed in the college catalog.
2. Exhibiting behavior that is not in accordance with hospital policy.
3. Failure to comply with the rules and regulations in this handbook.
4. A clinical education center has the right to terminate a student's affiliation at their site for reasons of negligence which endangers the life or safety of patients

in their care or conduct, which may jeopardize the position of the college or clinical site.

Such termination will be in writing and evidence will be gathered to support the decision to terminate. However, the clinical site may request the immediate removal of a sonography student for the above reasons. If a student loses a clinical placement, the student may be placed on probation or dismissed from the program. There is not a guarantee that another clinical slot will be open. If not, the student may not be able to meet the requirements of the course and would need to repeat it. If a student is granted a second clinical placement and is terminated at that site, then they may be automatically withdrawn from the program.

STATEMENT OF UNDERSTANDING AND PLEDGE

I have read and understand the material within the SCC Sonography Handbook. I agree to adhere to the rules and regulations stated within or accept the resultant consequences. I have been made aware of these rules and regulations the first week of Semester I and prior to the commencement of my first day of clinical rotation. I hereby pledge to be a Quality Sonography Student, to produce only the highest quality of work, and to do my utmost to be the best!

Student Signature

Date Signed

SOUTHWESTERN COMMUNITY COLLEGE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Confidentiality Statement

The Health Insurance Portability and Accountability Act (HIPPA) calls for the protection of electronic data interchange and confidentiality and security of individually identifiable health information. All hospital and patient records are confidential in nature.

I understand that Southwestern Community College has a legal and ethical responsibility to maintain patient privacy, this includes any involvement with patient information in the classroom, SCC lab, clinical setting, or off campus labs (Good Samaritan and MAHEC).

As a condition of my enrollment as a student with Southwestern Community College, I understand that I must sign and comply with this agreement.

1. Legally, this information belongs to the patient. Any violation of confidentiality of the patient information is punishable in a court of law.
2. The professional code of ethics of the American Registry for Diagnostic Medical Sonographers stipulates that maintaining confidentiality of patient information is a part of professional responsibility and integrity. Case studies must be presented

appropriately with no patient identification visible. Requests concerning case study presentations must be made to and approved by the clinical instructor; therefore, insuring good confidentiality practice.

3. I will disclose patient information and/or confidential information only if such disclosure complies with institutional policies and is required for the performance of my duties as a student nurse.
4. I will not access or view any patient medical information other than what is required to do my clinical assignment. If I have any question about whether access to certain information is required to do my job, I will immediately ask my instructor for clarification.
5. I will not discuss any information pertaining to the patient in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and social events). I understand that it is not acceptable to discuss any patient information in public areas even if specifics such as patient's name are not used.
6. I will not make inquiries about any patient medical information for any individual or party who does not have proper authorization to access such information. I will not make inquiries about any patient medical information regarding members of my family, friends, acquaintances, or neighbors unless they are patients in my care and then only on a need-to-know basis for the purpose of patient care.
7. I will not make any unauthorized transmissions, copies, disclosures, modification, or purging of patient information or confidential information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring patient information or confidential information from the clinical facility's computer system to unauthorized locations (for instance home or school).
8. I agree that my obligations under this agreement regarding patient information will continue after the termination of my role as a student within Southwestern Community College.
9. Mandatory student logs for clinical rotation must be kept, but only patient number and exam performed will be recorded. At no time should a patient's name be used in clinical documents. At no time should a patient's name be used in conjunction with their patient number.

Having read the above, I do hereby agree to maintain the confidentiality of all pertinent information to which I am exposed. I understand that failure to abide by this agreement will result in immediate dismissal from the program.

Student Signature

Date

APPENDIX A

EXAM QUESTION DISCUSSION FORM

Name _____

Complete this form to defend your answer if you believe a question may have more than one correct answer. It is preferred that this form be turned in at the end of the test review session but the student may have up to 24 hours post test review to defend their answer.

Exam _____ Date of the Exam: _____

Question # _____

What is the answer you chose?

What is your rationale for choosing this answer? This is your chance to present your case.

Your information source for your defense (indicate page # from your text, handouts, or articles)

APPENDIX B

Additional Lab Time Request Form

The lab can be made available for your use after scheduled class time by prior arrangements with your instructor. The following is a request for additional Lab time. I understand that this is only a request and at my instructor discretion.

Date/Time _____

Volunteer _____

Exam _____

Students: _____ & _____

APPENDIX C

Southwestern Community College

Medical Sonography Program

Volunteer Waiver

The ultrasound units being used in the Southwestern Community College Laboratory are standard diagnostic sonography machines and have not been modified. The volunteer's total scan time will be less than 1 hour.

The following individual volunteered as a sonographic subject for the Southwestern Medical Sonography Lab. The volunteer understands that this is conducted in a teaching situation with Southwestern Community College by a sonography student and in no way constitutes as a diagnostic examination.

The volunteer agrees that Southwestern Community College, the students, or the instructor will not be held liable for any damages or information gained or missed as a result of this procedure.

The volunteer will be informed of the examination and will be instructed to follow up with their Physician.

The volunteer has read and understands these statements and signifies so by his/her signature.

Signed _____ Date _____

Student _____ Instructor _____

American institute of Ultrasound in Medicine- Clinical Safety (Approved March 26, 1997)

“Diagnostic ultrasound has been in use since the late 1950’s. Given its known benefits and recognized efficacy for medical diagnosis, including use during human pregnancy, the American Institute of Ultrasound in Medicine herein addresses the clinical safety of such use:

There are no confirmed biological effects on patients or instruments operators caused by exposure from present diagnostic ultrasound instruments. Although the possibility exists that such biological effects may be identified in the future, current data indicate that the benefits to patients of the prudent use of diagnostic ultrasound outweigh the risks, if any, that may be present.

APPENDIX D



MEDICAL SONOGRAPHY PROGRAM HEALTH SCIENCE CONFERENCE REPORT

Student Name: _____ Date: _____

Course: _____ Instructor(s): _____

Dear Student:

This information should help in your efforts to successfully complete this course. Please contact me in person (by appointment) or in writing if you have questions, concerns, or comments.

You current grade/status is _____ ; based on:

Test scores _____	Assignment grades _____
Quiz scores _____	Lab challenges _____
Participation _____	Attendance/Tardies _____
Clinical challenges _____	

Other:

Comments:

- You are progressing well
- Your performance is improving; continue your efforts
- Your progress is weak
- You lack focus and organization
- Your test scores are jeopardizing your grade
- You are in danger of failing this course
- Your interpersonal skills are lacking
- Other: _____

Recommendations:

- Improve your study skills
- Improve your test taking skills
- Seek assistance to improve your interpersonal skills and communication
- Other: _____

Student Personal Goals:

Student: _____ Faculty: _____ Date: _____

APPENDIX E



**MEDICAL SONOGRAPHY PROGRAM
HEALTH SCIENCE PROBATION REPORT AND IMPROVEMENT PLAN**

Student Name: _____ Date: _____

Course: _____ Instructor(s): _____

Dear Student:

This form is issued because you continue to demonstrate one or more of the following deficits:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Unsatisfactory academic performance
- Inability to maintain physical and mental health necessary to function in the program
- Unethical and/or unprofessional behavior

- Refusal to participate with a procedure
- Unsafe or unprofessional practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report
- Other: _____

You are hereby placed on probation. In order to remain in the Medical Sonography Program, you must demonstrate the following expectations before your re-evaluation:

Your performance will be re-evaluated on _____.

I, _____, have been informed and understand my classification as a student on probation for Fall/Spring/Summer 20____. My probationary status has resulted from an unsatisfactory grade or performance in the aforementioned course and a plan has been developed to correct the deficit(s). I understand that failure to adhere to this plan will result in my dismissal from the program. I agree to conform to the conditions of this contract and all other standards and regulations set forth by the Sonography Program.

Student: _____ Faculty: _____ Date: _____

APPENDIX F



**MEDICAL SONOGRAPHY PROGRAM
PEER PRACTICE CONSENT FORM**

Your education in the Medical Sonography Program consists largely of scanning practice and participation in our SCC laboratory setting. During this time, you and your classmates will scan each other in order to learn proper protocols and recognize normal anatomy. The key to becoming a competent scanner is repetition and practice!

Lab participation is highly encouraged for your Sonography education, but students can opt out if they are extremely uncomfortable with this practice.

Please check the box below that corresponds with your wishes regarding the scanning lab.

I DO consent to the performance of non-invasive exams by my peers

I DO NOT consent to the performance of non-invasive exams by my peers

Student Name (please print)

Student Signature

Date

APPENDIX G

Pre-Sonography Advising Plan

Name _____ Date _____

Pre-requisite Course Requirements

BIO 163 or BIO 168 & 169
COM 140 or COM 231 & Humanities
MAT 143 or Higher Level Math
PHY 125 or PHY 110 & PHY 110a

Basic Requirements

ACA 111
ENG 111
ENG 114
PSY 150

Semester 1 Plan

Semester 2 Plan

Semester 3 Plan

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information

- Review Phase II
- TEAS Allied Health information
- Observation hours
- Point System
- Clinical Travel Time

APPENDIX H

Pathogen Exposure Report Form

Exposed Employee/Student Information:

Name: _____ Student ID #: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone : _____
Program of Study: _____ Date of Birth: _____
Personal Physician: _____

Incident Information:

Date of Exposure: _____ Time of Exposure: _____
Type of Incident (e.g. needle stick): _____
What biological or chemical agent were you in contact with? _____

What was the method of contact? _____

How did the exposure occur? _____

What action was taken in response to the exposure to limit contamination? _____

What personal protective equipment was in use? _____

Did you seek medical attention? _____

Were you counseled about post-exposure testing and possible treatment? _____

Source of Exposure:

Name of Patient or Source: _____

Patient's Physician: _____

Any additional Information: _____

Signatures:

Student/Employee: _____ Date: _____

Clinical/Lab Instructor: _____ Date: _____

Program Director: _____ Date: _____

Administrator: _____ Date: _____

SEND THIS COMPLETED REPORT TO THE DEAN OF HEALTH SCIENCES BY THE NEXT BUSINESS DAY.

APPENDIX I

Clinical Absence Form

Medical Sonography Program

This form must be submitted within 7 days of your absence along with any pertinent doctor's excuses.

Additionally, you are responsible for contacting your clinical site AND your clinical coordinator before each absence.

You are allowed 2 absences per semester. An excess of these two absences will result in a deduction of a letter grade per absence to your final clinical grade. Five clinical absences within a semester will result in dismissal from the Medical Sonography Program.

Name: _____

Clinic Site: _____

Date of Absence: _____

Reason for Absence:

Student Signature: _____

Date: _____

For Clinical Coordinator Use Only:

Excused Unexcused

Number of Unexcused Absences to Date: _____

APPENDIX J

MEDICAL SONOGRAPHY PROGRAM
Leave of Absence Form

Student Name:	Date Submitted:
First Requested Day of Absence: (___ - ___ - ___)	Expected Date of Return: (___ - ___ - ___)
Reason for Request:	
All clinic time and class work must be made up to fulfill graduation requirements. Please briefly state how you plan to keep up with your coursework and make up clinic hours.	

--	--

By signing below, I acknowledge that I am aware of my responsibilities to ensure graduation requirements are met. Should I need further leave time, or wish to withdraw from the program, I will give my instructors advanced notice both verbally and in writing.

Student Signature

Date

Faculty Signature

Date

APPENDIX K

ANGEL MEDICAL CENTER

Address:	Phone Number:
120 Riverview Street Franklin, NC 28734	(828) 349-6695
Radiology Manager: Lori Smith	
Diane Savaiko	AB, OB/GYN, VASC, BR
Hazel Wooten	AB, VASC
Kristina Taylor	AB, OB/GYN, VASC
Rebecca Wyatt	OB/GYN, RDCS

CHEROKEE INDIAN HOSPITAL

Address:	Phone Number:
1 Hospital Road Cherokee, NC 28719	(828) 497-9163
Radiology Manager: Judy Lambert	
Lindsey Holland	OB/GYN

ERLANGER WESTERN CAROLINA HOSPITAL

Address:	Phone Number:
2002 Highway 64 East Murphy, NC 28906	(828) 835-7540

Radiology Manager: Paul Brown	
Debbie Childs	AB, OB/GYN, VASC, BR
Teresa Creasman	AB, BR, OB/GYN
Melissa Coker	AB, OB/GYN, VASC, BR

Franklin, NC 28734	
Richie Rowland	OB/GYN, VASC

HABERSHAM MEDICAL CENTER

Address:	Phone Number:
541 Historic Hwy 441 N Demorest, GA 30535	(706) 754-2161
Radiology Manager: Dee Dillion	
Kendall Hooper	AB
Erica Roach	AB, OB/GYN

HARRIS REGIONAL HOSPITAL

Address:	Phone Number:
68 Hospital Road Sylva, NC 28779	(828) 586-7457
Radiology Manager: Malanie Cooper	
Shannon Shope	AB
Jessica Burchfield	OB/GYN, VASC
Haley Allen	AB, OB/GYN
Richie Rowland	OB/GYN, VASC
Emily Burttram	AB, OB/GYN, VASC

HARRIS FAMILY CARE

Address:	Phone Number:
55 Holly Springs Park Drive	828-349-5013

HAYWOOD REGIONAL HOSPITAL

Address:	Phone Number:
262 Leroy George Drive Clyde, NC 28712	(828) 452-8146
Radiology Manager: Ann Ottum	
Christin Austin	AB, OB/GYN, VASC
Kelsey Elders	AB, VASC
Kiana Arnette	-
Elizabeth Brooks	AB
Laken Burriss	AB
Emily Burttram	AB, OB/GYN, VASC

HAYWOOD WOMEN'S CARE

Address:	Phone Number:
35 Facility Drive Clyde, NC 28721	(828) 452-5042
Jessica Parton	OB

HIGHLANDS-CASHIERS HOSPITAL

Address:	Phone Number:
190 Hospital Drive Highlands, NC 28741	(828) 526-1437

Radiology Manager: Lori Smith	
Lynn Gibson	VASC, RDCS
Rada Marling	ABD, OB/GYN, VASC

Address:	Phone Number:
163 Hospital Drive Toccoa, GA 30577	(706) 282-4200
Radiology Manager: Michele Chitwood	
Autumn Harvey	AB, VASC
Karen Wright	VASC

MISSION WOMEN'S CARE

Address:	Phone Number:
56 Medical Park Drive Franklin, NC 28734	(828) 349-8288
Taylor Shope	AB, OB/GYN, VASC

THE LONGSTREET CLINIC BREAST CENTER

Address:	Phone Number:
705 Jesse Jewell Parkway, Suite 295 Gainesville, GA 30501	(770) 539-9391
Donna Barnett	BR, OB/GYN
Patty Lopez	BR, OB/GYN
Terry Enslow	BR, AB, OB/GYN

MOUNTAIN LAKES MEDICAL CENTER

Address:	Phone Number:
162 Legacy Point Clayton, NC 30525	(706) 782-0494
Radiology Manager: Maureen Graves	
Lacy Forester	AB, OB/GYN
Kandace Baker	AB

THE LONGSTREET CLINIC OB/GYN

Address:	Phone Number:
725 Jesse Jewell Parkway SE Suite 200, Second Floor, Gainesville, GA 30501	(770) 297-2200
Angel Williams	AB, OB/GYN, BR
Felicia Ramey	AB, OB/GYN
Aubrey Conners	AB, OB/GYN
Deborah Bennett	AB, OB/GYN

SWAIN COMMUNITY HOSPITAL

Address:	Phone Number:
45 Plateau St, Bryson City, NC 28713	(828) 488-4007
Radiology Manager: Malanie Cooper	
Haley Allen	AB, OB/GYN
Richie Rowland	OB/GYN, VASC
Emily Burttram	AB, OB/GYN, VASC

STEPHENS COUNTY HOSPITAL