

**NEBRASKA METHODIST COLLEGE**  
**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**



**STUDENT INFORMATION, DMS ACCEMIC POLICIES AND PROCEDURES**

**2010-2011**

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## PURPOSE

The purpose of this handbook is to provide the student with information, policies and procedures, specific to the diagnostic medical sonography program. This information is a supplement, not substitute, for those policies present in the College Student Handbook and Catalog. It is the student's responsibility to become familiar with all documents while a student at the NMC.

The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Associate Dean. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements. Any changes made will be communicated to students in a timely manner.

**Your signature on page 5 of this handbook ("Student Responsibility Statement") indicates that you have read and understand all policies and you agree to act in accordance with those policies and regulations.**

Welcome!

You will spend the better part of two years completing the courses of the Diagnostic Medical Sonography Program. The courses will be rigorous, and at times you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession.

You will have to absorb a lot of information and apply that information in the laboratory setting and clinical setting. You will have to develop critical thinking skills, empathy, and knowledge relating to the field of Sonography. That is how it is in the clinic situation. Every patient, every situation is unique. You can't memorize all the answers, but you will be expected to apply the basic Sonography skills that you have learned.

You will be educated and held accountable for your professional attributes. What are professional attributes? They are those qualities—over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinic. In broad terms, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional. Treat your classmates, instructors, patients, and co-workers, as you would like to be treated.

Those who make the most of the program learn early on that the program faculty, clinical staff and instructors, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a Registered Sonographer and enjoy a rewarding and successful career. It is up to YOU, the student, to be successful...we are here to help you achieve your goals.

***Rebecca Mathiasen BS, RDMS, R.T.(R)***  
*Program Director*  
*Diagnostic Medical Sonography*

## STUDENT RESPONSIBILITY STATEMENT

As a student in the Diagnostic Medical Sonography Program, it is your responsibility to read this policy and procedure manual. You are expected to abide by the policies in it. Your signature below confirms that you have read and understand this Policy and Procedure Manual (2010-2011) and that you agree to the conditions stated.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM DIRECTOR  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DIAGNOSTIC MEDICAL SONOGRAPHY  
PROGRAM DIRECTORY**

<b>Program Personnel</b>	<b>Room Number</b>	<b>Phone</b>	<b>Alt #</b>
<b>Diagnostic Medical Sonography Program</b>			
DMS Program Director- Rebecca Mathiasen	RL-2057	354-7034	578-2608 (cell)
General Sonography Clinical Coordinator- Abbie Hallgren	RL- 2042	354-7074	
Cardiovascular Sonography Co-Clinical Coordinator/Instructor- Steve Hess	C-2236	354-7272	614-7609
Cardiovascular Sonography Co-Clinical Coordinator/Instructor – Paula Evans	RL-2023	354-7135	
Program Faculty – Dawn Look	–	320-1847	691-8586
Program Faculty – Pat Sullivan	RL-2026	354-7024	
Medical Director - Dr. Nick Nelson	–	354-4344	
Co-Medical Director - Dr. John Haas	–	–	–

## DESCRIPTION OF THE PROFESSION

The following is a descriptions of the profession as provided respectively by the national professional association and/or accrediting body. As a student you are expected to commit yourself to learning the skills described so that you can serve the community as a competent professional.

### **Diagnostic Medical Sonography**<sup>1</sup>

The diagnostic medical sonography profession includes general sonography, cardiac sonography, vascular technology, and various sub-specialties. The profession requires judgment and the ability to provide appropriate health care service. Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions. The sonographer is able to perform the following:

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 non-invasive 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 non-invasive diagnostic vascular techniques, and promote principles of good health.

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<sup>1</sup> CAAHEP, Standards and Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer (approved 2000)

**CODE OF ETHICS**  
**For The Profession of Diagnostic Medical Ultrasound**  
(Adopted by the SDMS)

**Principles**

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

- A. Provide information about the procedure and the reason it is being done. Respond to patient's concerns and questions.
- B. Respect the patient's self-determination and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient and his/her family.
- E. Protect the confidentiality of acquired patient information.
- F. Strive to ensure patient safety.

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

- A. Obtain the appropriate education and skills to ensure competence.
- B. Practice according to published and recognized standards.
- C. Work to achieve and maintain appropriate credentials.
- D. Acknowledge personal limits and not practice beyond their capacity and skills.
- E. Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed.
- F. Ensure the completeness of examinations and the timely communication of important information.
- G. Strive for excellence and continued competence through continuing education.
- H. Perform ongoing quality assurance.
- I. NOT compromise patient care by the use of substances that may alter judgment or skill.

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

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

## Professional Credentials

A diagnostic sonographer possesses competency-based certification by successfully passing a credentialing examination in one or more of the three disciplines of the profession. These disciplines and their related credentials as provided by the American Registry of Diagnostic Medical Sonographers are:

1. Medical Sonography      RDMS (Registered Diagnostic Medical Sonographer)
2. Cardiac Sonographer      RDCS (Registered Diagnostic Cardiac Sonographer)
3. Vascular Technology      RVT (Registered Vascular Technologist)

Minimum entry level for the profession is acquisition of one or more of the professional credentials listed previously. The candidate must pass required examinations to earn the ARDMS credential. These required examinations are:

1. **RDMS** = Ultrasound Physics and Instrumentation + Abdomen, or obstetrics and Gynecology, or Neurosonology, or Ophthalmology.
2. **RDCS** = Cardiovascular Principles and Instrumentation + Adult Echocardiography or Pediatric Echocardiography.
3. **RVT** = Vascular Physical Principles and Instrumentation + Vascular Technology.

Diagnostic sonographers must obtain continuing medical education or successfully complete an additional ARDMS credentialing examination to maintain active status with the ARDMS.

## **Compendium of Learning**

The art and science of sonography requires that the individual achieve specific knowledge and skills for a defined scope of practice. Learning experiences, clinical practicum and curriculum requirements shall be structured for the health care professional to successfully demonstrate the level of competency necessary for comprehensive practice or limited practice in the following areas.

**Computer Literacy and Applications:** An understanding of generic terminology, keyboard operations, menu selection strategies and logistics of program flow.

**Human Structure and Function:** General anatomy, anatomical relationships, sectional anatomy and organ and system functions in order to perform accurate procedures for the defined discipline; and accurately identify the area of interest on resulting images.

**Instrumentation:** An understanding of the operation of devices, transducer selection; A-mode, B-mode, T-M mode, Real Time and Doppler, hard copy image recorders and other processing techniques.

**Medical Ethics:** Legal considerations which impact upon the Scope of Practice, respecting an established Code of Ethics and risk management.

**Medical Terminology:** An understanding of disease descriptions, abbreviations, symbols and terms or phrases necessary to successfully communicate with other health care professionals.

**Pathology:** Knowledge of disease and abnormalities which influence performance or outcome of an ultrasound procedure. Ultrasonic characteristics of pathophysiology and abnormal tissue.

**Patient Care:** Attention to and concern for the physical and psychological needs of the patient. The individual should recognize a life threatening condition and implement basic life sustaining actions.

**Positioning:** Accurate placement of the body, respecting patient's comfort, ability and safety to achieve prescribed results and best demonstrate the anatomic area of interest. Utilize techniques to physical manipulate and apply appropriate transducers and equipment to produce a desired image.

**Physical Science:** A knowledge of propagation properties, transducer parameters, beam profile, Doppler Effect, interaction properties with human tissue and possible biologic effect.

**Quality Control:** Preventive maintenance and knowledge of equipment capabilities, calibration of and care for equipment respecting operating standards, sensitometry characteristics and monitoring of image processing systems for accuracy and consistency.

**Scanning Procedures:** Ability to select appropriate equipment and scanning techniques to optimally visualize areas of interest.

**Educational Experiences:** Practice experience in various settings is an important educational component of the program. Such hands-on experiences provide a unique form of learning and contribute to professional development.

## GENERAL STUDENT INFORMATION

### **Alumni Development Award**

This award is given to graduates who, while students in the College, have demonstrated commitment in alumni affairs.

### **Methodist Allied Health Student Association**

The Methodist Allied Health Student Association (MASHA) is composed of all students enrolled in an allied health program. Each program has its own chapter within MASHA and has its representatives on the College Student Senate.

Throughout an academic year, MASHA is involved in professional development and community service activities.

### **Professional Registration/Certification**

One of the goals of NMC is to educate students in their respective health care field so that they are prepared for national certification/registration examinations. Taking these examinations is a student's choice and responsibility. The College does not guarantee that a student will pass these examinations, nor is the College responsible for the expenses incurred by a student as a result of the certification/registration process. The College cannot guarantee that a student will be permitted to sit for an examination (ARRT and ARDMS) and is based on verification of information provided on the application, which may include investigation of a criminal record.

### **Diagnostic Medical Sonography**

The American Registry of Diagnostic Medical Sonographers (ARDMS) offers certification in numerous learning concentrations. Students in the Associate Degree Program for general sonography concentrate in the examination areas of physics/instrumentation, abdomen, and obstetrics/gynecology. Those candidates who successfully pass the physics and instrumentation examination in combination with one learning concentration (abdomen and/or obstetrics/gynecology) are awarded the credential of Registered Diagnostic Medical sonographer and are permitted to use the letters R.D.M.S. following their name.

The Cardiovascular Sonography Program focuses on cardiac principles and instrumentation, adult echocardiography, vascular principles and vascular sonography. The candidate who passes both the cardiac principles and adult echocardiography examinations are awarded the professional title of Registered Diagnostic Cardiac Sonographer (RDCS). Successfully passing the vascular principles and vascular technology examinations are given the title Registered Vascular Sonographer or R.V.S. (formerly registered vascular technologist or R.V.T.)

## **Program Accreditation**

The Diagnostic Medical Sonography Program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). All graduates of the program eligible to sit for the ARDMS examinations in those learning concentrations specific to their program of study.

## **DIAGNOSTIC MEDICAL IMAGING STUDENT HONORS AND COMPETITIONS**

### **Nebraska Beta Chapter of Lambda Nu**

The Nebraska Beta Chapter of Lambda Nu is the national honor society chapter for radiologic and imaging sciences at NMC. Students who successfully meet national and chapter standards of academic excellence and service are inducted into the Society prior to commencement. Lambda Nu requirements are posted on the NMC Website or can be obtained from the Program Director. Members are granted lifetime membership and privileges including eligibility for scholarships and professional development.

### **Diagnostic Medical Sonography Student Competitions**

Students enrolled in the program are encouraged to participate in student research competitions offered through the Society of Diagnostic Medical Sonographers (SDMS). The W. Frederick Sample Student Excellence Award is presented at the SDMS national meeting to the winner of the written abstract competition. The Sonography Student Poster Competition is also held at the SDMS national meeting. Students are encouraged to submit a poster individually or as a group.

**DIAGNOSTIC MEDICAL SONOGRAPHY**  
*GENERAL POLICIES AND PROCEDURES*

The purposes of these policies are to familiarize students with rules of the programs pertaining to clinical assignments. Students are expected to comply with all applicable rules, regulations, policies and procedures of the assigned clinical site.

1. Students will be provided with Policies and Procedures of the College through the following sources: NMC Student Handbook, Diagnostic Medical Sonography (DMS) Student Handbook, DMS Clinical Handbook.
2. An orientation at each clinical site new to that student will facilitate the review of policies and procedures for that particular site.
3. Failure to comply may result in the student's removal from the clinical site or other academic or disciplinary sanctions.

## **Technical Standards of Performance**

The purpose of this policy is to determine the physical and emotional abilities of a student in the Department in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991.

### *Policy:*

Students are required to perform respective duties of the profession based on the necessary physical and emotional abilities as well as scholastic achievement. The College will make reasonable accommodation for all students.

### *Procedure:*

1. Behavioral and Social Skills - Possess qualities of compassion, integrity, empathy and interpersonal skills. Possess emotional health necessary to effectively complete professional responsibilities.
2. Communication - Read, write, speak, hear, and observe patients to effectively communicate the patient's condition and interact with the patient and other health care individuals.
3. Integrative and Quantitative Skills - Problem solve utilizing computation, synthesis, and analysis. Visualize and analyze three dimensional relationships.
4. Motor and Functional Abilities - Perform therapeutic and diagnostic procedures.

**\*Sonography students** must assist with moving and lifting patients and equipment of up to 50 lbs or more, up to 50% of the time. Visual abilities are necessary for viewing the ultrasound screen 85% of the time.  
(\*adapted from Methodist Health System Performance Development Plan -Job Description for the sonographer)

5. Observation - Use instruments requiring sight, e.g., ultrasound and radiographic equipment, health assessment tools and devices, i.e. blood pressure cuff, stethoscope, etc. Make observations and evaluations. Observe results of treatment and reactions.

## **Communication Guidelines**

### *Purpose:*

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom, laboratory, or clinical setting. As a part of the professional expectations of a student, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication. If the student feels the need to deviate from this procedure, he or she may do so, but must be able to explain why they did not follow the established procedure.

### *Policy:*

#### ***1. Academic:***

1. Student should notify the course instructor of the issue or concern to seek resolution.
2. If the desired outcome is not reached the student should then report the issue/concern to the Program Director.
3. If the issue cannot be resolved at the Program Director level, the Program Director will take the matter to the Associate Dean. The student may take their concern directly to the Associate Dean of Health Professions if the issue is with the Program Director.
4. The Dean of Academic Affairs will be contacted if the matter is not successfully resolved with the Associate Dean.
5. The student has the option of initiating the Judicial Process if the student feels that the matter has not been addressed to their satisfaction- refer to the Judicial Process in the NMC Student Handbook for procedures.

#### ***2. Clinical:***

1. The student should notify the designated clinical instructor/ preceptor or a clinical staff member about the situation.
2. The clinical instructor/staff will notify the Clinical Coordinator of the situation and whether or not the matter was successfully resolved.
3. The Clinical Coordinator will schedule a meeting with the student involved, and involve the clinical instructor or department manager as necessary. The Program Director will be notified of the issue and the planned steps for intervention.
5. The Program Director will notify the Associate Dean of Health Professions in situations requiring further intervention.

\*Please note-the Clinical Coordinators, Program Directors and the Associate Dean of the Division of Health Professions utilize an “open door” policy in regard to student issues or complaints. You may unofficially seek advice (regardless of the chain of communication) if you are unsure of how to handle the situation.

## Professional Conduct

As students in training for a professional field, it is expected that he/she will conduct himself/ herself in a professional manner during his/her didactic training, as well as during clinical training. Professional conduct includes, but is not limited to, punctuality, respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority. As students of the Sonography program, it is expected that one conducts oneself in a manner that will not bring criticism to him/her, the program or the school. As each affiliated clinical site has granted students the privilege of learning in their facility, students are expected to demonstrate professional behavior at all times.

In any public place the student is potentially exposed to the patients' relatives and friends. Things one says and the attitude one exhibits have impact on those around. We request the student observe the following:

1. **Honesty** – Being truthful in communication with others.
2. **Trustworthiness** – Maintaining the confidentiality of patient information; admitting errors and not intentionally misleading others or promoting self at the patient's expense.
3. **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the patient population served.
4. **Respect for the Rights of Others** – Dealing with professional staff and peer members of the health team in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit toward all persons encountered in a professional capacity regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.
5. **Personal Accountability** – Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.
6. **Concern for the Welfare of Patients** – Treating patient and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care or your own performance; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

## **Academic Progression – Sonography**

The Diagnostic Medical Sonography programs are cohort programs, meaning that the program is designed to be completed by the student in a lockstep fashion from beginning to end, according to a preset schedule. Satisfactory progression with the cohort is necessary to maintain one's position in the clinical portion of the program because of limited clinical availability.

If a student fails a professional course (other than a general education course that is not a pre-requisite to a professional course), the student cannot progress in the program and will be discharge from the DMS program. Students discharged from a cohort program are eligible to apply for readmission into a subsequent cohort, but readmission is not guaranteed.

## **Course Grading Policy**

### *Purpose:*

To clarify the grading policies of professional sonographic courses.

### *Policy:*

When sonographic courses (4 credits or higher) are divided into sections, students must have a minimum of a 70% (C) average in each section to successfully complete the course and receive a grade of C or higher.

### *Procedure:*

1. The students schedule and didactic syllabus will reflect how the professional sonographic course is divided into sections.
2. Students must achieve a minimum of 70% average in each section to successfully complete the course.
3. Prior to the final course grade computation, assignments will be averaged separately to determine if a 70% has been met or exceeded.
  - a. Course grades will be figured by the total number of points that were available in the course for that semester.
  - b. There will be no curve grading, so the grade you earn is a direct reflection of your own performance, and uninfluenced by the class average.
  - c. There will not be any rounding of numerical grades to the nearest integer.
4. If the student receives a 70% or higher in each section of the course, the grade for each section will be averaged together for a combined % to be reported to the registrar.
5. If a student receives a 70% or lower in one or more sections of the course, the lowest % will be reported to the registrar as the final grade.

## **Course Exam Grading Policy**

### *Purpose:*

To clarify the grading policies of exams in professional sonographic courses.

### *Policy:*

Students must have a minimum of 75% average on all examinations to successfully complete a course.

### *Procedure:*

1. Students must achieve a minimum of 75% exam average to successfully complete the course.
  - a. Lab Competencies will be treated as exams.
2. Test grade averages equal to or greater than 60% and less than 75% will result in a “D” in the course.
3. If the test grade average is greater than or equal to 75%, the final course grade is computed incorporating all graded class assignments.
4. A grade of “D” or less in any course will result in failure to progress academically (See Academic Progression Policy).

## **Communication Devices: (personal calls, cell phones and pagers)**

### *Purpose:*

To support an academic atmosphere free from distractions caused by communication devices.

### *Policy:*

No personal telephone call should be received while in the clinical area except for emergencies. Departmental telephones may not be used for personal calls.

- All students must turn cell phones and pagers off during all educational activities (class, lab, clinical). These devices are disruptive to the educational environment and should only be activated during breaks.
- Failure to do so may result in dismissal from the classroom, lab or clinical site and could result in disciplinary action. Disciplinary action for violations of the student code of conduct (privacy violations, photographing documents or individuals, text-messaging during an exam, etc) range

## Electronic Communication

### *Purpose:*

To ensure the privacy of all communications with the College.

### *Policy:*

All students are required to utilize the Methodist College e-mail system for electronic communication with the instructor. Students are also to ensure that only appropriate materials are transmitted through this e-mail account. Inappropriate material or material in bad taste sent can be subject to disciplinary action as deemed by the Program Director and/or Associate Dean.

## Confidentiality of Patient Records

### *Purpose:*

Students are able to complete the clinical objectives and requirements of the programs through the privileges granted them from the clinical affiliates associated with the program. While in the clinical areas students will be privy to confidential information for each patient examined. The purpose of this policy is to protect patient identity and privacy.

### *Policy:*

In accordance with federal HIPAA regulations, removing client records (including film or video tapes) is expressly prohibited unless the patient has signed a release form or the material has been thoroughly de-identified. The student must abide by the individual policies and procedures set forth by each clinical site pertaining to the use of cases for educational purposes. **Failure to abide by this policy may result in suspension or dismissal from the College and/or legal action brought against the student. Student liability insurance provided by the College will not protect the student who violates this policy.**

### *Procedure:*

1. Any discussion of the patient information beyond the purpose of fulfilling clinical assignments is prohibited.
2. Appropriated discussion of patient information to co-workers and hospital employees must be accomplished in a confidential manner and place to restrict information only to the healthcare personnel involved with that patient's care. Conversations in elevators, eating places, or other places of common assembly within the clinical site must be avoided. Patients' families and community people may be listening and wrongly interpret the things discussed. Careless talk may lead to malpractice litigation.
3. If client information is to taken from a unit/agency, students must consult with the clinical instructor or Clinical Coordinator regarding agency policies and procedures. The policy may include having the client sign a release of information form available at that site.
4. All identifying client information must be blacked out or eliminated from any client record.
5. Discussion related to the case is to take place **solely** in the classroom with the instructor present. The material must be presented in a way that completely protects the patient's identity.

## **Disciplinary Action**

### *Policy:*

Any infraction of the policies of the Diagnostic Medical Sonography program, NMC, and/or any infraction of the policies and regulations of the clinical site in which the student is assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

### *Procedure:*

1. If the problem should develop within the DMS program or assigned clinical site, the staff will notify the proper program faculty through the appropriate channels of communication (see Communication Guidelines Policy).
2. The program faculty will investigate the situation and decide upon the appropriate measure to pursue. Disciplinary action shall fall into one of the following categories (*these are not in a lock-step order*):
  - a. **VERBAL WARNING** - The appropriate faculty member will notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
  - b. **WRITTEN WARNING** - A written reprimand may be given to a student whose conduct violates any part of these regulations or policies. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
  - c. **DEVELOPMENTAL PLAN/CLINICAL PERFORMANCE CONTRACT** - This is a written plan that involves input from the student and Program Faculty and is directed toward establishing strategies which will improve the students behavior (clinical or classroom). **This will occur a maximum of once per semester.**
  - d. **COURSE FAILURE and/or DISMISSAL FROM PROGRAM** – Students who fail in the above processes are subject to the policy regarding academic progression.
3. At any time during this process, a student may be referred to counseling, in addition to or in place of, other sanctions. In the event a student is believed to be in immediate danger to him/herself or to others due to psychological difficulties, the student may be required to obtain professional evaluation and treatment in order to remain enrolled as a student.

## **Outside Employment**

### *Purpose:*

To provide a standard for outside employment.

### *Policy:*

Students may be employed outside the classroom and clinical times. Employment within the professional area being studied will not substitute for program clinical time.

### *Procedure:*

1. Outside employment must be arranged to not interfere with program classroom and clinical schedules.
2. Employment in the professional area being studied is a matter between the employee and the employer. The College is not a party to any such agreements.

## Lab Utilization and Scanning Policies

### *Purpose:*

To monitor appropriate lab utilization.

### *Policy:*

The use of ultrasound equipment is restricted to the DMS program faculty and the students enrolled in the Sonography Program. Use of ultrasound equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action. The policy is also to ensure the prudent and safe utilization of ultrasound when scanning volunteer models.

### *Procedure:*

1. Students are expected to conduct themselves as though they are in the clinical setting. Loud talking, joking, use of foul language or any disruptive behavior will cause the student to be dismissed from the lab session and will result in a disciplinary action.
2. All volunteers must sign a waiver (Laboratory Consent Form) that indicates that the sole purpose of the experience is for education and instruction. A physician's name must be included for contact in the unlikely event that an incidental abnormality is discovered. This form must be on file with the instructor, prior to the volunteer being scanned.
  - A. Pregnant volunteers must have had a normal ultrasound examination prior to the lab experience and must notify her physician of her intent to volunteer as a model. Under no circumstances will a pregnant woman be scanned who is not under the care of a physician and who has not had an initial screening ultrasound exam that has been interpreted by a physician. Supervision must be provided by an instructor during this time.
3. Students may have a beverage and food in the lab but must comply with the following:
  - A. All food must be in a covered container or to-go box
  - B. All beverages (pop, coffee, juice, etc.) must be covered and kept in the storage cubicles.
  - C. At no time should there be food or drink in the scanning portion of the lab or by the computers.
  - D. All food/drink must be disposed of prior to leaving the lab.
  - E. These privileges are ultimately at the discretion of the program faculty and may be altered.
4. When a volunteer is to be scanned, the student and instructor will introduce themselves to the volunteer and explain the procedure. The volunteer **MUST** sign a **Laboratory Consent Form** prior to being imaged. These can be found in the organizer on the wall in the lab. The student and instructor will conduct themselves as they would in the clinical site. All volunteers shall be treated with the same respect and courtesy as patients in the clinical setting.
  - A. The instructor will explain to the volunteer that technical information and scanning instructions will be given to the student and that the instructor will answer student questions about anatomy, scanning technique, and image acquisition during the scanning session.
  - B. Scanning times are to be limited to one hour per "exam".
  - C. If a significant atypical finding is discovered by the student and/or instructor(s), the student and instructor will document the finding (if possible) and the scan session will be terminated. The medical director will be contacted for appropriate action, which may include informing the volunteer's physician.

## Ultrasound Equipment Utilization

### *Purpose:*

To ensure that equipment is properly maintained.

### *Policy:*

The student will be responsible for the condition of the equipment that is entrusted to his/her care for educational purposes through proper utilization and maintenance.

### *Procedure:*

1. All students must have had an orientation to the lab, equipment and policies *prior to use*.
2. Upon arrival, the student will turn on the unit of choice and wait for the appropriate warm up period.
3. After a transducer is used, it is to be cleaned with a moist towelette or washcloth and hung appropriately. **Under no circumstances should a transducer be allowed to hang by the cord.** This can damage the wiring and result in irreparable damage to the unit and possible injury to the user.
4. At no time should there be a transducer lying on the floor or anywhere except for the allotted holder on the machine. Please use the wall mounted transducer rack for storage of transducer not in use.
5. When the student has finished, the machine is to be cleaned of any gel that has accumulated on the keyboard, panels, and transducers, and the unit is to be turned off.
6. All dirty laundry is to be placed in the hamper.

## Utilization of Lab Computers

### *Purpose:*

To ensure that the computers in the lab are used for sonography education purposes.

### *Policy:*

Students are to use the computers in the lab for education purposes only. It is expressly for the use of sonography students and faculty unless permission is obtained from the program administration.

### *Procedure:*

1. **NO software may be loaded on the computer** in that it may conflict with existing programs and cause system failure. This policy will be strictly enforced.
2. All educational and registry review CDs are located in the Program Director or Clinical Coordinator's office and may be used by checking them out.
3. Under **no circumstances may computer software be duplicated**. This is in violation of copyright laws and will be strictly enforced.

## Use of Learning Resources

### *Purpose:*

To ensure that learning resources such as computer programs, library books and journals are used and returned in good condition.

### *Policy:*

Students have open access to all learning resources in the lab. If any item is going to be removed from the lab, the student must check it out on the clipboard. Learning resources are there to enhance the educational experience and should be used by all students. However, these supplies are also expensive. If this policy is not adhered to, the result will be a closed system whereby all materials will be locked up and require the presence of an instructor for check-out. It is the expressed wish of the department that this would not have to happen.

### *Procedure:*

1. Students must check out the lab key from the front desk to gain access to the material.
2. Students have open access to the lab. If a scanning lab is in progress, the student may ask the instructor for permission to enter and retrieve material.
3. All material is to be used in the lab. **If the student needs to remove an item from the lab, it must be signed out.**