St. Vincent's HealthCare
Schools of Medical Science
Diagnostic Medical Sonography
Academic Handbook
2016 - 2018

Program Director
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Clinical Instructor
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**St. Vincent’s Medical Center Mission Statement**
Rooted in the loving ministry of Jesus as healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable. Our Catholic health ministry is dedicated to spiritually centered, holistic care, which sustains and improves the health of individuals and communities. We are advocates for a compassionate and just society through our actions and our words.

Program Mission is distributed and reviewed at the program orientation (see statement below);

**THE CHARITY OF CHIRST URGES US TO:**

**SERVICE OF THE POOR**
Generosity of spirit, especially for persons most in need

**REVERENCE**
Respect and compassion for the dignity and diversity of life

**INTEGRITY**
Inspiring trust through personal leadership

**WISDOM**
Integrating excellence and stewardship

**CREATIVITY**
Courageous innovation

**DEDICATION**
Affirming the hope and joy of our ministry

**Diagnostic Medical Sonography Program Mission Statement**
St. Vincent’s Medical Center, School of Medical Sciences Program for Diagnostic Medical Sonography is dedicated to providing meaningful learning and preparation of qualified sonography professionals. The program mission allows our future sonography professionals to provide quality health care services to the community, thereby enabling the students to achieve their expectations and attain their full professional potential.
Schools of Medical Science
Our role as Diagnostic Medical Sonography educators is to prepare students to serve the total needs of the patient during their visit to the medical imaging department. To meet the patient’s needs, the total person must be educated; therefore we strive to enrich the student’s mind, body, and spirit. This is necessary for him/her to reach professional maturity, since a professional life is an extension of one’s personal life.

We feel the cognitive objectives are best achieved through a strong academic background; good effective behavior is effectively learned by integrating classroom instruction with exemplary attitudes of the entire staff. Psychomotor skills, which are the most distinguishing characteristics of a skilled sonographer, are best learned through varied and sufficient clinical practice, as a method of learning diagnostic medical sonography. This natural learning experience incorporates every aspect of technology needed to develop expertise. We also feel that clinical practice by students should not be used as a substitute for qualified sonographers performing the examinations. Clinical practice properly used as a learning experience, requires professional staff to supervise the student through the following phases: (1) explanation, (2) demonstration, (3) participation, and (4) evaluation.

We are committed to providing the highest level of Diagnostic Medical Sonography education. We are willing to give our best efforts for the patient and student’s benefit. In return, we expect all students to perform at their peak efficiency. We believe the Medical Imaging Department and the School of Diagnostic Medical Sonography must be blended. The staff must feel a responsibility for teaching students, for it is from the sonography room that a skilled sonographer emerges. When the school and the department mutually strive for high goals, both will achieve and maintain them. We are committed to rigid discipline.

Our graduate sonographers serve as the best gauge of our philosophy. It is never easy for us to maintain our philosophy through the changing social and sequential educational changes. Nor is it easy for students to fulfill their role in our philosophy; however, their favorable attitudes and successful practice as professional sonographers are proof that our thoughts and beliefs are good, though demanding. We offer an education in living as well as learning.
**Diagnostic Medical Sonography Profession**
The profession of Diagnostic Medical Sonography includes general sonography, cardiac sonography, vascular technology, and various ultrasound subspecialties. The profession requires use of judgment in order to provide patients with appropriate healthcare services. Sonographers are highly educated skilled professionals. The sonographer works in a variety of medical settings in which a physician is responsible for the use and interpretation of appropriate ultrasound procedures. Sonographers perform various duties to assist the physician in the gathering of necessary data in order to obtain a diagnosis. Sonographers perform the following general duties:

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 the 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.

The above information was obtained from the Commission on Accreditation of Allied Health Education Program (CAAHEP), Standards and Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer, 2011. Web address: http://www.caahep.org/documents/file/For-Program-Directors/DMSStandards.pdf

**Goals of the Diagnostic Medical Sonography Program**
The program was established to provide the local and outlying communities with a resource for excellent clinical and didactic education as a means to effectively prepare their potential, future employees in the modality of Diagnostic Medical Sonography.

1. The program will enroll qualified students who will benefit from the program of study.
2. The program will help to fulfill the communities’ need for competent, versatile, registered Diagnostic Medical Sonographers.
3. The program will prepare students for vocational achievement by offering a curriculum that provides competency development, required by the discipline of Diagnostic Medical Sonography.
4. The program will ensure the students develop and apply professional ethics and characteristics as health care practitioners.
5. The program will develop competent entry-level Diagnostic Medical Sonographers, who are capable of passing the ARDMS certification examination in the areas of Sonography Principles and Instrumentation, Vascular Technology, Abdomen, and Obstetrics/Gynecology.
6. The program will prepare the students to demonstrate abilities in communication, critical thinking, and problem solving skills necessary for an entry-level Diagnostic Medical Sonography position.
7. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
8. To prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
General Information/Accreditation
The program is an eighteen (18) month program and consists of formal didactic education and supervised clinical education. The DMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Joint Review Committee for Diagnostic Medical Sonography Programs (JRC-DMS) in the areas of General and Vascular Sonography.

The Diagnostic Medical Sonography Program is accredited by:
Commission on Accreditation of Allied Health Education Programs in the areas of General and Vascular Sonography
The Joint Review Committee for Diagnostic Medical Sonography Programs

The following areas establish St. Vincent’s Medical Center’s qualifications.

St. Vincent’s Medical Center is accredited by:
Joint Commission on Accreditation of Hospitals Organization credits St. Vincent’s Medical Center

Certified by
State of Florida, Department of Health and Rehabilitative Services, Division of Health U.S. Department of Health and Human Services
Department of Health & Welfare: Social Security Administration Coordinated Home Care Program U.S. Department of Health and Human services and the National Association of Home Care Programs

Licensed by
State of Florida Department of Health and Rehabilitative Services, Division of Health
State of Florida Department of Health, Bureau of Radiation Control

Member of
American Hospital Association
Catholic Health Association
Florida Hospital Association
Northeast Florida Hospital Council
Greater Jacksonville Area Hospital Council
Jacksonville Blood Bank
Blue Cross of Florida, Inc.
Health Systems Agency of Northeast Florida
**Admission Requirements**
In the selection of students, the program does not discriminate on the basis of race, religion, sex, national origin, disability, age, or marital status. Students must be at least 18 years of age to be considered for admission.

Applicants must have a minimum of an Associate’s Degree with the successful completion of the following prerequisite college level courses in general physics I, human anatomy and physiology I and II, college algebra, medical terminology, and communication skills (ENC 1101, speech or English composition) or be certified as a Radiologic Technologist. For those applicants not currently employed in a healthcare related field, prerequisite courses must be successfully completed within five years prior to the time of application.

Applications must be received no later than May 1 of each year in order to be considered for that July’s program. Qualified applicants are contacted to arrange a personal interview. Acceptance is based on evaluation of prior educational and work experience, personal and professional references, and personal interviews. Each applicant is evaluated using a point system.

Classes are generally limited to six (6) students. At the conclusion of the admission process, the six applicants with the highest scores are chosen for the new class. The committee also selects two alternates in the event that one of the six perspective students declines. Applicants are notified regarding acceptance into the program following the completion of the interview process, but no later than forty-five days prior to scheduled start date.

**Program Expectations**
The profession of Diagnostic Medical Sonography can be very challenging and rewarding. This profession requires a lot of self-discipline and self-motivation. Every sonographic examination offers its own challenges and rewards. The field of sonography is constantly growing and the hardest obstacle you will have as a student is learning how to scan. As Program Director, Clinical Instructor, and Clinical Preceptors, we are here to guide you in developing your own scanning abilities, but unfortunately there is no substitute. We will assist you at times when you feel lost or have a difficult patient. In the beginning, this may be overwhelming to you. Please know that everything will fall into place with time. Sonography is a very tech-dependent modality, so it is completely up to you as to how much you are going to learn. Remember, the more you scan the better sonographer you will become.

**Program Curriculum**
The Diagnostic Medical Sonography Program is an eighteen (18) month competency-based program, focusing on development of technical sonography skills that will allow you to work as an entry-level diagnostic medical sonographer upon completion. The didactic curriculum is used as a guide to prepare you for the sonography registry exams in Sonography Principles and Instrumentation, Abdomen, Obstetrics and Gynecology, and Vascular Technology. The Diagnostic Medical Sonography program will follow the National Education Curriculum (NEC) guidelines established by the Society of Diagnostic Medical Sonographers (SDMS), Society of Vascular Ultrasound (SVU), American Registry of Diagnostic Medical Sonographers (ARDMS), American College of Radiology (ACR), and American Institute of Ultrasound in Medicine (AIUM). Information will be presented through various means of instruction, such as clinical competencies, lectures, presentations, case studies, professional journal reviews, research, and self-taught tutorials. It is the student’s responsibility to prepare for registry exams.
## General and Vascular Program Completion Requirements

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<td>Case Studies I</td>
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<td>Case Studies II</td>
<td>52</td>
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<td>Case Studies III</td>
<td>56</td>
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<tr>
<td>Case Studies IV</td>
<td>30</td>
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<tr>
<td>Ergonomics</td>
<td>26</td>
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<td>General Sonography Course I</td>
<td>56</td>
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<tr>
<td>General Sonography Course II</td>
<td>56</td>
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<tr>
<td>General Sonography Course III</td>
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<tr>
<td>General Sonography Course IV</td>
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<tr>
<td>Gynecology Sonography Course I</td>
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<tr>
<td>Gynecology Sonography Course II</td>
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<tr>
<td>Neurosonography</td>
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<td>Nursing Procedures</td>
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<td>Obstetrical Sonography I</td>
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<tr>
<td>Obstetrical Sonography II</td>
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<tr>
<td>Sonography Principles and Instrumentation I</td>
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<td>Sonography Principles and Instrumentation II</td>
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<tr>
<td>Sonography Principles and Instrumentation III</td>
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<tr>
<td>Vascular Technology I</td>
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<td>Vascular Technology II</td>
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<td>Vascular Technology III</td>
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<td>Vascular Technology IV</td>
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<td>Research</td>
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<td>Clinical Practice V</td>
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<td><strong>Total Clinical Practice CONTACT Hours</strong></td>
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<tr>
<td><strong>Total Program Clock/Contact Hours</strong></td>
<td><strong>2946</strong></td>
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NOTE: Occasionally it may be necessary to make changes in course length and sequencing. Actual assigned CLOCK or CONTACT hours may vary or be reassigned as needed. The courses have been assigned “clock/contact hours” as a way of defining the length of time spent in each course and calculating a grade point average. The clock/contact hour is equal to an actual hour of time. The courses in this program have not been approved for post-secondary education credit beyond the scope of the Program.
## Master Plan for Academic/ Clinical Courses

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<th>SONOGRAPHY ORIENTATION</th>
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<td>Physics I</td>
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<td>Gynecology I</td>
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<tr>
<td>Obstetrics I</td>
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<td>Vascular Technology I</td>
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<td>Case Presentations/ Professional Development</td>
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<tr>
<td>Ergonomics/Musculoskeletal System</td>
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<td>Clinical Practicum I</td>
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<th>SECOND SEMESTER</th>
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<td>General Sonography II</td>
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<td>Physics II</td>
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<td>Gynecology II</td>
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<tr>
<td>Obstetrics II</td>
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<td>Vascular Technology II</td>
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<td>Case Presentations/ Professional Development</td>
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<td>Clinical Practicum II</td>
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<th>THIRD SEMESTER</th>
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<td>General Sonography Course III</td>
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<td>Physics III</td>
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<td>Obstetrics III</td>
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<td>Vascular Technology III</td>
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<td>Case Presentations/ Professional Development</td>
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<td>Clinical Practicum III</td>
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<td>Vascular Technology IV</td>
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<td>Neurosonography</td>
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<td>General IV - Pediatrics</td>
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<td>Clinical Practicum IV</td>
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<td>Research</td>
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<td>Registry Review</td>
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<td>Clinical Practicum V</td>
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Case Presentations/ Professional Development
This course allows the diagnostic medical sonography student to develop professional awareness of the knowledge that can be gained, by doing follow-up work on interesting cases. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Ergonomics and Musculoskeletal System
This course is designed to provide the diagnostic medical sonography students an understanding of work related musculoskeletal injury, incidence of sonographer injuries, and prevention of such injuries by following proper ergonomic guidelines. This course contains educational objectives and learning activities directed toward aiding the student in utilizing proper ergonomics throughout their education as well as sustaining their career in Diagnostic Medical Sonography.

General Clinical Practicum I, II, III, IV, V
These courses provide the diagnostic medical sonography student with the clinical opportunity to develop their scanning techniques and patient care skills with the guidance of a staff sonographer.

General Sonography Course I
Upon completion of this course, the diagnostic medical sonography student will gain knowledge and understanding of normal and abnormal organ systems and vascular structures of the abdomen and superficial organs. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

General Sonography Course II
Upon completion of this course, the diagnostic medical sonography student will gain knowledge and understanding of normal and abnormal organ systems and vascular structures of the abdomen and superficial organs. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

General Sonography Course III
Upon completion of this course, the diagnostic medical sonography student will gain knowledge and understanding of abnormal organ systems and abnormal vascular structures of the abdomen. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

General Sonography IV
This course is designed to provide the diagnostic medical sonography students an understanding of normal and abnormal conditions associated with the pediatric patient. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.
Gynecology Sonography Course I
This course is designed to provide the diagnostic medical sonography student with a thorough understanding of conception, embryonic development, normal and abnormal fetal development, gynecological complications, and sonographic technique and appearance of the aforementioned topics. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Gynecology Sonography Course II
This course is designed to provide the diagnostic medical sonography student with a thorough understanding of abnormal pathological conditions and gynecological complications related to the profession of sonography. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Neurosonography
This course is designed to provide the diagnostic medical sonography student an understanding of normal and abnormal neurological development of neonatal head and spinal cord. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Nursing Procedures
This course introduces the diagnostic medical sonography student to patient care principles and techniques in a structured learning environment in order to prepare them for interaction with patients. This is a time for the students to develop their own patient care techniques while developing an understanding of body mechanics, patient assessment techniques, ethical, legal, and professional issues. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Obstetrical Sonography I
This course is designed to provide the diagnostic medical sonography student with a thorough understanding of conception, embryonic development, normal fetal development, obstetrical complications, and sonographic technique and appearance of the aforementioned topics. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Obstetrical Sonography II
This course is designed to provide the diagnostic medical sonography student with a thorough understanding of pathologies that can occur during fetal development and prognosis and treatment of such pathologies during pregnancy and after birth. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Obstetrical Sonography III
This course is a continuation of Obstetrical Sonography I. This course is designed to provide the diagnostic medical sonography student with a thorough understanding of pathologies that can occur during fetal development and prognosis and treatment of such pathologies during pregnancy and after birth as well as medical ethics associated with pathological processes. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.
Registry Review
This course will review all subjects covered throughout the course of the program. The goal is to prepare diagnostic medical sonography students for taking the ARDMS registry examinations upon completion of the program.

Scan Lab
This course introduces the diagnostic medical sonography student to scanning principles and techniques in a structured learning environment before interaction with patients. This is a time for the students to develop their own scanning techniques and develop a basic understanding of the machine functions. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Sonography Orientation
This course provides the diagnostic medical sonography student with an introduction to sonographic anatomy, sonographic scanning, and patient care. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Sonography Principles and Instrumentation (Physics)
This course allows the diagnostic medical sonography student to develop a fundamental knowledge of the physical and vascular principles that are used in the field of diagnostic medical sonography. This course unit contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Vascular Technology I
This course provides the diagnostic medical sonography student with the knowledge of the Extracranial Cerebrovascular and Intracranial Cerebrovascular systems, to include anatomy, physiology, and pathology of the aforementioned systems. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Vascular Technology II
This course provides the diagnostic medical sonography student with the knowledge of extremity arterial systems to include anatomy, physiology, and pathology of the aforementioned system. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Vascular Technology III
This course provides the diagnostic medical sonography student with the knowledge of extremity venous systems to include anatomy, physiology, and pathology of the aforementioned system. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.

Vascular Technology IV
This course is designed to provide the diagnostic medical sonography student an understanding of miscellaneous arterial and venous anatomic and pathological conditions related to the profession of sonography. This course contains educational objectives and learning activities directed toward aiding the student in obtaining this goal.
**Educational Facilities**
A classroom is provided for the Diagnostic Medical Sonography Program by St. Vincent’s Medical Center and is located within the facility. The student will have exposure to various sonography machines during clinical rotations. Each clinical site allows students access to their medical library during student rotations.

**Language**
All classroom and clinical instruction will be conducted in English. By accepting a position in this program, the student acknowledges this and accepts the responsibility for sufficient proficiency in the English language to successfully complete the Program.

**Parking**
While on SVMC campus, students are allowed to park in the Dillon Parking Garage (space permitting) on the 5th floor **only** by the Emergency Room elevators. Students have assigned parking at all other clinical sites and will be informed of parking assignment prior to their rotation at the clinical facilities. Any student identified by security, staff, or fellow students as violating the policy will receive a written warning with the understanding that repeated parking violations will lead to termination from the program.

**Educational Clinical sites:**
St. Vincent's Health System
- St. Vincent’s Medical Center Riverside
- St. Vincent’s Medical Center Breast Health
- St. Vincent’s Riverside Family Practice OB
- St. Vincent’s Medical Center Southside
- St. Vincent’s Medical Center Southside OB
- St. Vincent’s Medical Center Clay
UF Health Jacksonville
Southern Baptist Hospital of Florida
- South campus
- Hill Women’s Center
- Wolfson’s Children’s Hospital
Regional Obstetric Consultants
Cardiothoracic and Vascular Surgery Associates
McIver Clinic
Program Expenses

1. Application fee ($25.00) is paid to St. Vincent’s Medical Center at time application is submitted. This fee is non-refundable.

2. Tuition ($3500.00) is paid to St. Vincent’s Medical Center. The $250 deposit paid by the student to verify their place in the program is applied to the tuition balance on the first day of school. St. Vincent’s Medical Center does not participate with Financial aide program.

3. Text books will be purchased by the student. Students are required to bring specified textbooks to class.

4. Purchasing and laundering of uniforms are the student's responsibility.

5. Transportation and living expenses are the student's responsibility.

6. The American Registry of Diagnostic Medical Sonographers exam cost is $250.00 per exam. The student will be solely responsible for the cost of registry examinations. The program will prepare you to take the Sonography Principles and Instrumentation, Vascular Technology, Abdomen, and Obstetrics and Gynecology examinations. The student may also choose to take any additional examinations they feel prepared for and can demonstrate appropriate clinical exposure, such as Pediatrics or Breast. To fulfill graduation requirements, the sonography student is required to successfully sit for and pass the Sonography Physical Principles Examination after successful completion of the Physics course and one specialty examination prior to graduation.

Upon acceptance into the program, a $250.00 non-refundable deposit payment is required to hold your position as a student. The first half of the tuition ($1500.00) is due the first day of classes. The second half of the remaining tuition ($1750.00) is due the first day of class in July of the following year.

Refund Policy

As discussed in the previous section, the initial $25.00 application fee and $250 deposit payment are non-refundable. A 50% refund of tuition (excluding deposit) will be given to students who withdraw or who are dismissed from the program within the first two (2) weeks of the school. NO refunds will be given after two (2) weeks. There will be no refunds for the $25.00 application fee, or $250 acceptance fee.
**Dress Code**

A professional dress code has been established for all students. Students must always dress according to the established dress code. A student will be sent home due to improper dress code and the clinic time missed will be made up after graduation. Dress code infractions will constitute disciplinary policy implementation.

All dress code infractions will be documented and will reflect on the students’ clinical grade.

**Requirements:**

1. All hair must be pulled back from the face and put up (off the shoulders) during all clinical rotations. Hair accessories must be conservative in nature.
2. Appearance must be neat and clean at all times with strict adherence to personal hygiene.
3. Uniforms must be **Royal Blue** pants with **Royal Blue** tunic style (over the hips) scrub top. Lab coats may be **white** or **Royal Blue**. Students must have the school patch on the right sleeve of all lab coats and scrub tops. Male students are required to wear a white, short sleeve crew neck undershirt tucked in under their scrub top. If a female student elects to wear a short sleeve undershirt it must be all white and tucked in. If the student elects to wear a long sleeve shirt under their scrub top it can be **Royal Blue** or white and must be tucked in.
4. White uniform style, closed toe shoes are required. Uniform style tennis shoes are permitted but no mesh. Shoes must be clean at all times. No multicolored tennis shoes or crocs are allowed.
5. Undergarments must not be seen through clothing or protrude from uniforms.
6. Sweaters or hooded jackets are not allowed to be worn while in clinical areas.
7. ID badges are to be worn at the collar level at all times and visible to patients and medical center employees. ID badges will be issued by St. Vincent’s Medical Center and should not be tampered with (i.e. addition of stickers, pins, labels, names, etc, are not permitted). ID badges on necklaces or lanyards are prohibited.
8. Only one pair of ear lobe post earrings may be worn. Earrings which hang below the ear are not acceptable for safety precautions. No single earrings, nose, tongue, brow, or visible navel or nipple jewelry is permitted.
9. Only wedding/engagement rings are permitted.
10. Watches are permitted. (no phone watches)
11. One small necklace (tucked under uniform at all times) may be worn in the clinical areas, however it must be tasteful. Clarity will be provided by the Program Director/ Clinical Instructor.
12. Artificial nails are prohibited. Fingernails must be no more than ¼” from the fingertip. Fingernails shall be clean and well-manicured at all times for the safety of the patients. Clear nail polish may be warn, however infection control officers suggest that no nail polish be worn to decrease the risk of infection.
13. Makeup shall be worn in moderation.
14. Perfume, body spray, scented lotions, cologne, and aftershave are prohibited while in clinic.
15. All tattoos must be hidden by clothing.

**Strict adherence to the dress code will be enforced at all times**
**School and Class Hours**
The school office hours are 8:00 a.m. to 4:30 p.m., Monday - Friday.
Student hours are 8:00a.m. – 4:30 p.m., Monday –Friday, with 45 minutes for lunch.
The student weekly clinical and didactic hour’s total 40 hours per week.
*These hours may be subject to change.

The use of cellular phones is not allowed in the classroom or clinical setting. Special accommodations may be made via the Clinical Instructor or Educational Coordinator for extenuating circumstances. If a student violates this policy, the student will receive disciplinary action.

Students are required to arrive for class prepared for lecture. Students are required to bring: appropriate textbook, SCN book, clinical pocket guide, and appropriate assignments. Students who are not prepared for class will receive points deducted from their clinical professionalism grade.

**Students and Extra Hours Paid**
St. Vincent’s Health System provides Diagnostic Medical Sonography students with the opportunity to obtain extra hours paid at minimum wage. During extra hours, the student clocks in but is NOT considered to be in the clinic (school) setting. At that time, he/she then becomes an employee (technical assistant) of the institution.
The School of Diagnostic Medical Sonography has a designated department number (35051). No student is paid from this department or cost center at any time for any reason.

The following settings provided for extra hours paid include:
1. Front Office
2. Technical Assistant at Imaging Center or Hospital

If a student is warned of or placed on academic or clinical probation for failure to maintain didactic or clinical grade point average, the student will not be permitted to work extra hours until their grade point average is sustained and they are taken off probation status.

**Payroll - Kronos**
DMS students enter the program as non-paid employees of St. Vincent’s Health System. Although students are not paid while completing their education, they must complete the biweekly approval in the payroll system - Kronos (computerized time keeping system). Students must log onto the Ascension Health Portal by 9am on payroll Monday - the student will review their payroll showing zero hours worked and then will approve their time. Any student who does not complete the payroll approval will have points deducted from their clinical professionalism grade and disciplinary action.
Absences - Scheduled/Unscheduled:
Each student is allowed a total of 96 personal hours to utilize during the Program. Any scheduled or unscheduled absences will be deducted from personal hours.

Any request for scheduled time off must be submitted to the Program Director one week in advance using the appropriate time off form. After the time off request is processed, the Program Director will return a copy of the time off form to the student. If the time off was approved, it will be the student’s responsibility to inform their clinical site of the scheduled clinical absence.

If a student is unable to report for class or clinic due to illness, the Program Director, Clinical Instructor, and clinical facility must be notified by a phone call (no texting or disciplinary action will be implemented), one hour prior to the scheduled start time. Failure to notify the program director, clinical instructor, and clinical facility constitutes an unexcused absence and a written warning.

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director’s Office</td>
<td>308-8272</td>
</tr>
<tr>
<td>Clinical Instructor’s Office</td>
<td>308-8553</td>
</tr>
</tbody>
</table>

When the student returns to class/clinic a time off request form indicating the student was absent due to illness must be submitted to the program director.

A student who requires more than two (2) consecutive days off due to illness is required to have a doctor's excuse. The initial day of absence will be deducted from the student’s personal hours; the additional days will not be deducted.

If a student becomes ill while in clinic or classroom, the student must contact the Program Director, Clinical Instructor, and Clinical Supervisor to explain their illness and request to leave clinic/class.

All classroom assignments and/or examinations that were missed must be completed the day the student returns to clinic/class. Students must call the program director before 8am on the day of return to inquire when missed examinations are to be completed. Failure to contact the program director or failure to complete assignments will earn the student a ZERO (0) grade on missed assignments. It will NOT be the responsibility of the instructor to remind the student or notify the student of the missed assignments. Make-up exams may be different than those given to the rest of the class. If the student is absent (6) hours or more from any one subject, the student may be dismissed from the program.

When a student’s absences reach a total of 88 hours the student will receive coaching and counseling from the Program Director. When the absences reach 96 hours, a verbal warning will be given. When a student exceeds the allotted 96 hours, a written warning will be given. Excessive sick time may result in termination due to the length of the illness and material missed. Extended illnesses will be handled individually by the Program Director.

Any 5th semester student with remaining personal hours may use those remaining hours during the semester without penalty.
**Bereavement Policy**
Death of family member - students will receive 3 days off during their bereavement period. The student is required to complete the time off form, however these days will not be deducted from their paid time off bank. Student must provide the Program Director with appropriate documentation.

Any bereavement needs for non-family members - decisions will be made at the program director's discretion.

**Tardiness Policy** –
Students are expected to be prompt for all class and clinical times. Tardiness for class and clinical assignments will not be tolerated. If a student is late for class or clinic, he/she must call (no texting) the Program Director, Clinical Instructor, and clinical facility with the reason. Any tardy time under 30 minutes will be made up the same day at the end of the student's scheduled shift. Tardy time exceeding 30 minutes will be deducted from the student's 96 hours.

Disciplinary action for excessive tardiness is outlined as follows:
- Two (2) tardy days will result in coaching and counseling.
- Three (3) tardy days will result in a verbal warning.
- Four (4) tardy days will result in a written warning.
- Five (5) tardy days will result in automatic suspension of one day. The suspension day will be made up after graduation (no certificate will be granted until the clinical time is made up).
- Six (6) tardy days will result in dismissal from the program.

**Holidays and Vacations**
The DMS Program observes the following national holidays:
- New Year's (December 31 & January 1)
- Martin Luther King Jr (January 16th)
- Spring Break (2 days at the beginning of 3rd semester)
- Good Friday
- Memorial Day
- Independence Day (with one week off)
- Labor Day
- Thanksgiving (Wednesday, Thursday, and Friday)
- Christmas Eve
- Christmas Day (with one week off)

There will be no academics or clinical rotations on the above holidays.
Latex Advisory
Students will have frequent use of and exposure to latex based products used in the administration of health care universal precautions in areas such as, but not limited to: clinical areas, classroom, scanning laboratories, and medical offices. Students with latex allergies should seek expert advice from their health care provider in order to make an informed decision regarding their exposure to latex based products prior to considering diagnostic medical sonography as a future profession.

Procedure for Reporting Communicable Diseases
The purpose of this procedure is to inform students of the health and sickness policies, including the reporting of communicable diseases, which may affect students, patients, and staff.

Procedure
1. Students are to report communicable diseases or infections to the Program Director. The Program Director will evaluate their condition, and if necessary, adjust clinical rotations. Students with a communicable illness will not be allowed to complete clinical rotations until illness is resolved and/or physician releases the student.
2. Students will practice St. Vincent’s Medical Center’s policy on Universal Precautions to prevent the students’ contact with blood and body fluids of any and all patients.

Hand Hygiene Policy
Student must abide by the hand hygiene policy of the Medical Center. When hands are visibly dirty or visibly soiled with blood or other body fluids, students must wash hands with antimicrobial soap and water. If hands are not visibly soiled, use the alcohol based foam for routinely decontaminating hands in all other clinical situations, before and after patient contact.

Read Back Test Results Policy
In compliance with HIPPA regulations and hospital policy, students are not permitted to provide or take oral reports from any individual.

Pregnancy Policy
If a student becomes pregnant during the Program, they should notify the Program Director within a reasonable time frame. The Program Director will evaluate the student’s situation, on an individual basis. Information concerning a student’s pregnancy will be held confidential.

Social Media
The DMS program discourages students from interacting with clinical site staff technologists on all social media websites. Any student who posts any inappropriate information regarding clinical policies, clinical sites, clinical staff members, school staff, classmates, or patients will be dismissed from the program.

Harassment Policy
The program strictly prohibits harassment exemplified by abusive, threatening or discourteous written, verbal, or physical behavior. The program will not tolerate harassment in any form. If a student feels as though they are being harassed they are to notify the Program Director immediately.
Substance Abuse Policy

St. Vincent’s is committed to providing a safe and productive clinical environment for its students, as well as providing quality healthcare for its patients. Because students who abuse substances may injure themselves, staff, patients or visitors, we have adopted the following policy and procedure regarding substance abuse.

The sale, purchase, use or possession of alcohol, illegal drugs, controlled substances or drugs not prescribed for that individual anywhere on the property or by its students while acting in the course and scope of their education is strictly prohibited. St. Vincent’s reserves the right to conduct certain reasonable searches in order to assure compliance with this policy. When there is reasonable suspicion of illegal drugs and/or drug paraphernalia in vehicles, lockers and/or related personal items (briefcases, toolboxes, etc.), they will be searched without prior notice to ensure that the learning environment is free of illegal drugs and/or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in his or her locker; vehicle and/or personal area will be subject to immediate disciplinary action up to and including discharge and may be subject to arrest and prosecution by law enforcement agencies.

Use of illegal drugs, controlled substances, or drugs not prescribed for that student while on or off campus or at any clinical affiliate that results in impaired classroom and or clinical performance, including, but not limited to absenteeism or tardiness may be grounds for discharge. In addition, it is a violation of this policy if such drugs are still in the body when the student is in clinic, classroom, and/or being evaluated by a clinical site occupational health department and results in a positive drug test.

It shall be the responsibility of all faculty and/or employees who observe or have knowledge of a student’s being in a condition that impairs that student’s ability to perform his or her tasks, or any individual who poses a potential hazard to the safety and welfare of patients, employees or others, to promptly report this information or incident to their supervisors or Human Resources/Employee Relations where the student is to submit to an immediate breath, blood or urine test. All testing and test results will be handled confidentially and results will be released only to those individuals with a bona fide “need to know” in accordance with Florida law. Failure by a student to cooperate with the testing, including, but not limited to, providing accurate contact information, refusal to complete and sign a “Consent to Perform” form, or any attempt to tamper with a specimen, shall result in immediate termination.

Any student who is undergoing medically prescribed treatment with a controlled substance that may limit the student’s ability to perform during classroom and clinical education must report such treatment to his or her faculty member prior to beginning classes and must provide written medical authorization to begin the program from his or her physician. Failure to report this to the faculty shall be cause for appropriate disciplinary action. It is the student’s responsibility to determine from his or her physician whether a prescribed drug may impair classroom and/or clinical performance. Without limitation, this would include drugs such as muscle relaxants, anti-depressants and/or pain medication. This information will be treated as confidential.

Any student who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, whether legal or illegal is encouraged to seek assistance through his or her faculty member through voluntary referral to the Employee Assistance Program (EAP) by calling the EAP or Human Resources/Employee Relations department. Requests for assistance will be treated confidentially.
**Availability and Security of Student Records**

St. Vincent's Medical Center School of Diagnostic Medical Sonography has developed a policy regarding the availability and security of records. The purpose of this policy is to assure provisions for the availability and security of student records in compliance with the "Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)".

**Procedure**

Upon written request, all students of St. Vincent's Medical Center School of Diagnostic Medical Sonography are afforded access to their records during normal business hours.

Student records include, but are not limited to:

- Academic achievement records
- Attendance records
- Test scores
- Instructor ratings and observations
- Didactic and/or clinical problem reports
- Clinical evaluations
- Clinical competencies

All student records are stored in a secure location within the Program Director's office. The program maintains didactic and any related records indefinitely. Students may review their record, upon reasonable request, from the Program Director. Individuals other than the Diagnostic Medical Sonography Program Director or Clinical Instructor may only review a student's records with official, written consent from the student. A student enrolled in the program may request a copy of their records in writing. The records will be released in a reasonable amount of time, not to exceed ten (10) days.

**Disciplinary Action**

Students are expected to follow the rules and regulations of the DMS program. If a student breaks a single rule, the following policy will be implanted for that rule unless stated elsewhere in the handbook:

- 1st offence – coaching and counseling
- 2nd offence – verbal warning
- 3rd offence – written warning

**Written Warnings**

In addition to specific situations addressed elsewhere in this Handbook, a written warning may be given for single or repeated violations of the rules as stated herein at the discretion of the Program Director. Accumulation of three (3) written warnings will result in dismissal from the Program as outlined in the section titled ‘Dismissal’.
**Dismissal**

Except as provided elsewhere in this Handbook, any of the following items may result in dismissal from the program. A student may be terminated upon recommendation of the Program Faculty for any of the reasons listed below, considering the nature and severity of the infraction.

1. Accumulation of three (3) written warnings.
2. Improper professional conduct.
3. Failure to abide by policies and procedures of the program.
4. Inadequate technical ability in the classroom or clinical setting.
5. Failure to pass scan lab examinations during orientation.
6. Unsatisfactory scholastic/clinical average.
7. Insubordination, as exemplified by rude or discourteous behavior toward Supervisor, Staff technologists, Medical Center personnel, or fellow students in the following ways: verbal arguments, failure to participate in assignments, use of abusive and/or threatening language, disobeying written/verbal directions, disputing or ridiculing authority, posting statements on social media sites etc.
8. Chronic absenteeism, tardiness, and/or sick call.
9. Absence from clinic/class without proper notification or approval.
10. Leaving clinic/classroom without proper permission.
11. Theft.
12. Intoxication/substance abuse (see policy).
14. Misappropriating or intentionally damaging property belonging to the Medical Center, its employees, or its patients.
15. Accepting gratuities from patients or from firms doing business with the Medical Center.
16. Continued interference with the work of other students or staff.
17. Falsification of personnel or other hospital records.
18. Cheating.
19. Plagiarism.
20. Failure to properly report an injury related to work in the clinical environment.
21. Parking outside boundaries outlined in this policy.
22. Violation of any HIPAA laws.
23. Dismissal from a clinical site

**Students terminated from the program due to unsafe clinical practice will not be eligible for readmission.** If circumstances permit, the student’s records will be reviewed and he/she may be eligible for readmission the following year pending faculty decision and as space is available.

**Re-Admission Policy**

Once a student has been dismissed from the program as outlined in the previous section, a student may reapply to the program the following year. The application process must be completed in its entirety. The student will receive no special consideration for acceptance to the class. If accepted, the student must satisfactorily complete the DMS Program from the beginning.
Program Grievance Procedure

Policy
Any student may challenge any action which they feel adversely affects their education.

Procedure
Grievances must relate to the students enrollment in the DMS program at SVMC and the interpretation of policies, rules and/or regulations. The basis for settling any grievance is the fair and uniform application of SVHC policies and usual practices in accordance with the philosophy and administrative interpretation. The student’s use of the grievance procedure will in no way reflect negatively on the student record at St. Vincent's Medical Center Diagnostic Medical Sonography Program.

To file a grievance, the student should follow these steps:
1. Discuss the problem or complaint with the appropriate faculty member. The faculty member will cooperate with you in an attempt to reach a satisfactory solution.
2. If the student and faculty member cannot resolve the issue, then the student must seek assistance from the Program Director. The Program Director will review documentation from all parties involved and make a decision based on the policy and procedure manual of the DMS program.
3. If the student is unsatisfied with the Program Directors decision, then he or she must submit in writing a formal grievance to the Medical Sciences Education Department Director and/or Medical Advisor. The Director and/or Medical Advisor will evaluate the grievance and will attempt to resolve the grievance. The Director and/or Medical Advisor may refer the written grievance to Human Resources for review. The Department Director and/or Medical Advisor will make a decision and notify the student in writing within 10 days.
4. If the student is unsatisfied with the decision of the Department Director and/or Medical Advisor, the student can request the grievance to be reviewed by Senior Executive Management. The grievance will be submitted to the Senior Executive Management of St. Vincent's Health System; all written documentation will be reviewed and final decision will be made. The decision is final.

The cases, for which this procedure is provided, are limited to grievances which relate to student tenure with the Medical Center, regarding unfavorable evaluations, disciplinary actions, suspension, or dismissal. The basis for settling any grievance will be fair and uniform application of School policy and usual practices, in accordance with our institutional philosophy and administrative interpretation. The decision of the Senior Executive Management of St. Vincent’s Health System is final and binding.
**Grading Policy**

Academic grades are achieved through written and/or oral examination, laboratory and homework assignments. Additional assignments may be given at the discretion of the instructor. Academic grades for each course are determined in the following manner:

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<thead>
<tr>
<th></th>
<th>Percentage</th>
<th>Letter grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Assignments</td>
<td>93 – 100%</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>89 - 92.9%</td>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>Tests</td>
<td>86 – 88.9%</td>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>83 – 85.9%</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>80 – 82.9%</td>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>Maximum Academic Score</td>
<td>75 – 79.9%</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>70 – 74.9%</td>
<td>D</td>
<td>1.00</td>
</tr>
</tbody>
</table>

The following grading scale has been established and will be used to determine a grade point average for the student.

Each student must achieve a minimum score of 80% in each academic course and an 85% or above in the clinical portion of the program to remain in good standing.

Failure to participate in a required activity or to complete a required assignment will result in the student receiving a zero for that assignment. Exceptions to the rule may be made for extenuating circumstances at the discretion of the faculty.

During the registry review portion of the program (last 3 weeks of program), the student will be required to take a cumulative final exam in each specialty area: Abdomen, Obstetrics/Gynecology, and Vascular Technology. The student must complete each examination with a minimum 80% score to graduate from the Program. Students, who score greater than a 93% on all specialty area examinations, will be excused from the remainder of the registry review classes.
Examinations
Daily examinations may be held at any time during the course with or without previous notice (clinic or academic). Exams may be written, oral, or practical. Major examinations are given at the end of every organ and final exams are given at the end of each semester. Final examinations are cumulative and the student must pass the examination to proceed with the program. If a student does not pass the final examination, he/she will have one additional opportunity to pass the examination. If unable to pass the examination on the second attempt, the student will be required to repeat the course. Students are responsible for all material covered from the beginning of the program. Major examinations will be given only on the day scheduled. No makeup final examinations are given under any circumstance.

Assignments
All class assignments must be turned in on the scheduled date to receive full credit. Assignments turned in the day after it was due will have 10% deducted from the assignment grade. Any assignment turned in later than one day after it was due will be given a grade of zero.

Case Studies
Students will be expected to present case studies as assigned by the Educational Coordinator or Clinical Instructor. All case presentations will be used as an educational experience for all students to critique films, learn about pathology, evaluate various sonographic appearances within structures, gain insight into different ways to approach similar exams, etc. This will either be part of your grade for professional development and film critique class or clinical practicum depending on assignment given.

Research Project
Student must prepare a research paper with a formal presentation to be given to the medical imaging department. The guidelines for research will be discussed at the beginning of the fifth semester. Any interesting case the student is involved in can be used for the research project. Students will inform the Program Director of their chosen topic by the end of the fourth semester. Failure to submit research topic by indicated time will result in student receiving points off of their research grade.

Academic Warning/Probation Policy
Academic and clinical grade averages will be reviewed with students mid semester and end of semester. During the grade review, a student who has an academic average less than 80% or a clinical average of less than 85% will receive a written warning and be placed on warning for academic probation. The student will have a seven-week period to raise their academic score to an 80% or raise their clinical score to an 85%, as applicable. Any student that is unable to raise their score to the appropriate grade will receive a written warning and be placed on academic probation. The student on academic probation will have seven weeks to raise their averages to the appropriate grade. Any student who does not meet the minimum criteria upon completion of the next seven-week period will be dismissed from the program for academic or clinical incompetence. Any student, who finishes the last semester on academic probation, must finish the program with a cumulative grade point average of at least 2.75 to graduate.
Course Failure Policy
If a student receives a failing grade at the end of a course, the student will be placed on academic probation as described above and will be required to repeat the course with the next scheduled class. The student will only be given one opportunity to successfully complete the course. The student must pass the course with at least an 80% average to continue with, and/or graduate from, the program. All clinical time missed due to repeating the course must be made up in order to graduate from the program. A student will be allowed to fail a maximum of one course, with the limitations of academic probation considered. Failing a second course will result in dismissal from the program.

Student Voluntary Withdraw
A student may voluntarily withdraw from the sonography program during the orientation period (drop period) and will not be counted in the program student enrollment for JRC-DMS. If a student decides to withdraw after the orientation period, the student must give 2 weeks’ notice and during this time, the clinical coordinator will work with the student in clinic to encourage the student to continue in the program by assisting them with any areas they feel are causing them to decide to withdraw. If at the end of the two week period, the student decides to withdraw, then the student will be removed from the program and maintain good standings with St. Vincent’s Medical Center.

Student Advisory Committee
A student representative will have the opportunity to sit on the advisory committee for St. Vincent’s Diagnostic Medical Sonography Program. The student representative will be selected by their classmates or on volunteer basis. The advisory committee meets once a year.

Extracurricular Activities
In order to support the ministry of St. Vincent’s Medical Center each student is required to participate in three extracurricular community enrichment activities or charitable functions sponsored by St. Vincent’s throughout the program. Such activities include, but are not limited to, blood donation, American Cancer Society Walks, or the Adopt-A-Family program.

Class Trip
In preparation for the Sonography Principles and Instrumentation examination, the students are required to attend a physics registry review seminar. The date and place of the seminar will coincide with completion of the Physics course. Students are financially responsible for attending the seminar. Students may elect a class president and vice president to promote hospital fundraisers. Money received during the fundraiser will be applied to the fees for the seminar.

Post Graduate and Employer Surveys
In accordance with the DMS programs accreditation from the JRC and CAAHEP, all program alumni and their respective employers will receive surveys six months after graduation. These surveys are designed to help the program faculty determine the strengths and areas for improvement for our program. All data will be kept confidential and will be used for program evaluation purposes only.
**Graduation Requirements**
In addition to successful completion of all mandatory clinical competencies (refer to Graduation Requirements in Clinical Handbook) the graduate shall be able to:

1. Use oral and written medical communication
2. Demonstrate adequate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics in the correct manner.
5. Successfully perform basic mathematical functions.
6. Correctly operate sonographic imaging equipment and accessory devices.
7. Correctly position the patient and transducer to perform sonographic examinations and procedures.
8. Successfully modify standard procedures to accommodate for patient condition and other variables.
10. Correctly, adjust machine functions, transducers, and accessories for various patient conditions to maintain appropriate sonographic quality.
11. Practice the ALARA principle of sonography exposure for the patient, self and others at all times.
12. Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
13. Evaluate sonographic images for appropriate positioning and image quality.
14. Evaluate the performance of sonographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
15. Demonstrate knowledge and skills relating to quality assurance.
17. Understand sound wave production and interactions.
18. Support and practice the SDMS professional Code of Ethics.
19. Completely satisfy tuition balance to equal zero
20. Successfully complete all final clinical competencies.
21. Maintain an academic average of 80% or higher.
22. Maintain a clinical average of 85% or higher
23. Not exceed the maximum sick days according to program policy
24. The sonography student is required to successfully sit for and pass the Sonography Physical Principles Examination by October 31, 2017.
25. The sonography student is required to successfully sit for and pass one ARDMS specialty examination by December 16, 2017.

During the eighteen (18) months, the student will be required to demonstrate all graduation requirements listed above through academic testing and completion of clinical and professional competencies. The student must maintain acceptable academic standards (minimum 80% in all subjects) and clinical standards (minimum 85%), exhibit proper professional conduct, and maintain high standards of achievement as outlined in this handbook in order to graduate and to be eligible to sit for the American Registry for Diagnostic Medical Sonographers examination.
At the end of the eighteen (18) month education period, each student who successfully completes the program is eligible to sit for the Abdomen, Obstetrics and Gynecology, and Vascular Technology examinations given by the American Registry for Diagnostic Medical Sonographers. Students who fail to successfully complete the above stated graduation requirements due to an unacceptable academic final average (below 80% in any subject) or clinical average (below 85%) will not be eligible to sit for the National Registry Examinations.

A certificate and program pins are issued to each graduate at the end of the eighteen month program.

**Award of Completion**
Upon successful completion of the program, St. Vincent’s Medical Center, sponsoring institution of the Accredited School of Diagnostic Medical Sonography program, provides a graduation ceremony where each student is awarded a certificate of completion. Graduation ceremony attendance is mandatory.

**Graduation**
**January 19, 2018!!!**
Veterans Administration Students

Standards of Academic Progress for VA Students
Students receiving VA educational benefits must maintain a minimum 80% in each academic course and 85% in clinic at the end of each term.

A VA student whose falls below 80% in any academic course or 85% in clinic will be placed on academic probation for a maximum one consecutive term of enrollment. If the VA student is still below 80% in any academic course or clinic at the end of the school probationary period, the student’s VA educational benefits will be terminated and termination from the educational program will occur.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified upon readmission into the next class.

Veteran’s Attendance Policy:
Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 8 hours absence.

Students exceeding 20% total (24 hours) absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

Veteran’s Refund Policy
The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

Any VA debts associated with a student’s withdrawal will be assessed directly to the student by VA. The formula for the refund is—total hours completed-divided by the total hours of the program-minus 1 = percentage amount of total charges to refund.

Veteran’s Credit for Previous Education or Training
Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student’s current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.
Student Compliance
Diagnostic Medical Sonography Handbook
St. Vincent's Medical Center
Schools of Medical Science

I hereby acknowledge that I am enrolling in an eighteen (18) month sonography program sponsored by St. Vincent’s Health System.

I agree to adhere to the program’s didactic and clinical curriculum. If I choose to withdraw from the program or be terminated, the following organizations will be notified immediately: American Registry for Diagnostic Medical Sonographers (ARDMS), Society of Diagnostic Medical Sonographers (SDMS), the Society of Vascular Ultrasound (SVU), the American Registry of Radiologic Technologists (ARRT), and the American Institute of Ultrasound in Medicine (AIUM).

I understand that if I voluntarily withdraw or should be terminated from the program I will not be allowed to use St. Vincent’s Health System or any of its clinical affiliates to verify previous sonography clinical time and/or experience.

I hereby acknowledge that I have received and reviewed Diagnostic Medical Sonography Handbook (Academic and Clinical) for St. Vincent's Health System, Schools of Medical Science and understand that I am responsible for knowledge of and adherence to the content to include policies, procedures, and program requirements contained herein. I hereby acknowledge that if I do not follow the rules and regulations of the program, I will be terminated from the program.

I agree to be an active participant in the program educational and clinical assessment processes.

Student Signature: __________________________________________

Date: __________________________________________

Certification

I certify that the following statements, together with any supplements that may be attached, are correct and accurate to the best of my belief.

____________________________________
Chemene Wilson, MHS, RT(R), RDMS, RVT
Program Director
Diagnostic Medical Sonography Program
Appendix

SDMS Code of Ethics .............................. pg 31 & 32
SDMS Scope of Practice and Clinical Practice Standards (handout)
Code of Ethics for the Profession of Diagnostic Medical Sonography
Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE
The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES
1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
B. Respect the patient's autonomy 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 by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

**Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:**
A. Be truthful and promote appropriate communications with patients and colleagues.
B. Respect the rights of patients, colleagues and yourself.
C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
D. Accurately represent his/her experience, education and credentialing.
E. Promote equitable access to care.
F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
G. Communicate and collaborate with others to promote ethical practice.
H. Engage in ethical billing practices.
I. Engage only in legal arrangements in the medical industry.
J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

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