

St. Vincent's HealthCare  
Schools of Medical Science  
Diagnostic Medical Sonography  
Academic Handbook  
2018 - 2020



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**St. Vincent's HealthCare – Ascension  
Schools of Medical Science  
Diagnostic Medical Sonography Program**  
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### **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.

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

# Index page #

Welcome	5
Admissions Requirements	6
Advanced Placement	6
Student Voluntary Withdraw	6
Program Expenses	7
Refund Policy	7
Mission Statements – St. Vincent’s and DMS Program	8
Program accreditation	9
DMS Profession and Goals	10
Program Expectations	11
School hours	11
Educational Facilities	11
Program Curriculum	11
Language	11
Program Clock Hours	12
Master Plan	13
Holidays/Vacations	13
Course Descriptions	14-16
Grading Policy	17
Academic Warning/Probation Policy	17
Course Failure Policy	17
Class/Clinical Assignments	18
Examinations	18
Case Studies	18
Research Project	18
Registry Review	18
Personal Time Off Hours	19
Absences: Scheduled and Unscheduled	19
Students Extra Paid Hours	20
Payroll – Kronos	20
Jury Duty	20
Tardiness Policy	20
Bereavement Policy	20
Dress Code Policy	21
Parking Policy	22
Change in Address/Phone Policy	22
Community Service Activities Policy	22
Emergency Procedures Policy (Student Injury/Incident)	22
Natural Disaster Policy	22
Latex Advisory Policy	22
Communicable Diseases Policy	22
Standard (Universal) Precautions	22
Hand Hygiene Policy	23
Read Back Test Results Policy	23
Pregnancy Policy	23
Social Media Policy	23

Cellular Phone Policy	23
Harassment Policy	23
Smoking Policy	23
Re-Admission Policy	23
Substance Abuse Policy	24
Written Warnings Policy	25
Disciplinary Action Policy	25
Dismissal Policy	25
Counseling: Student and Employee Assistance Program	26
Student Services/Learning Disability	26
Student Health Center Services	26
Library Facilities	26
Academic Advisement	26
Academic Assistance	27
Housing	27
Student Bulletin Board	27
St. Vincent's Values Hotline	27
Student Lockers	27
Student Advisory Committee Member	27
Class Trip	27
Post Graduate and Employer Surveys	27
Records/Transcript Requests	28
Program Grievance Procedure	29
VA Students	30
Graduation Requirements	31
Award of Completion	32
Graduation	32
Student Compliance to Handbooks	33
Appendix	34
SDMS Code of Ethics	35-37
SDMS Scope of Practice	handout

## **Welcome to the Schools of Medical Science**

The faculty, department staff, administration, radiologists, and senior Sonography students welcome you to the Sonography Program. 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.

## **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 be certified as a registered Radiologic Technologist **or** have a minimum of an Associate's Degree with the successful completion of the following prerequisite college level courses:

- General Physics I
- Human Anatomy and Physiology I and II
- College Algebra
- Medical Terminology
- Communication Skills (ENC 1101, Speech, English Composition, or Communications)

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.

The prospective student must submit the application, 3 professional references using designated form, all college transcripts, resume or personal statement letter, and non-refundable \$25 application fee. Application and reference form are available at [www.jaxhealth.com](http://www.jaxhealth.com)

Applications must be received no later than May 1 of each year to be considered for the course that begins in July. 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 if one of the six prospective 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.

## **Advanced Placement or Transfer Student/Credit Policy**

St. Vincent's does not have a transfer placement or transfer student/credit policy. The program reserves the right to deny transfer of students/credit. A determination of course equivalency will be made by the Admissions Committee during the interview process of new applicants.

## **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 JRC-DMS student enrollment data. If a student decides to withdraw after the orientation period, the student must give 2 weeks' notice because they are a non-paid employee of St. Vincent's HealthCare. During the 2-week period, the clinical coordinator will work with the student and assist them with any areas they feel are influencing their decision to withdraw. If at the end of the two-week period the student decides to withdraw, the student will be removed from the program and maintain good standings with St. Vincent's HealthCare. If the student does not complete the 2-week notice period, he/she will be removed from the program but will be ineligible for rehire at St. Vincent's and will be ineligible for readmission to the sonography program.

## **Program Expenses**

1. Application fee (\$25.00) is paid to St. Vincent's HealthCare at time application is submitted. This fee is non-refundable.
2. Tuition (\$3500.00) is paid to St. Vincent's HealthCare. The non-refundable \$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. The first half of tuition is due the first day of semester one. The second half of the tuition is due at the one-year mark. St. Vincent's HealthCare does not participate with financial aid programs.
3. Textbooks 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 pass the Sonography Physical Principles Examination after successful completion of the Physics course and one specialty examination prior to graduation.

## **Refund Policy**

As discussed in the previous section, the initial \$25.00 application fee and \$250 deposit payment are non-refundable. Each student is held responsible to deposit the first half of tuition by the first day of Semester one. This will be the last day to withdraw or terminate from the program without penalty to the student or the program. NO refunds will be given after that date.

## **St. Vincent's HealthCare 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 CHRIST 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 HealthCare, 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.

## **Accreditation of the Program**

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) under the recommendation of 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:**

The Joint Review Committee for Diagnostic Medical Sonography Programs  
6021 University Boulevard, Suite 500  
Ellicott City, MD 21043  
P: 443-973-3251  
Email: [jrcdms.org](mailto:jrcdms.org)

Upon recommendation of:  
Commission on Accreditation of Allied Health Education Programs in the areas of  
General and Vascular Sonography  
25400 US Highway 19 North  
Suite 158  
Clearwater, FL 33763  
P: 727-210-2350  
Email: [mail@caahep.org](mailto:mail@caahep.org)

The following areas establish St. Vincent's HealthCare's qualifications.

### **St. Vincent's HealthCare is accredited by**

Joint Commission on Accreditation of Hospitals Organization

### **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

## **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 can pass the ARDMS certification examinations which included: 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.

## **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 Coordinator, 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.

## **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.

\*For Clinical Overtime Guidelines reference the Clinical Handbook.

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.

## **Educational Facilities**

A classroom and scan lab room is provided for the Diagnostic Medical Sonography Program located in the facility and is provided by St. Vincent's HealthCare. The student will have exposure to various sonography machines during clinical rotations. St. Vincent's HealthCare has an online library for students to access and each clinical site allows students access to their medical library during student rotations.

## **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.

## **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.

## General and Vascular Program Completion Requirements

<b>Academic Courses</b>	<b>CLOCK HOURS</b>
Orientation	182
Case Studies I	26
Case Studies II	52
Case Studies III	56
Case Studies IV	30
Ergonomics	26
General Sonography Course I	56
General Sonography Course II	56
General Sonography Course III	30
General Sonography Course IV	30
Gynecology Sonography Course I	30
Gynecology Sonography Course II	30
Neurosonography	30
Nursing Procedures	10
Obstetrical Sonography I	30
Obstetrical Sonography II	30
Obstetrical Sonography III	30
Sonography Principles and Instrumentation I	30
Sonography Principles and Instrumentation II	30
Sonography Principles and Instrumentation III	30
Vascular Technology I	30
Vascular Technology II	30
Vascular Technology III	30
Vascular Technology IV	30
Registry Review	126
Research	30
<b>Total Academic CLOCK Hours</b>	<b>1100</b>

<b>Clinical Courses</b>	<b>CONTACT HOURS</b>
Orientation Scan Lab	132
Clinical Practice I	313
Clinical Practice II	313
Clinical Practice III	374
Clinical Practice IV	436
Clinical Practice V	396
<b>Total Clinical Practice CONTACT Hours</b>	<b>1964</b>
<b>Total Program Clock/Contact Hours</b>	<b>2946</b>

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

<b>SONOGRAPHY ORIENTATION</b>	July 16 – August 31, 2018
Clinical Observations Nursing Procedures Orientation Scan Lab	
<b>FIRST SEMESTER</b>	September 3 – December 7, 2018
General Sonography I Physics I Gynecology I Obstetrics I Vascular Technology I Case Presentations/ Professional Development Ergonomics/Musculoskeletal System Clinical Practicum I	
<b>SECOND SEMESTER</b>	December 10, 2018 – March 22, 2019
General Sonography II Physics II Gynecology II Obstetrics II Vascular Technology II Case Presentations/ Professional Development Clinical Practicum II	
<b>THIRD SEMESTER</b>	March 25 – June 28, 2019
General Sonography Course III Physics III Obstetrics III Vascular Technology III Case Presentations/ Professional Development Clinical Practicum III	
<b>FOURTH SEMESTER</b>	July 8 – October 11, 2019
Vascular Technology IV Neurosonography General IV - Pediatrics Case Presentations/ Professional Development Clinical Practicum IV	
<b>FIFTH SEMESTER</b>	October 14– December 20, 2019
Research Registry Review Clinical Practicum V	
<b>Registry Review</b>	December 30, 2019 – January 16, 2020

### Holidays and Vacations

The DMS Program observes the following national holidays. There will be no academics or clinical rotations on these days.

New Year's (December 31 & January 1)	Independence Day (with one week off)
Martin Luther King Jr (January 14 <sup>th</sup> )	Labor Day
Spring Break (2 days at the beginning of 3 <sup>rd</sup> semester)	Thanksgiving (Wednesday, Thursday, and Friday)
Good Friday	Christmas Eve
Memorial Day	Christmas Day (with one week off)

## SVMC DMS - Course Descriptions

### **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. Students must have an 85% average to pass the course.

**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.

## **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:

Homework Assignments	10%
Quizzes	20%
Tests	30%
<u>Final Exam</u>	<u>40%</u>
Maximum Academic Score	100%

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

<u>Percentage</u>	<u>Letter grade</u>	<u>Grade points</u>
93 – 100%	A	4.00
89 - 92.9%	A-	3.75
86 – 88.9%	B+	3.25
83 – 85.9%	B	3.00
80 – 82.9%	B-	2.75
75 – 79.9%	C	2.00
70 – 74.9%	D	1.00

## **Academic Warning/Probation Policy**

Academic and clinical grade averages will be reviewed with student's 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 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.

## **Class/Clinical 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.

Failure to participate in a required activity or to complete a required assignment will result in the student receiving a zero for that assignment.

## **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. Students are responsible for all material covered from the beginning of the program. Final exams are given at the end of each semester; these exams 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. Final Examinations are given on the scheduled day only - No makeup final examinations are given under any circumstance.

## **Case Studies**

Students will be expected to present case studies as assigned by the Program Director or Clinical Coordinator. All case presentations will be used as an educational experience for 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 their research grade.

## **Registry Review**

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.

## **Personal Time Off (PTO)**

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 5<sup>th</sup> semester student with remaining personal hours may use those remaining hours during the semester without penalty

When a student's PTO bank reaches total used PTO of 88 hours the student will receive coaching and counseling from the Program Director. When the PTO bank reaches 96 hours, a verbal warning will be given. When a student exceeds the allotted 96 hours, a written warning will be given.

## **Absences - Scheduled**

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. Students are still expected to complete all weekly clinical requirements.

## **Absences - Unscheduled:**

If a student is unable to report for class or clinic due to illness, the **Program Director, Clinical Coordinator, 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.

Program Director's Office	308-8272	Cell#
Clinical Coordinator's Office	308-8553	Cell#

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 class or clinic, the student must contact **the Program Director, Clinical Coordinator, and Clinical Supervisor** to explain their illness and request to leave class/ clinic.

All classroom assignments and/or examinations that were missed must be completed the day the student returns to class/clinic. 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.

Excessive absences may result in termination due to the length of the illness and material missed. If the student is absent (6) hours or more from any one subject, the student may be dismissed from the program. Extended illnesses will be handled individually by the Program Director.

## **Students and Extra Hours Paid**

The School of Diagnostic Medical Sonography has a designated department number (83202).

**No student is paid from this department or cost center at any time for any reason.**

Students may be presented with the opportunity to obtain extra hours paid at minimum wage. At that time, he/she will work as an employee (technical assistant) – not as a student. During these hours, the employee clocks in and is NOT in the clinic (school) setting.

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 HealthCare. 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 will be implemented.

## **Jury Duty**

Jury Duty is a civil duty for all citizens. If a student is summoned by local, state, or federal court, they should notify the Program Director within 48 hours. Upon receipt of notification, the summons is copied and placed in the students file. There will be no PTO time deducted for the time missed – up to 5 days. If additional time is required, PTO will be used. All material missed in class/clinic is the responsibility of the student to make-up.

## **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 Coordinator, and clinical facility** with the reason. Once the student arrives in clinic, he/she must call the Program Director and Clinical Coordinator to report time of arrival. All tardy time must be made up at the end of their shift that same day.

Failure to notify the Program Director and Clinical Coordinator of the tardy will result in reduction of the student's final clinical grade by 1 point per incident and disciplinary action will be implemented.

## **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 Directors discretion.

## **Dress Code**

Students are expected to be neat, clean, well groomed, and present a positive image while on campus and when rotating at each clinical site. 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. All dress code infractions will be documented and will reflect on the student's clinical grade. Dress code infractions will constitute disciplinary policy implementation. The following professional dress code has been established for all students.

### **Requirements:**

1. Appearance must be neat and clean at all times with strict adherence to personal hygiene.
2. Uniforms must be **Royal Blue** pants with **Royal Blue** tunic style (over the hips-do not tuck shirt in) 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. Long sleeve shirts may be worn under their scrub top **ONLY** if it is Royal Blue or white and must be tucked in.
3. White or black 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.
4. Undergarments must not be seen through clothing or protrude from uniforms.
5. Sweaters or hooded jackets can be worn only in the classroom.
6. 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.
7. Beards and/or mustaches should be short and neatly trimmed.
8. 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 HealthCare 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.
9. 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, ear cartilage, nose, tongue, brow, or visible navel or nipple jewelry is permitted.
10. Only wedding/engagement rings are permitted.
11. Watches are permitted. (no phone watches)
12. One small necklace tasteful (tucked under uniform at all times) may be worn in the clinical areas. Clarity will be provided by the Program Director/ Clinical Coordinator.
13. Artificial nails are prohibited as stated in the Medical Centers policy manual. Fingernails must be no more than 1/4" from the fingertip. Fingernails shall be clean and well-manicured at all times for the safety of the patients. Clear nail polish may be worn, however infection control officers suggest that no nail polish be worn to decrease the risk of infection.
14. Makeup shall be worn in moderation.
15. For the safety of the patient - perfume, body spray, scented lotions, cologne, and aftershave are prohibited while in clinic.
16. All tattoos must be hidden by clothing or flesh colored bandage.

**Strict adherence to the dress code will be enforced at all times. Failure to follow this policy will result in disciplinary action.**

### **Parking Policy at St. Vincent's**

While on St. Vincent's Riverside, students are allowed to park in the Dillon Parking Garage (space permitting) on the 5<sup>th</sup> 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.

### **Changes in Address/Phone Number Policy**

A change in the student's home address and/or phone number at any time during enrollment must be immediately reported in writing to the Program Director and Human Resources.

### **Community Service Activities Policy**

In order to support the ministry of St. Vincent's HealthCare 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.

### **Emergency Procedures Policy (Student incident/injury)**

Accidents occurring on campus involving students or patients must be reported immediately to the Program Director and Clinical Coordinator. An Incident/Injury Report must be reported directly to the third-party administrator, Sedgwick, via telephone: 1-866-856-4835. Contact the St. Vincent's Occupational Health team with any questions 308-8485, option 7.

### **Natural Disaster Policy**

In the event of a natural disaster (hurricane), the DMS Program Director and Clinical Coordinator will decide when school will be canceled. If school is canceled, the DMS Program Director and Clinical Coordinator will inform the students when classes/clinic will resume. Any student not returning to clinic will have PTO time deducted and disciplinary policy implemented.

### **Latex Advisory Policy**

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 Policy**

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.

### **Standard (Universal) Precautions**

Standard precautions are infection control measures that treat all human blood and body fluids as potentially infectious pathogens. All students will receive instruction on using Standard Precautions during orientation.

### **Hand Hygiene Policy**

Student must abide by the hand hygiene policy. 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 Policy**

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.

### **Cellular Phone Policy**

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

### **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.

### **Smoking Policy**

St. Vincent's HealthCare is a smoke and tobacco free environment for employees, students, patients, visitors, and physicians. Chewing of tobacco is also included and prohibited. Students are prohibited from smoking, e-cigarette, chewing or using any tobacco products in any interior or exterior grounds/public areas during student hours or at any time while on St. Vincent's grounds. Violations are subject to progressive disciplinary action. Students may not leave the clinical area to smoke or partake in tobacco use of any kind. Students may request St. Vincent's policy for further clarification (found on the intranet).

### **Re-Admission Policy**

If a student has withdrawn from the program, a student may reapply to the program. 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.

## **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 Corporate Care Works (CCW) by calling (800) 327-9757. Requests for assistance will be treated confidentially.

## **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'.

## **Disciplinary Action**

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

- 1<sup>st</sup> offence – coaching and counseling
- 2<sup>nd</sup> offence – verbal warning
- 3<sup>rd</sup> offence – written warning

## **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).
13. Gambling.
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

## **Counseling: Student & Employee Assistance Program**

Counseling is available to students upon request or as needed by program faculty and/or the Medical Center's Corporate Care Works (CCW) program. The St. Vincent's CCW number is 800-327-9757 and is available free to all students and their families – for up to six visits.

Referrals may be made through Program Officials or through self-referrals. This program is a hospital-wide referral service designed to direct individuals with stress related problems to the appropriate resource. Any problem that interferes with scholastic performance, i.e. marital difficulties, parent-child conflicts, school-related stress, substance abuse, depression, etc. is referable. Any contact with the CCW is strictly confidential. There is no charge for the first six meetings with the CCW coordinator; however, students who require more extensive counseling sessions will be referred to community resources, which may result in a charge. Care-of-self is an important aspect of healthcare; students are encouraged to use this resource if applicable

## **Student Services/Learning Disability**

A student requesting special accommodations for a diagnosed disability as defined by the American Disabilities Act will be required to provide the Program Director with a special needs request. The student must submit documentation of the disability stating the specific functional limitations by providing a special education evaluation form. All submitted documents must be on provider letterhead, have the providers signature, and medical license number. Students will also complete the accommodation request form in the Ascensions Health Portal. Occupational Health will review and obtain additional information from the student's physician and/or obtain a second medical opinion to make determination for applicable accommodation. The DMS program will make every effort to accommodate student's special learning needs using criteria that is fair, objective, and non-negotiable; however, the program is unable to make modifications to the curriculum.

## **Student Health Center Services**

Annual TB evaluation, FIT Testing, clinical onsite injury evaluation is offered through St. Vincent's Occupational Health.

St. Vincent's offers a Wellness program for students (physical and spiritual). Physical wellness opportunities include tobacco cessation and onsite gym (\$70/yr). The Spirituality Center offers prayer for employee's needs, meditation, bible study sessions, journaling, mission trips and sessions on becoming spiritually mature.

## **Library Facilities**

The Medical Library is found online via LMS. Research data base includes; BSCO, PubMed, OVIDSP, Journals, Copier, Computers, etc. Medical library web page is located on the St. Vincent's Intranet page, click on Medical Library in the list of Quick Links in the left-hand column. Students have access to the program's book and film library located in the Ultrasound classroom. Necessary teaching aides and resources are the property of the School and are available for use in the classroom and for the individual student's use. A computer resource lab is provided by the Medical Sciences Education Department and by the Medical Center and each student is given a computer sign on at the beginning of the program.

## **Academic Advisement**

Academic and/or behavioral advisement sessions are scheduled every seven weeks with the Program Director and Clinical faculty or as requested. At this time academic, clinical and behavioral feedback is given to each student along with the current grade sheet.

### **Academic Assistance**

Academic assistance and professional course tutoring by faculty is available to students upon request. Each faculty member practice is “open door” policy when applicable.

### **Housing**

Housing is the responsibility of the attending student.

### **Student Bulletin Board**

Bulletin boards are located in the student classroom and all clinical areas. Students are advised to keep a constant check on these boards for information regarding student

### **St. Vincent’s Values Hotline**

1-800-707-2198

### **Student Lockers**

Students are assigned a lock and locker located in the staff lounge. Security of student belongings is the student’s responsibility. Valuables may not be left in unsecured clinical areas. Purses, wallets, cell phones or other valuables must be stored in student’s locked locker during clinical hours. Cells phones are not a part of the uniform or education process; therefore, all phones must be in the locker provided.

### **Student Advisory Committee Representative**

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.

### **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.

## **Records/Transcript Requests**

St. Vincent's HealthCare 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)".

### **Records Release:**

- St. Vincent's School of Diagnostic Medical Sonography, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director.
- Upon written request to the Program Director, enrolled students are afforded access to their records. The Program Director will arrange a mutually convenient appointment during normal school hours, within 5 working days of the written request. Records must be reviewed in the presence of a program official or designee.
- The confidentiality of a student's educational record is strictly maintained. The DMS program believes in limited disclosures of information from student's files to third parties. Only members of the St. Vincent's Diagnostic Medical Sonography Program faculty have access to the student's files. Access is for education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts to be released to any third party (including students spouse or parents).
- Limited access to student records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.
- The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals not enrolled in the program.

### **Record Retention:**

St. Vincent's Diagnostic Medical Sonography Program retains student records as follows:

1. The Program Secures student records in the Program Director's office. Student's entire record (including application materials, attendance materials, transcripts, some examinations, evaluations, signature pages, etc.) is kept for 7 years. St. Vincent HealthCare's Health Office Department maintains all health-related records and reports during the student's enrollment.
2. After 7 years, the student's transcripts are maintained permanently. All other information is securely discarded.

During student enrollment, files contain but are not limited to the following:

- Academic Achievement records
- Level of achievement
- Attendance records
- Transcripts
- Demographic information
- Teacher ratings and observations
- Didactic and/or clinical problem reports
- Clinical evaluations
- Disciplinary action
- Personal information
- Clinical competencies
- Application materials
- Tuition receipts
- Mandatory education material
- Orientation documents
- CPR
- FIT test
- Miscellaneous

## **Program Grievance Procedure**

### **Policy**

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

### **Procedure**

Grievances must relate to the student's enrollment in the DMS program at SVHC 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 HealthCare Diagnostic Medical Sonography Program.

To file a grievance, the student should follow these steps:

1. To begin the grievance procedure, the student is required to submit a written statement describing the complaint within 3 business days of the incident. The Program Director will review documentation from all parties involved and will respond within 2 business days to schedule a meeting to formally hear the complaint. The meeting will include the student, the other involved party, the Clinical Coordinator, and the Program Director. Both parties will present their case and give a rebuttal to the evidence. The DMS program academic and clinical policy and procedure manuals and student file will be available for review. Based on the policy and procedure manuals of the DMS program, the Program Director will provide a decision in writing to the student no later than 2 business days after the meeting.
2. 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 within business 3 days of the Program Directors decision. The Director and/or Medical Advisor will meet with the Program Director and evaluate the grievance, the program's policy manuals, and the students' academic and clinical file to attempt to resolve the grievance. The Director and/or Medical Advisor may refer the written grievance and all associated documents to Human Resources for review. The Department Director and/or Medical Advisor will decide and notify the student in writing within 2 business days.
3. If the student is unsatisfied with the decision of the Department Director and/or Medical Advisor, the student can request the grievance be reviewed by Senior Executive Management. The grievance will be submitted to Senior Executive Management of St. Vincent's HealthCare in writing within 3 business days of the Department Director/Medical Advisor decision; all written documentation will be reviewed and decision will be made. The decision of Senior Executive Management is final.

The cases for which this procedure is provided are limited to grievances which relate to student tenure with St. Vincent's HealthCare. 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 HealthCare is final and binding.

## **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 (24hours)** 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

## **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.
9. Correctly process a sonography study.
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.
16. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
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, 2019.
25. The sonography student is required to successfully sit for and pass one ARDMS specialty examination by December 14, 2019.

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 apply to take the American Registry for Diagnostic Medical Sonographers examination.

### **Award of Completion**

Upon successful completion of the program, St. Vincent's HealthCare, sponsoring institution of the Accredited School of Diagnostic Medical Sonography program, provides a graduation ceremony where each student is awarded a certificate of completion. A certificate and program pins are issued to each graduate at the end of the eighteen-month program. Graduation ceremony attendance is mandatory.

### **Graduation**

**January 16, 2020!!!**

**Student Compliance**  
**Diagnostic Medical Sonography Handbook**  
**St. Vincent's HealthCare**  
**Schools of Medical Science**

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

I agree to adhere to the program's didactic and clinical curriculum.

I understand that if I voluntarily withdraw or should be terminated from the program I will not be allowed to use St. Vincent's HealthCare 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 HealthCare, 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: \_\_\_\_\_

# **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

*Re-approved by SDMS Board of Directors, effective 02/08/2017  
(originally 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 recertification.
- 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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