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WELCOME!
The Diagnostic Medical Sonography Program would like to welcome you to the program and are glad that you have chosen this program in which to pursue your career in this challenging field. Diagnostic Medical Sonography (DMS), although still a relatively new member of the imaging modalities, has become well established as an integral part of the health care field over the past few decades.

Trenholm State is committed to providing quality education, which will give our graduates professional credibility in their fields of study. To accomplish this goal, a unified program of study has been planned for you. Using a competency-based instructional framework, the program has been designed to help you develop essential entry-level skills. As a diagnostic medical sonography student, you will learn much as you develop into a health care professional. As professionals, we require a lot of ourselves and from you. In setting your goals for advancement, you must never forget that top quality patient care should be your first priority.

Classroom instruction and clinical education are scheduled by the Program Coordinator and is designed in a manner that allows didactic and clinical topics to be concurrent. The Clinical Instructors and Clinical Staff provide supervision and instruction to the students at the clinical education sites to ensure that the assignments are educational. At no time are students used as replacements for registered technologists or staff. The Clinical Education section of the Student Handbook outlines the plan for clinical education.

All students are provided with a *Student Handbook, Clinical Handbook, and Policy Manual*. This compilation has been prepared to guide you during your training. You are required to read it carefully and thoroughly to be sure you understand what is expected of you while enrolled in this program. The *Student Handbook* contains a description of: program policies and procedures, curriculum sequence, course descriptions, course schedule, program mission and goals, clinical education section, performance objectives, evaluation strategies, and the criteria for successful completion of competencies necessary for graduation. The *Clinical Handbook* section contains a description of the competency based clinical education portion of the program, policies of the clinical education centers, services available to the student, and clinical evaluation and competency objectives.

PROGRAM MISSION STATEMENT
The mission of the Ultrasound Program at Trenholm State Technical College is to attract, train, and graduate qualified individuals into the profession of ultrasound under the standards and guidelines of the Joint Review Committee on Education in Diagnostic Medical Sonography. Our program philosophy is based on the belief that the diagnostic medical sonographer is an integral part of the medical team and provides a vital service to the patient and the physician by accurately detecting disease. The success of our students in learning the skills of diagnostic ultrasound is dependent on a continuous process of hands-on training coupled with structured comprehensive instruction. The program, therefore, is committed to support the professional and personal development of each individual seeking this career.

PROGRAM PURPOSE
The purpose of the Diagnostic Medical Sonography program is to provide educational opportunities in the ultrasound sciences to members of the communities supported by Trenholm State Technical College. To that end, the objectives of the program and its curriculum are designed to:
PROGRAM GOALS

Goal 1: To prepare competent entry-level general sonographers in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Goal 2: To provide local employers with a pool of qualified, highly-skilled technologists who are able to perform routine, emergency, mobile, surgical and special ultrasound procedures in a global society.

Goal 3: To provide students with the support and materials needed to succeed in desired field.

Goal 4: To graduate students with the ability to demonstrate the knowledge base (cognitive domain) in order to succeed in the Ultrasound field.

Goal 5: To graduate students with the ability to demonstrate the clinical proficiency (psychomotor domain) in order to succeed in the Ultrasound field.

Goal 6: To graduate students with the ability to demonstrate the behavioral skills (affective domain) in order to succeed in the Ultrasound field.

Goal 7: To develop graduates who will successfully meet the entry-level expectations of employers representing a global society.

SPONSORSHIP

The Diagnostic Medical Sonography program is sponsored by Trenholm State Technical College, which is a member of the Alabama College System and is accredited by the Southern Association of College and Schools Commission on Colleges (SACSCOC) and the Council on Occupational Education (COE).

PHILOSOPHY OF THE PROGRAM

The Philosophy of the Diagnostic Medical Sonography Program is that of a unified instructional program which offers the student the best opportunity for success. The course sequence has been planned with a consideration for the step-by-step development of the student and the integration of didactic course work with clinical experience. The curriculum is designed to be taught over a four-semester period, to provide students a reasonable time for completion of the program and to limit student academic and clinical involvement to no more than 40 hours per week. In addition, the curriculum has been developed to incorporate the content areas required by the Diagnostic Medical Sonography “Essentials” and by the State of Alabama Department of Postsecondary Education. These standards are continuously evaluated and accomplished through the direction and guidance of an advisory committee. The faculty strongly believes the sonography student must be able to work in a cooperative setting with other professionals in order to provide quality health care to the total patient. We feel that this individual must have a strong sense of loyalty, both to his/her profession and to his/her patients. He/She should also be encouraged to work continually to improve and advance the standards by which the diagnostic medical sonography profession is guided.

ACCREDITATION

The American College of Cardiology, American College of Radiology, American Institute of Ultrasound in Medicine, American Medical Association, American Society of Echocardiography, American Society of Radiologic Technologists, and Society of Diagnostic Medical Sonographers cooperate to establish, maintain, and promote appropriate standards of quality for educational programs in diagnostic medical sonography and to provide recognition for educational programs which meet or exceed the minimum standards outlined in the "Essentials and Guidelines of an Accredited Educational Program for the Diagnostic Medical Sonographer".

These standards are to be used for the development and self-evaluation of diagnostic medical sonography programs. The Joint Review Committee on Education in Diagnostic Medical
Sonography (JRCDMS) is the program review committee. The JRCDMS is responsible for the evaluation and recommendation of a program's compliance with the "Essentials". The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the accrediting agency, which now grants accreditation to Diagnostic Medical Sonography programs.

The Trenholm State Technical College Diagnostic Medical Sonography program is accredited by CAAHEP. The accreditation process is an ongoing evaluation process, and your success within the program is documented as part of this process. It is also quite possible that you may become involved directly in the accreditation process if a site visit occurs during your program enrollment. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

http://www.caahep.org/Find-An-Accredited-Program/

TRENHOLM STATE MISSION STATEMENT

TRENHOLM STATE INSTITUTIONAL GOALS

DMS ADVISORY COMMITTEE
The continued evaluation and revision of program guidelines are constantly being evaluated through advice and consent from the advisory committee.

The committee's responsibilities are defined as the following:
1. Review and approve program goals and objectives of the program.
2. Perform program evaluation regularly to ensure program outcomes are acceptable.
3. Implement measures to improve the program whenever possible.
4. Assist with maintain programmatic accreditation with the Joint Review Committee on Diagnostic Medical Sonography.
5. Perform periodic review of program outcomes to ensure goals and objectives are met.
6. Review and approve the program outcomes assessment plan.
7. Assist program faculty in preparing and submitting the self-study and preparing for the accreditation site visit.
8. Review and program documentation related to course offerings and application materials.
9. Advise program officials and make recommendations regarding program policies and procedures.

NATIONAL REGISTRY
The American Registry of Diagnostic Medical Sonographers (ARDMS) and American Registry of Radiologic Technologists (ARRT) are credentialing entities. As in any of the health related professions, it is advisable to be credentialed in your profession. Failure to become a Registered Sonographer will make it very difficult to become employed and may hinder your career opportunities. The examination is given on computer any selected day or time at Pearson centers across the United States.
http://www.ardms.org/Pages/default.aspx
https://www.arrt.org/

ATTENDANCE
Varies depending on the class. All course days/times and attendance policies are posted on the course syllabus.
GRADING POLICY & ACADEMIC REQUIREMENTS FOR DMS

The grading system for the Diagnostic Medical Sonography program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>84-92</td>
</tr>
<tr>
<td>C</td>
<td>75-83</td>
</tr>
<tr>
<td>F</td>
<td>Below 75</td>
</tr>
</tbody>
</table>

Program advancement requires students to complete courses in sequence. Any deviation from the established course sequence may cause a disruption in program completion. Students must pass all DMS courses with a minimum grade of 75%. Failure of one (1) or more courses during the four (4) semester program will lead to dismissal from the program.

At any time during the program if the student recognizes that he/she does not wish to continue with the program, the student should send a formal letter of withdrawal to the Program Coordinator. Any tuition or fees paid in advance for courses not completed will be refunded to the student in accordance with the refund policy as designated by Trenholm State Technical College.

TUITION

LIBRARY
http://www.trenholmstate.edu/academics/college-library.cms

PHYSICAL EXAMINATIONS

Each student accepted into the program is required to have a physical examination by a physician. This will be accomplished during the admission process prior to the first day of class. Students will also participate in random drug screens. All diagnostic medical sonography students are individually responsible for obtaining adequate health insurance or for paying any bills incurred for medical treatment while on campus or clinical assignment.

COUNSELING AND GUIDANCE

The student is provided with academic counseling and guidance through the Program Coordinator. The Program Coordinator will provide the student with academic guidance and help with problems relating to the program. Scheduled academic counseling will be held with each student at the end of each semester. In the event the student is having personal problems that the program staff cannot resolve, the student may need to seek assistance from outside agencies. The desire of the faculty is to be readily accessible to students. Students who have a need for counseling, advisement, or any other assistance are encouraged to talk with a member of the faculty most involved with the situation. If the student believes that concerns or problems have not been properly addressed, the student may request a meeting with the Program Coordinator.

STUDENT SERVICES
http://www.trenholmstate.edu/current-students/about-ssd.cms

COMPUTER RESOURCES

Building H on Trenholm campus houses a computer lab which is open to students to use for the sole purpose of supporting the educational activities of the college.

TUTORING SERVICES
http://www.trenholmstate.edu/current-students/ssc_tutor_2.cms
SERVING STUDENTS WITH DIABILITIES
http://www.trenholmstate.edu/future-students/student-dis.cms

GRIEVANCE PROCEDURE/DUE PROCESS
Clinical Handbook

CLINICAL EDUCATION PLAN

The following pages primarily identify the responsibilities, rules, and regulations of which the diagnostic medical sonography student must adhere during assignment to a clinical education center.

1. Clinical assignments may be conducted at:
   - Baptist Medical Center South (BMCS), Montgomery, Alabama
   - Baptist Medical Center East (BMCE), Montgomery, Alabama
   - Prattville Baptist (PBH), Prattville, Alabama
   - Prattville Imaging Center (PIC), Prattville, Alabama
   - Montgomery Imaging Center (MIC), Montgomery, Alabama
   - East Montgomery Imaging Center (EMIC), Montgomery, Alabama
   - Montgomery Vascular Surgeons (MVS), Montgomery, Alabama
   - Carmichael Imaging Center (CIC), Montgomery, Alabama
   - Troy Regional Medical Center (TRMC), Troy, Alabama
   - Healthscan Imaging (HS), Montgomery, Alabama
   - Jackson Hospital (JH), Montgomery, Alabama
   - Montgomery Family Medicine (MFM), Montgomery, Alabama
   - Vaughan Regional Medical Center (VRMC), Selma, Alabama
   - OB-GYN and Associates (OB-GYN), Montgomery, AL
   - Assisted Reproductive Technology (ART), Montgomery, AL
   - Dr. Stehl's office (Stehl), Montgomery, AL
   - Jackson Imaging Center (JIC)

2. Clinical education will be concurrent with academic classes.

3. Clinical assignments will vary from semester to semester. A schedule will be given on the 1st day of each semester. Daily clinical assignments will vary according to the students' progress in the program.

4. Total clinical and classroom hours will not exceed forty (40) hours per week within the Ultrasound Program curriculum.

5. Clinical days and times will involve 2nd, 3rd, and weekend rotations.

6. A change in the clinical daily assignments must be approved by the Clinical Coordinator. A student may not switch rotations with another student without approval.

CLINICAL EDUCATION ELIGIBILITY

In order to provide proper patient care in the clinical setting, students assigned to the clinical education center must meet the following criteria by the beginning of the 1st semester of the program.

1. Complete the orientation program for new students.
2. Complete the physical health examination and all required vaccinations.
3. Be certified in cardiopulmonary resuscitation (CPR) and maintain certification throughout the program.
4. Register for Trajeceys.
5. Be registered in the DMS Sonography Preceptorship course applicable to that semester.

CLINICAL EDUCATION ASSIGNMENTS

The Clinical Instructor will oversee the following activities:

1. Daily attendance and clinical instruction and evaluation for each student.
2. Assignments given to the student in the clinical education center.
3. Changes in the clinical schedule may be done for the benefit of the student's clinical education and/or in an effort to aid the clinical site.
CLINICAL EDUCATION ATTENDANCE POLICY

See course syllabus.

CLINICAL EDUCATION - STUDENT RESPONSIBILITIES

A sonographer's job does not just involve patient care. There are many other tasks sonographers must do to make the department work efficiently and to ensure quality patient care. These tasks are vital to the smooth daily operation of the department. As a student you must be a part of the “team effort” that is necessary for excellent patient care and be willing to support the effort in the following ways.

The students’ responsibilities in the clinical education center:

The student should:

- Demonstrate a professional attitude while interacting with the patients and staff, even when others are not.
- Maintain appropriate relationships with all department personnel at all times.
- Adhere to all departmental policies and regulations set forth by the administrators and hosting facility.
- Give full attention and cooperation to clinical staff and employees.
- Maintain an attitude free of rudeness or lack of cooperation.
- Keep any personal relationship with any member of an affiliate center away from the clinical and academic areas.
- Be open-minded.
- Behave oneself in a manner indicative of someone eager to learn.
- Remain in the assigned area and avoid unnecessary non patient-connected distractions.
- Arrive at the clinical education center on time and ready to learn.
- Take the initiative to attempt exams; just don’t take over.
- Communicate with the clinical instructors on a daily basis.
- Present clinical evaluations to the clinical instructor or supervising sonographer.
- Discuss clinical progress, impressions, and ideas on a professional level.
- Stock rooms with linen, towels, and refill gel bottles without being told on a daily basis.
- Help the sonography staff by processing the sonographer's paperwork or films before or after the exam is completed.
- Make sure that someone has scanned behind them prior to letting a patient go.
- Make sure examinations are completed before leaving each day.
- Participate only in conversations in the presence of a patient that are purely technical in nature being mindful that all remarks should be made with the patient's comfort and sensitivities in mind.
- Not correct a staff sonographer.
- Not go to the Reading Room unaccompanied by a staff sonographer.
- Not present images for review without having a staff sonographer scan behind them.

CLINICAL EDUCATION RULES and REGULATIONS

- Students are subject to the rules and regulations of (1) Alabama Community College System, (2) Trenholm State Technical College, (3) Ultrasound Program, and (4) Clinical Facility.
- All students are required to read and become familiar with the rules and regulations of these areas.
- If a student is found to be in violation of the rules and/or regulations from any of the above named entities, the Program Coordinator may seek disciplinary action from the disciplinary committee.
• Should a student be required to leave a clinical facility before the scheduled time the student must notify the Clinical Coordinator and the Clinical Instructor/Supervisor.
• Employment cannot be substituted for clinical education.
• At no time will students be substituted for paid staff during any assigned clinical rotation.
• If a student is detained in a clinical assignment to complete a procedure for a minimum of 15 minutes, the student will be allowed comp time. All comp time must be used in the semester in which it occurs.
• Any time that a student will be absent or tardy to a clinical site the student must first notify the Program Coordinator or the Clinical Coordinator. After the Program Coordinator or Clinical Coordinator has been notified, it is the student’s responsibility to notify the Clinical Instructor at the designated site. If the student cannot reach the clinical instructor directly the student may leave a message for the instructor with office staff.
• At each clinical site, students will be expected to clock in and out using Trajecsys. If a student is unable or forgets to clock in or out, a time exception must be completed and an email sent via Trajecsys to the Clinical Coordinator within thirty (30) minutes of the missed clock in or out time. Each student will only be allowed three (3) time exceptions during a semester. Three time exceptions constitutes one (1) tardy. Please refer to the class syllabus regarding tardies.
• Falsification of any clinical documents will be considered an ethical violation. Falsification of clinical documents will be turned over to the disciplinary committee.
• Students may not perform clinical competency evaluations while in employment status at any facility at any time.
• Clinical competencies may not be done on individuals other than patients in the clinical setting. A patient is defined as an individual who requires an ultrasound procedure which has been ordered by a physician.
• A student is never to leave a patient or an exam in progress unless arrangements have been made for the care of the patient and/or completion of the exam.
• The clinical education center has a Clinical Instructor responsible for the supervision, instruction, counseling, and evaluation of assigned students. The Clinical Instructor (a qualified technologist, RDMS or ARRT) will supervise the students in the clinical education centers at all times. Supervision of students may be direct or indirect. The type of supervision required is determined by the student’s level of training and documented clinical experience. Direct and Indirect supervision are defined as follows:

**Direct Supervision** - the supervising technologist is present in the ultrasound room when the student is performing an examination. The supervising technologist is responsible for assisting the student and assuring that proper procedures are followed. The student shall perform the procedure, have the clinical instructor scan behind them for accuracy, complete and write up the exam, and have them evaluated by the Clinical Instructor. Under no circumstances should the student go to the reading room to present a completed exam or speak with a radiologist on the phone without the presence of a staff sonographer.

**Indirect Supervision** - the student performs examinations without the presence of a technologist in the ultrasound room. This type of supervision requires that a qualified technologist be immediately available to assist the student if necessary. Only those students that have proven competency in the exam will be allowed indirect supervision. Regardless of the competency level of the student, prior to the exam being completed and prior to the patient’s dismissal, the student must have someone scan behind them in order to ensure accuracy. The student shall perform the procedure, have the clinical instructor scan behind them for accuracy, complete the exam, have them evaluated by the Clinical Instructor, fill out appropriate paperwork and scan it into the computer.
Portable exams - will be performed under direct supervision at all times. Students are not allowed to perform mobile ultrasonography without a qualified sonographer to supervise.

LIABILITY INSURANCE

Liability insurance is required to be purchased through the college. Liability insurance is only in effect during clinical education that is assigned by TSCC. Student employment is not covered under this policy.

DRESS CODE

(See Policy Manual)

COMPETENCY-BASED CLINICAL EDUCATION

The responsibilities of a sonographer have grown in complexity with the development of more sophisticated procedures and equipment in the medical imaging sciences. It is essential that both the Diagnostic Medical Sonography program and the student work together to provide the best educational experience possible.

During the clinical experience, students must have the opportunity to perform all types of sonographic procedures. Only in this manner will the student be prepared for entry into the profession. The student application of learned skills will be evaluated in the laboratory and during their clinical assignments. Only through the use of a competency-based evaluation system can we determine the proficiency level a student has achieved.

GENERAL PLAN FOR COMPETENCY-BASED CLINICAL EDUCATION

The goal of the Program's clinical competency evaluation system is to measure the students' capabilities in the clinical environment to adequately produce quality diagnostic ultrasounds of various anatomical parts, and to measure behavioral characteristics (punctuality, professionalism, attitude, cooperation, quality of work, initiative, etc.).

CLINICAL COMPETENCY EVALUATION SYSTEM

Clinical evaluations are done on an online clinical recording system called Trajecsys. Each student will register for an account prior to the beginning of the first semester. Clinical Instructors, at each site, will log in to Trajecsys and use two different evaluation instruments to measure the student’s competency levels: Clinical Competency & Clinical Evaluation Forms. Each semester, the student will be graded on a minimum number of designated examinations completed unassisted. For all examinations, the student will have discussed, practiced, performed, and tested the examination in the laboratory during a previous semester or during the concurrent semester. Students will perform a minimum of two (2) exams on actual patients without assistance before being allowed to “comp” for a grade. The Trajecsys system will not allow a competency to show up until at least 2 like exams have been performed and recorded into the log book by the student.

The student must inform the Clinical Instructor that he/she will be “comping” on the exam prior to retrieving the patient and/or seeing the patient. The student shall perform the procedure, have the clinical instructor scan behind them for accuracy, complete the exam, have the images evaluated by the Clinical Instructor, and then have them read by a radiologist. All sonographer impression sheets must be initialed by the clinical instructor prior to being scanned in and attached to the exam. If the student meets the above criteria then he/she will ask the Clinical Instructor to fill out and submit the corresponding competency form in Trajecsys. Incorrect patient identification or failing to have a sonographer sign off on their impression sheets when performing an examination will result in significant point deductions. This can easily be avoided by paying close attention to your work. An ultrasound that is not properly identified is not a legal sonogram and can lead to legal problems for both the student and the medical facility. The Clinical Competency is very important, and when used properly can give a measure of a student's ability to adequately produce diagnostic ultrasounds of a specific anatomical part(s). Utilizing the form, one can quickly identify a student's problem area(s). At the end of any given period of time, the program will have
documented the student's ability to obtain various diagnostic ultrasounds.

When grading for competency, the evaluator observes the student's ability to document a patient history. Then the evaluator will grade the student on his/her ability to: 1) Perform the exam correctly in the appropriate amount of time while following an established protocol 2) Identify normal and pathological processes 3) Review the images and send images via computer for the Radiologist to review.

During a competency procedure, the student will be evaluated by the clinical instructor in several categories. Each category is graded by checking off under the appropriate column as “yes” or “no”. There are no partial points given. The task was done correctly or it was not. Each column is assigned a particular number of points. The student will receive full credit for a “yes” and 0 credit for a “no”. The table below indicates the minimum scores must be achieved on competencies per semester.

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<tr>
<th>Semester</th>
<th>Minimum score</th>
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<tbody>
<tr>
<td>1st and 2nd</td>
<td>80%</td>
</tr>
<tr>
<td>3rd</td>
<td>85%</td>
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<tr>
<td>4th</td>
<td>90%</td>
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</tbody>
</table>

The student should never “challenge” the Clinical Instructor's grade on the competency exam. Should there be an issue regarding a grade, the student should discuss the issue with the Clinical Instructor in a fashion that is professional and non-emotional. If the issue cannot be resolved, the student should then bring the issue to the Clinical Coordinator or the Program Coordinator so that he/she may try to achieve a resolution. Should the student fail the entire competency examination, he/she must re-test on that procedure. The grade received on the re-test will be averaged with the first grade for one overall grade. Each student is expected to complete a minimum number of competency examinations per semester. Failure to complete competencies required before the last day of the semester will result in a zero for all missing competencies.

**CLINICAL EVALUATIONS**

Evaluations are to be completed by the Clinical Instructor at the completion of the student's rotation, and will be calculated in the student’s clinical semester grade. The student must possess the skills required to work with other members of the health care team as well as patients while maintaining a positive attitude toward his/her education and job performance. This assessment is designed to help the student recognize whether he/she is developing or has developed these skills.

As with the Competency Examinations, the student should not “challenge” the Clinical Instructor’s grade on the Clinical Evaluation. Should there be an issue regarding a grade, the student should discuss the issue with the Clinical Instructor in a fashion that is professional and non-emotional. If the issue cannot be resolved, the student should then bring the issue to the Clinical Coordinator or the Program Coordinator so that he/she may try to achieve a resolution.

**INTERVAL COMPETENCY EVALUATIONS**

Once a student has successfully completed a required amount of competencies, he/she may be asked to perform, unassisted and unannounced, an Interval Competency Evaluation (progress check). This evaluation may be administered at any time during the semester by the Clinical Coordinator or Program Coordinator. If the student fails an Interval Competency Evaluation, he/she will be required to return to that area of clinical experience to obtain additional training. The student will be re-evaluated upon completion of the additional experience. Grades obtained on Interval Competency exams will be calculated into the student's clinical grade for the semester in which the interval competency was performed.

**CLINICAL EDUCATION GRADING**

See course syllabus.
STUDENT PARTICIPATION LOG
Each student will record in Trajecsys every ultrasound that he/she observed, assisted with, or performed. The clinical record of examinations will be used by the Clinical Coordinator to determine the quality and quantity of clinical experience the student is receiving. The ability to complete Clinical Competency Examinations is based on the documentation provided within the Log Book and therefore is essential to the student’s clinical participation. The Clinical Coordinator will check for the number of exams and the accuracy of the documentation. It is the student’s responsibility to ensure that the records are accurate and up-to-date.

CLINICAL COMPETENCY SCHEDULE

<table>
<thead>
<tr>
<th>EXAMS</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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<td>RUQ</td>
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<td>4</td>
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</table>

CLINICAL EDUCATION PERFORMANCE OBJECTIVES
In order for the student to perform clinical practice at an acceptable degree of proficiency he/she must be able to perform each of the items listed.

PATIENT MANAGEMENT
Evaluation of the Requisition
The student should:
- Correctly identify the patient.
- Determine the patient’s mode of transportation.
- Follow instructions as outlined by the requisition.
- Based on the requisition, the patient’s chart, or verbal communication, determine:
  - Patient’s name
  - Appropriate sonographic procedure
• Special considerations indicated
• Possible contraindications
• Information affecting how the patient is to be handled or technical factors to be used
• Equipment to be used
• Completeness of information
• Prior preparation of the patient as needed
• Discuss with the Clinical Instructor incomplete or unclear requisitions or patient information.
• Consider the need for alternate positioning to accomplish the examination and offer the least discomfort to the patient.
• Correctly label the anatomic part or scan plane of the patient with longitudinal/transverse, supine, oblique, prone, upright, etc.
• Record the examination including any pertinent comments about the examination

PHYSICAL FACILITIES READINESS
The student should:
• Know the location of linen, bedpans, emesis basins, and emergency drugs (crash carts) in order to secure them when needed.
• Maintain a clean and organized ultrasound room by:
  o Folding and replacing linen supplies
  o Cleaning the ultrasound table and transducers as needed
  o Dusting equipment at appropriate intervals
  o Checking daily supplies
• Prepare the room for the procedure before the patient enters the room.
• Check emergency drugs for quantity and possible chemical deterioration (check expiration dates of all drugs).

PATIENT CARE
The student should:
• Respect each patient's privacy and concerns.
• Treat each patient with dignity and respect.
• Correctly identify the patient for whom the sonographic procedure is requested.
• Transport the patient to and from ultrasound without injury to the patient or yourself.
• Explain the examination to the patient or a family member.
• Reassure the patient and answer any questions that the patient may have except for the results of the exam performed.
• Draw implications from the patient information to allow the examination to be conducted as efficiently as possible.
• Alert the radiologist to possible contraindications to the requested examination such as:
  o Recent duplication of the examination
  o Effectiveness of patient preparation for the examination
  o Signs of distress, adverse or emergency
• Manipulate oxygen supply, catheters, or chest tubes with care to avoid disruption of proper function.
• Never leave babies and small infants alone at any time.
• Assist as much as possible with patients who wait for long periods of time in the ultrasound department (talk with them, check their needs, etc).

EQUIPMENT MANIPULATION AND TECHNICAL ADJUSTMENTS
The student should:
• Prepare the room before the patient enters.
• Note any signs of equipment malfunction and report them immediately.
• Select the correct transducer for the exam being performed.
• Use adequate TCG and gain levels.
• Select the lowest necessary output power.
• Utilize Doppler/M-mode properly.
● Adjust image depth and focus as needed throughout the exam.
● Obtain measurements.
● If the procedure is a portable examination:
  o Safely transport the portable unit from the department to the patient's bedside and properly position the unit for the exam.

IMAGE EVALUATION
The student should:
● Perform a review of sonograms for technical and diagnostic quality.
● Assess each image for:
  ● Correct labeling and dates
  ● Artifacts, blurring, or distortion of the image
  ● Adequate gray scale/detail is present to provide the diagnostic quality required for the examination.
  ● The anatomy and area of interest, or pathology are demonstrated satisfactorily for diagnostic purposes.
  ● Ensure that anatomy of interest has not been omitted.

PROFESSIONALISM
The student should exhibit the following traits and characteristics. The identification and development of these traits are part of the clinical education component. Those that are most often expected from the sonographers include:
● Compassion - To demonstrate this trait, the student should:
  1. Assist patients, allowing them as much comfort as possible.
  2. Take care not to move the patient in any way that might be harmful, painful or needlessly uncomfortable.
  3. Not leave those patients alone on the radiographic table that might fall.
  4. Assist patients who wait for long periods of time in the radiology department (talking with them, checking on their needs, etc).
● Cooperation - To demonstrate this trait, the student should
  1. Respect patients' and personnel's privacy and dignity.
  2. Establish good rapport with other members of the health care team.
  3. Accept guidance, suggestions, and constructive criticism without overt resentment.
  4. Exhibit pleasant and helpful behavior with patients and personnel.
  5. Follow the rules and regulations of the clinical facility.
● Interest/preparation - To demonstrate these traits, the student should:
  1. Be able to perform the sonographic procedures ordered.
  2. Possess and use items required to perform the procedures
  3. Have the motivation to learn and use alternative methods to perform the procedures.
● Motivation - To demonstrate this trait, the student should:
  1. Perform requested sonographic procedures without being asked or told to do so.
  2. Practice skills previously learned to become proficient in them.
  3. Ask for assistance in attempting new or complex procedures.
  4. Perform any tasks that are necessary for the efficient function of the radiology department.
● Dependability - To demonstrate this trait, the student should:
  1. Be prompt in:
     a. arriving at the clinical site early enough to ready your assigned area.
     b. approaching sonographic assignments with energy and enthusiasm.
     c. returning from breaks and meals at the designated times.
     d. proceeding with assignments given and completing them within a reasonable amount of time.
  2. Perform your tasks as assigned by the clinical site or at the direction of the clinical instructor and/or clinical staff.
3. Recognize and acknowledge limitations of knowledge and experience.
4. Be honest and truthful.
5. Show flexibility in schedules and breaks.

- Poise & Self-discipline - To demonstrate these traits, the student should:
  1. Be pleasant to others even in adverse conditions.
  2. Maintain composure in all situations. Never confront clinical staff, especially in public. Disagreement and misunderstandings should be brought to the clinical coordinator or program director.
  3. Exhibit adaptability in new or unusual situations.
  4. Follow the rules of the clinical site and medical facility.
  5. Exercise self-discipline in performing all aspects of your duties.
  6. Keep your mind on your responsibilities and follow them through until the job is completed.
  7. Accept criticism positively and benefit as a result.

- Maturity & Judgment - To demonstrate these traits, the student should:
  1. Treat patients and others with respect and kindness.
  2. Be discreet when discussing patients--do it where family and friends will not overhear.
  3. Show the ability to be a responsible technologist that others can depend on.

- Neat Appearance - The student should:
  1. Present a professional appearance at all times.
  2. Follow the guidelines of the program dress code.
  3. Practice good personal hygiene.
  4. Refrain from drinking or eating in patient care areas-do this in designated areas only.

**SUMMARY**

Clinical Education is an essential portion of your training. Topics presented in the classroom must be put to practical use during the clinical sessions. It is important that you be prompt, courteous, and aggressive in your clinical experiences. Do not be afraid to make mistakes. Just try not to make the same mistake twice! Don’t be afraid to ask questions. It’s always better to ask questions when you are not sure about something. Remember, it is your responsibility to make sure that all clinical evaluations are completed and submitted to the Clinical Coordinator on time. Any time you have a problem, you should contact the clinical instructor you are assigned to. You will work hard and study hard but you will be rewarded with a satisfying career.
Policy Manual

ATTENDANCE POLICY
See course syllabi and College Student Handbook.

TARDINESS POLICY
See course syllabi and College Student Handbook.

UNSATISFACTORY PERFORMANCE POLICY
Students who violate class/clinical policies will receive an unsatisfactory class/clinical performance evaluation. **Example:** failure to call the clinical site, instructor, or other school official when a tardy or absence is eminent; leaving an assigned area without permission; violation of uniform policies; failure to follow clinical rules; a complaint is issued by a clinical instructor or Radiologist, insubordination, etc. Two (2) Unsatisfactory Performance violations will result in a report to the disciplinary committee.

NAME BADGES POLICY
Students who report to school or clinical without their I.D. /name badge will receive a written warning for the first occurrence. Subsequent occurrences may result in a report to the disciplinary committee.

DRESS CODE POLICY
A student entering the profession of diagnostic medical sonography must understand that they are entering a field of medicine that requires certain professional standards. Professional dress, appearance, and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a sonographer present themselves in all ages, cultures and various ethnic origins; therefore trendy modes of dress and appearance are not allowed. Each individual must take responsibility for his/her appearance at all times. **Students will follow the dress code outlined below:**

1. Each student will be required to purchase uniforms representing the diagnostic medical sonography program. Uniforms should be clean, neatly pressed, and worn at all times during school assignments (this includes class days). The only exception to this rule is during final exams. Name badges must be worn at all times in the clinical education centers.

2. Excessive jewelry, make-up, or strong scents will not be permitted.
   a. No hoop earrings or large, dangling-type earrings are permitted.
   b. Hospital policies prohibit males from wearing earrings.
   c. No other visible rings, tattoos, or body piercing jewelry allowed.

3. Fingernails should be clean and neatly trimmed. Females may wear nail polish but it must be conservative in color. No artificial nails or long nails are allowed. Long nails not only offer a place for bacteria to collect, but may also scratch and injure a patient.

4. Hair must always be clean, neatly-styled, and pulled back. A male student’s hair should be neatly trimmed and no longer than his shirt collar. Beards and mustaches should be neatly trimmed. Excessive styles will not be tolerated.

5. All students will practice good personal hygiene. Students will be working closely with personnel and patients during their clinical assignments therefore it is of the utmost importance that each student make a conscious effort to keep his/her breath and body free of offensive odors.

6. Athletic type shoes (Nike, Reebok, etc.) may be worn, but must be white with no other colors. White clogs or nursing shoes may be worn.

7. T-shirts worn underneath uniforms must be all white with no logos or writing that will show through the uniform.
CLASSROOM BEHAVIOR POLICY

In order to acquire the knowledge and skills necessary to become proficient in the profession of Diagnostic Ultrasound, the student must pay strict attention to the instructor during all lecture and lab sessions. This requires good listening skills and participation by asking questions and offering appropriate comments related to the subject matter. Failure to follow these guidelines may result in disciplinary action. Not paying attention and/or sleeping in class is deemed rude and disrespectful to the instructor and will not be tolerated. The following policy related to classroom behavior is immediately adopted:

Any student found sleeping in class or performing some other task unrelated to the lesson or lab being taught will be subject to the following disciplinary actions:
1. Upon the first offense, the student will receive a verbal warning by the instructor.
2. Upon the second offense, the student will be dismissed from class and will be charged with an absence.

CLINICAL BEHAVIOR POLICY

In order to acquire the knowledge and skills necessary to become proficient in the profession of Diagnostic Medical Sonography, the student must pay strict attention to the instructor during all lecture and lab sessions. This requires good listening skills and participation by asking questions and offering appropriate comments related to the subject matter.

The student must recognize that clinical assignments are always requirements of the academic portion of the program and that they provide practical experiential opportunities that enable the student to establish clinical competencies. All students must exhibit an attitude of maturity and responsibility toward clinical experiences. The diagnostic medical sonography clinical education sites expect students to attend regularly, to be punctual, and to work with initiative and enthusiasm.

Students are to exhibit high standards of behavior at all times. All individuals possess certain unique attributes, which can be positive features in interacting with others. However, if personal characteristics become distractions, or are viewed as undesirable by patients, staff, or faculty, it is expected that such behavior will be appropriately modified. Above all, each student should keep in mind that personal behavior is not only a reflection of oneself, but also of the program and the institution.

Boisterous or coarse language is always out of place. Students will be expected to use good judgment and taste in their conversations with others. As each clinical education center has granted students the privilege of learning in their facility, students are expected to demonstrate professional behavior at all times. This means that the student is individually responsible for his/her own actions, and, in addition, must abide by the department's standard procedures, policies, rules, and regulations. Please remember that while at clinical assignments, students are representatives of the program, the profession, and Trenholm State. Disrespectful behavior toward the clinical staff will not be tolerated. The following disciplinary actions will be taken upon an occurrence of such violation:
1. Upon the first offense the student will receive an Unsatisfactory Performance violation.
2. Upon the second violation the student will receive an Unsatisfactory Performance violation and will be reported to the disciplinary committee.

ETHICAL BEHAVIOR POLICY

All persons who work in a health care facility share the responsibility of observing a code of ethics which requires, in general, that good is to be done and evil is to be avoided. The code of ethics requires truthfulness, honesty, and personal integrity in all human activities. Furthermore, all students share in the responsibility for observing a code of ethics that regulates the activities of the profession. In general, the following applies to all health care facilities and students:
1. Doctors alone have the training and legal right to diagnose and treat human illness and
injuries.

2. All information concerning patients or health care facility business must be held in strict confidence and must not be discussed with persons not concerned with such information, and certainly never with people outside of the facility. When patients ask questions concerning their health, you should always refer them to their physician.

3. A student’s private, as well as professional life is expected to be conducted according to the highest moral standards. Students are not to burden patients or personnel with personal problems.

**TRANSPORTATION and PARKING POLICY**

Each student is responsible for providing his/her own transportation to attend clinical assignments and didactic courses. Trenholm State and/or any clinical affiliate is not responsible for any incident or resultant injuries which may occur during travel to and from the campus or clinical education sites. Each student is to follow the parking policies of the clinical education center to which that student is assigned.

**SMOKING & TOBACCO PRODUCTS POLICY**

Students will observe the smoking and smokeless tobacco or vapor rules of the assigned clinical sites and the College. Most facilities have a smoke free campus (to include parking lots). Smokeless tobacco products may not be used in or around the classroom or clinics.

**ALCOHOLIC BEVERAGES/DRUG USE POLICY**

Random drug screenings will be performed throughout the program. Failure to report or a positive finding will result in immediate program dismissal. A repeat test (at the student’s expense) will be done in the event that the laboratory finds the sample diluted or inconclusive.

**WEAPONS POLICY**

Students are forbidden to bring firearms, knives, or other weapons to the school or to the health care facility. A student who violates this policy or engages in violence of any type while at the school or the health care facility may be subject to immediate dismissal from the program and disciplinary action by other officials and/or authorities.

**HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

**CONFIDENTIALITY/ HIPAA**

All patient/client information is confidential.

Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties. The Diagnostic Medical Sonography Program at Trenholm State takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in the Diagnostic Medical Sonography Program at Trenholm State. This policy consists of 3 levels of violations with repercussions outlined in each level.

**LEVEL 1:**

Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients name attached.
- Sharing passwords with other classmates.
• Not signing off of a computer in the clinical setting.
The Level 1 violation will result in a student being given an Unsatisfactory Performance and
counseling by instructor. A Level one violation carries over to subsequent semesters.

LEVEL 2:
Repeat violation of a level one incident within the same semester or subsequent (does not have to be the same incident) will result in a level two violation. Examples of a level 2 violation include but are not limited to:
• Unauthorized access to patient records.
• The discussing of Patient’s, Patient’s family and or visitors information with others not involved in the patient’s care.
• Discussing Patient, Patient’s family and or visitors information on social media sites.
• Discussing of Patient’s, Patient’s family and or visitor’s information where as others not involved in the direct care of the patient may overhear your conversation.
• Sharing/Discussing the identity of a Patient, Patient’s family and or visitors outside of the clinical setting, even if not discussing information regarding their care.
The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student’s permanent file. If readmitted to the program, any further violation of the HIPAA policy will automatically move the student to a Level 3 violation.

LEVEL 3:
Additional violation of the Confidentiality/ HIPAA policy after already receiving a Level 2 violation or a malicious offense used to cause harm to a person, or used for personal gain. The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. The student will not have the option of returning to the program.

The following are some general guidelines for students regarding HIPAA compliance
• Students should not discuss patient/client information with anyone except for clinical personnel and those in the Diagnostic Medical Sonography Program program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
• Client records should never leave the clinical agency.
• Students should never save patient/client sensitive information (with identifying information) on their computers.
• E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
• All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
• Client names should not be included in clinical paperwork, case presentations, or on notes.
• Photocopying of client records is NOT permitted in any clinical setting.
• Records should not have client’s names or initials when turned in for clinical paperwork.
• Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
• All violations of the confidentiality/ HIPAA will remain active for the duration of the program.

SEVERE WEATHER POLICY
The President is the only official who has the authority to cancel classes during severe weather or other catastrophic occurrences. In the event of weather conditions severe enough to cause cancellation or a delayed opening of day classes, announcements will be made at that time. Notices will be carried on the following radio and television stations: WACV-AM 1170, WXVI-AM
1600, WBAM/STAR-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.3, WMXS-FM 103.3, WVAS-FM 90.7, WXFX-FM 95.1, WZHT-FM 105.7, WCOV-TV, WNCF-TV, WAKA-TV, and WSFA-TV. Notifications will also be made through Trenholm Alert via email, text and automatic phone calls.

**Common sense will have to rule with each student in his/her own region**.

**STRANGERS and THEFT POLICY**

Proper handling of difficult persons is important. In all cases, make the situation known to your instructor or supervising sonographer and seek immediate assistance, when possible, from qualified health care facility. All students should be watchful for unauthorized persons loitering in or around the facility. Students should promptly report the presence of suspicious persons to appropriate supervisors, security, or administration.

Cooperation of all employees and students is imperative to minimize the problem of theft. Be certain that supplies and equipment are stored in approved areas and that maximum security measures are observed. Do not bring excessive amounts of money or valuables with you to the clinical site or classroom. The school and/or the health care facility cannot be responsible for the loss or theft of personal items. Theft by students is cause for immediate dismissal from the program.

**CELL PHONES and PERSONAL PAGERS POLICY**

The use of cellular phones will not be allowed in the classroom or clinical education centers. They must be turned off during lectures and clinical assignments. Any student found using a cellular phone during a lecture or clinical assignment will receive an unsatisfactory performance. Cell phone use and/or possession of a cell phone in the clinical facility will not be tolerated. Upon the 2nd offense of a cell phone in the clinical facility, the student will be reported to the disciplinary committee. Students should instruct relatives and friends not to contact them by telephone at the clinical education centers, except in an emergency situation. Students are prohibited to use the telephone for personal calls except in emergency situations.

**STUDENT WITHDRAWAL POLICY**

Students wishing to withdraw from the program should notify the Program Coordinator in writing. Please also see the Student Handbook for College withdrawal instructions.

**READMISSION POLICY**

Any student that does not complete the program for any reason must reapply. If the student has been dismissed from the program for disciplinary and/or academic reasons, the student may reapply after three (3) years from the dismissal date.

**STUDENT EMPLOYMENT POLICY**

Employment of any student, currently enrolled in the Ultrasound Program at Trenholm State shall be voluntary, the responsibility of the student, and extraneous to the Ultrasound Program. The diagnostic medical sonography program does not assume liability for the students’ actions in their capacity as employees of any institution; nor will program faculty become involved in student employment issues.

If a student is employed by a clinical affiliate or other employer, the employment may not interfere with the educational program. Students who are employed must exercise proper judgment concerning the number of hours worked each week, to prevent jeopardizing their scholastic or clinical standing.

1. Ultrasound examinations performed during employment hours may not be substituted for satisfying clinical education competencies.

2. Students who wish to work in an ultrasound department would be advised to do so after a twelve (12) month period, in which the student has met required competencies.
STUDENT SUPERVISION POLICY

The clinical education center has a Clinical Instructor responsible for the supervision, instruction, counseling, and evaluation of assigned students. The Clinical Instructor (a qualified technologist, RDMS or RT(S)) will supervise the students in the clinical education centers at all times. Supervision of students may be direct or indirect. The type of supervision required is determined by the student's level of training and documented clinical experience. Direct and Indirect supervision are defined as follows:

**Direct Supervision** – The supervising technologist is present in the ultrasound room when the student is performing an examination. The supervising technologist is responsible for assisting the student and assuring proper procedures are followed. The student shall perform the procedure, have the clinical instructor scan behind them for accuracy, complete the exam, have them evaluated by the Clinical Instructor, and then submit the exam to the Radiologist. Under no circumstances should the student present an exam in the reading room or by phone without the presence of a staff sonographer. **Portable exams** will be performed under **direct supervision** at all times. Students are not allowed to perform mobile ultrasonography without a qualified technologist to supervise.

**Indirect Supervision** – The student performs examinations without the presence of a technologist in the ultrasound room. This type of supervision requires that a qualified technologist be immediately available to assist the student if necessary. Only those students that have proven competency in the exam will be allowed indirect supervision. Regardless of the competency level of the student, prior to the images being read, and prior to the patient’s dismissal, the student must have someone scan behind them in order to insure accuracy. The student shall perform the procedure, have the clinical instructor scan behind them for accuracy, process the images, have them evaluated by the Clinical Instructor, and submit the exam to the Radiologist to be read. Under no circumstances should will the student present an exam in the reading room or over the phone without the presence of a staff sonographer.

CLINICAL EDUCATION ASSIGNMENTS POLICY

The Clinical Coordinator will oversee the following activities:

1. Daily assignment of students to a clinical education site, attendance, and clinical evaluations for each student.
2. Assignment of the student to a room/sonographer in the clinical education center is the responsibility of the Clinical Instructor. The length of assignment to a room or area will be determined by the Clinical Instructor and the student’s competency level in that area. Student room or sonographer’s assignments will be based on the following:
   a. Student’s present documented clinical experience and competency level.
   b. Student’s clinical education needs.
3. Changes in the clinical schedule may be done for the benefit of the student’s clinical education progress. This must be approved by the Program Coordinator and/or Clinical Coordinator.

CLINICAL INSTRUCTOR POLICY

The clinical instructors will oversee the following activities:

1. Daily attendance and clinical evaluation for each student.
2. Instruction and guidance in the hands on setting.
3. Assignment of the student to a technologist in the clinical education center.

COMPENSATORY LEAVE POLICY

Comp time will be granted to students in the following instances:

Working past normal duty hours equal to or beyond 15 minutes, with approval from the Clinical Instructor. Students are not allowed to arrive more than 10 minutes early to an assigned clinical site except under preapproved circumstances. Comp time will only be issued for hours accrued
past the designated time.

STUDENT RECORDS POLICY
Please see the College Student Handbook.

PROGRAM DISCIPLINARY ACTIONS & STUDENT APPEALS PROCEDURE POLICY
Please see the College Student Handbook.

STUDENT ADVISORY COMMITTEE POLICY
Each class is expected to elect a representative (President) who will participate in Advisory Committee meetings as a class representative. Any student desiring to bring a matter to the attention of the committee may present his/her concerns in written form to the representative and/or the Program Coordinator at any time.

ELECTRICAL EQUIPMENT POLICY
Students are cautioned to exercise special care in the use of electrical equipment, utilizing grounding devices as instructed. Extreme caution is to be observed while using electrical devices around patients or close to plumbing fixtures or moist/damp areas. Under no circumstances are students to tamper with or attempt to adjust or correct electrical wiring or equipment. Immediately report all defects to the appropriate supervisor or instructor.

FIRE SAFETY POLICY
Students are to acquaint themselves with the specific fire safety policies of the college and facility to which they are assigned. Students should learn the locations and types of fire extinguishers available in the areas which they will be working. In general, steps taken in case of fire should progress as follows:
1. Remove anyone from immediate danger and activate the fire alarm if immediately in site.
2. Close off area of fire by shutting windows and doors in the immediate area of the fire.
3. Extinguish and contain the fire, if possible.
4. Assist other personnel in removing other patients or visitors if they are in danger of fire or smoke.
5. Assist other personnel in closing all doors and windows in the vicinity of the fire and clearing hallways.
6. Use nearest exit from the building and wait for all clear from the fire department before re-entering the facility.

BOMB THREAT POLICY
Keep person on the line and get as much information as possible. Listen for background noise and remain calm. After hanging up, call 911. Evacuate immediately. Do not re-enter the facility until all clear is given by proper authority.

ACCIDENTS OR INCIDENTS INVOLVING THE STUDENT AT THE CLINICAL SITE POLICY
1. Immediately report all incidents and/or injuries and accidents to the Clinical Instructor so that proper care can be given.
2. If able, the student should notify the Clinical Coordinator and/or the Program Coordinator concerning the nature of the problem.
3. The appropriate incident report forms should be filed.
4. Each student must have medical insurance and or have signed a health insurance waiver.

ACCIDENTS OR INCIDENTS INVOLVING A PATIENT AT THE CLINICAL SITE POLICY
1. An accident or incident must be reported immediately to the clinical instructor.
2. The student should notify the Clinical coordinator and/or the Program Coordinator concerning the nature of the problem.
3. The hospital policy for the accident or incident must be followed.
4. An incident report should be completed and forwarded to the clinical coordinator and/or the program coordinator.
INFECTION DISEASES POLICY

CENTERS OF DISEASE CONTROL (CDC)
The following guidelines will be followed by all students enrolled in the Ultrasound Program at Trenholm State Technical College. It is vital that students be aware of the importance of preventing the spread of infectious diseases. Students come in contact with patients that will either be a carrier of an infectious disease or be susceptible to acquiring an infectious disease. The student must keep in mind that our goal is to help our patients, not complicate their illnesses. If a student should contract an infectious disease, notify the Program Coordinator as necessary precautions will need to be taken.

STANDARD PRECAUTIONS POLICY

- Students should follow the universal/standard precautions, recommended by the Centers for Disease Control and Prevention (CDC), in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.
- Gloves should be worn whenever exposure to the following is planned or anticipated:
  - blood/blood products/body fluids with visible blood, excretions, secretions, urine, feces, saliva, mucous membranes, wound drainage, drainage tubes, non-intact skin, amniotic, cerebral spinal, pericardial, pleural, peritoneal, synovial fluids.
- Masks and eyewear (or face shields) should be worn during procedures that are likely to generate droplets/splashing of blood/body fluids. This will protect the mucous membranes of the eyes, nose and mouth.
- Gowns/fluid resistant aprons should be worn when there is potential for soiling clothing with blood/body fluids.
- Proper hand washing can help to prevent the transmission of microorganisms.
- Safety engineered sharps should be used, and used sharps should be placed in an appropriately labeled puncture resistant container.
- Soiled linen should be handled as little as possible. Gloves should be worn to handle linen wet with blood or body fluids.
- Waste should be handled as though all body fluids are infectious. Potentially contaminated articles are store.
- Biohazardous waste should be red bagged. Foot operated trash containers are located in all exam rooms and should be lined with red biohazard bags. Biohazardous waste should be placed in biohazardous waste bags and placed in the infectious waste collecting barrels located in soiled utility areas.
- All patient care equipment soiled with blood, body fluids, secretions, or excretions shall be handled in a manner which will prevent skin and mucous membrane exposures. Single use, disposable items must be disposed of properly.
- Make sure reusable equipment has been cleaned and reprocessed appropriately prior to subsequent use.
- Never recap needles. Place all contaminated needles, syringes, scalpel blades and other sharp items in designated puncture resistant containers.
- Personal Protective Equipment (PPE) is provided to all employees. Each student is responsible for knowing where the equipment is kept in the department.
- The type of protective barrier(s) should be appropriate for the procedure performed and the type of exposure anticipated. PPE available includes gloves, gowns or aprons, masks and eye protection (or face shields), and resuscitation devices. and disposed of in appropriate containers.

**CLASSROOM BEHAVIOR POLICY**
In order to acquire the knowledge and skills necessary to become proficient in the profession of Diagnostic Ultrasound, the student must pay strict attention to the instructor during all lecture and lab sessions. This requires good listening skills and participation by asking questions and offering appropriate comments related to the subject matter. Not paying attention and/or sleeping in class is rude and disrespectful to the instructor and will not be tolerated. Any student found sleeping in class or performing some other task unrelated to the lesson or lab being taught will be subject to the following disciplinary actions:
- Upon the first offense, the student will receive a verbal warning by the instructor.
- Upon the second offense, the student will be dismissed from class and will be charged with an absence.

**CLINICAL BEHAVIOR POLICY**
The student must recognize that clinical assignments are always requirements of the academic portion of the program and that they provide practical experiential opportunities that enable the student to establish clinical competencies. All students must exhibit an attitude of maturity and responsibility toward clinical experiences. The diagnostic medical sonography clinical education sites expect students to attend regularly, to be punctual, and to work with initiative and enthusiasm. Students are to exhibit high standards of behavior at all times. All individuals possess certain unique attributes, which can be positive features in interacting with others. However, if personal characteristics become distractions, or are viewed as undesirable by patients, staff, or faculty, it is expected that such behavior will be appropriately modified. Above all, each student should keep in mind that personal behavior is not only a reflection of oneself, but also of the program and the institution.

Boisterous or coarse language is always out of place. Students will be expected to use good judgment and taste in their conversations with others. As each clinical education center has granted students the privilege of learning in their facility, students are expected to demonstrate professional behavior at all times. This means that the student is individually responsible for his/her own actions, and, in addition, must abide by the department's standard procedures, policies, rules, and regulations. Please remember that while at clinical assignments, students are representatives of the program, the profession, and Trenholm State. Disrespectful behavior toward the clinical staff will not be tolerated. The following disciplinary actions may be taken upon an occurrence of such violation:
1. Upon the first offense the student will receive an Unsatisfactory Performance violation.
2. Upon the second violation the student will receive an Unsatisfactory Performance violation and will be reported to the disciplinary committee.

**CELL PHONES AND ELECTRONIC DEVICES**
The use of cellular phones and/or other electronic devices will not be allowed in the clinical education centers under any circumstances. All such equipment must remain at home or locked
safely in the car. All healthcare facilities have a policy forbidding the use of cellular phones and other electronic devices and any student found using a cellular phone during a clinical assignment will receive an unsatisfactory performance evaluation.

The use of cellular phones will not be allowed in the classroom under any circumstances. The use of electronic devices in the classroom must be approved by the instructor. Upon a violation of the cell phone policy the instructor can dismiss the student from the class and he/she will be charged with an absence.

Students should instruct relatives and friends not to contact them by telephone at the clinical education centers, except in an emergency situation. Students are prohibited to use the telephone for personal calls except in emergency situations.

**HEALTH INSURANCE WAIVER POLICY**

Students release the College or Clinical Facility from any liability while in transit to, while attending, or returning from participation in any activity which is part of and a requirement of the student(s) curriculum. Clinical affiliates may provide emergency treatment for injuries or illness of students, while in the Clinical Facility engaged in the teaching-learning experiences, with said treatment being the financial responsibility of the individual receiving treatment unless treatment is the result of a negligent or willful act or omission of the Clinical Facility or its employees. Said injury or illness will be reported to the College.

**CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY POLICY**

*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); http://www.noca.org/ncca/ncca.htm or the International Organization for Standardization (ISO); http://www.iso.org/iso/en/ISOOnline.frontpage.
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.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM HANDBOOK & POLICY RECEIPT FORM

Trenholm State and the Diagnostic Medical Sonography program have provided me with the College’s Student Handbook (http://www.trenholmstate.edu/skins/userfiles/files/CatalogPDF14-15/10%20Handbook.pdf) and the Sonography Program Handbook, Clinical Handbook, and Policy manual. The college and the program have established policies, codes, and rules that must be understood and complied with.
throughout the duration of the program. I have read and understand the policies of the program and the college and agree to abide by all of the policies and guidelines as stated and amended in the DMS Handbook (Student, Clinical, & Policy), and Trenholm State Student Handbook. By my initial and signature of this document I am agreeing to comply with all of the following policies of the College and the Diagnostic Medical Sonography Program.