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The information contained in this handbook is subject to change.
WELCOME

Welcome to Marion Technical College Diagnostic Medical Sonography! You are about to embark on two years of educational experiences designed to help you work in this challenging medical profession.

Diagnostic Medical Sonography is a people oriented business. It carries with it special opportunities. Patient care is a privilege awarded to those who lend themselves to the tasks of learning and to the process of evaluation.

The key ingredients of our educational program are enthusiasm and dedication. The coming years will be difficult, but rewarding. Rest assured we stand ready to be supportive during rough times, and to share your happiness in times of accomplishment.

PHILOSOPHY

Marion Technical College Diagnostic Medical Sonography recognizes the ever-increasing role of sonographers and realizes the need for students to be trained so they can adapt to routine and non-routine situations in the work setting. We hope to instill in our students ethical and legal responsibilities to their patients.

We recognize our obligation to identify the knowledge and essential skills for students to develop high standards of performance. We recognize the need to provide a learning environment for our students. This education will not be denied anyone on the basis of race, color, national origin, sex, disability, age, military status, or sexual orientation.

ACCREDITATIONS

The process of accreditation is a formalized review that assures that the College and individual program meet stringent national standards of excellence. Individual program accreditations also ensures quality curriculum that enables graduates to qualify for applicable certification examinations and/or licensures.

Marion Technical College is accredited by The Higher Learning Commission and member of the North Central Association. In addition, MTC is approved by the Ohio Bureau of Vocational Rehabilitation, the Ohio College Association, the Ohio State Department of Vocational Education, and the State Approving Agency for Veterans Training. Marion Technical College School of Diagnostic Medical Sonography is recognized by the American Registry of Radiologic Technologists.

Program Accreditation

The Marion Technical College Diagnostic Medical Sonography Program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation is granted only after recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) based on a programmatic review and site visit. Recognition by CAAHEP qualifies the Program's graduates for eligibility to apply for and take the following certification examinations for the American Registry of Diagnostic Medical Sonography (ARDMS):

- Sonography Principles and Instrumentation
- Abdominal Sonography
- Obstetrical and Gynecological Sonography
MISSION

To provide an environment for student diagnostic medical sonographers to become qualified and competent in a healthcare setting. We partner with the healthcare community to provide higher education for sonographers. The School encourages the process of life-long learning.

INTEGRITY

MTC believes that its actions and reactions not only reflect its mission and goals, but are tempered with the basic principles of honesty, respect, professionalism, fairness, candor, and ethical behavior. College practices are consistent with institutional policies, and employees conduct themselves as extensions of the College.

PROGRAM GOALS

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective learning domains.
- To provide the community with competent diagnostic medical sonographers.
- To facilitate development of effective communication, critical thinking, and problem solving skills.
- To facilitate the development of professional attitudes, behaviors, and ethics within the framework of the diagnostic medical sonography profession.

STUDENT LEARNING OUTCOMES

- Demonstrate knowledge and skill in abdominal sonography.
- Demonstrate knowledge and skill in OB/GYN sonography.
- Demonstrate knowledge and skill in small parts/superficial structures/high resolution sonography.
- Modify standard procedures to accommodate for patient conditions and other variables to obtain quality images.
- Evaluate cross sectional anatomy and pathology.
• Recognize emergency patient conditions and initiate first aid and basic life support procedures.
• Evaluate images for appropriate image quality and pathology.
• Demonstrate knowledge and skills related to quality assurance.
• State the safe limits of equipment operation and report malfunctions to the proper authority.
• Exercise independent judgment and discretion when performing imaging procedures.
• Demonstrate an understanding of your role in the healthcare environment.
• Practice effective communication with patients and other health professionals.
• Provide basic patient care, comfort, anticipate patient needs, and patient education.
• Demonstrate an understanding of ultrasound production.
• Demonstrate knowledge of human structure, function, and pathology.
• Support the profession’s code of ethics and comply with the profession’s standard of practice.

NON-ACADEMIC STANDARDS

All applicants are required to complete the Non-Academic Standards for Admission prior to acceptance into the program.

The student must have:

1. Sufficient eyesight to observe patients, manipulates equipment, and evaluates sonographic quality.
   • Far vision to see object beyond 20 feet
   • Near vision to see object within 20 inches
   • Depth perception to judge distance
   • Field vision to see an area up, down, right and left while eyes are fixed at one point
   • Sharp vision to adjust vision when doing close work that changes in distance from eyes
   • Skillfully use precision instruments
   • Observe and evaluate (i.e., patient gait, skin changes)
   • Observe changes in equipment operation (i.e., smell, overheating, incorrect meter readings)

2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
   • Secure information (i.e., questioning of patients)
   • Describe changes in activity, mood and posture
   • Perceive nonverbal communication
   • Hear instructions

3. Sufficient verbal and written skills to communicate needs promptly and efficiently in English.
   • Must verbally instruct patients

4. Must have a reading comprehension level of ability comparable to a formal education.

5. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds, and possess the ability to support 175 pounds, and ensure patient safety.
   • Elicit information from patient by diagnostic maneuvers (i.e., palpation)
   • Safely perform laboratory and imaging procedures
   • Safely lift, manipulate and use equipment
   • Reach up to six feet from floor
- Input data into a computer

6. Ability to work while standing, sometimes for hours.
   - Must be free to move around and stand without assistance for long periods of time

7. Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.
   - Allow mature, sensitive, and effective relationships with patients and fellow workers
   - Tolerate physically taxing workloads
   - Function effectively under stress
   - Adapt to changing environments (i.e., flexible schedules, emergency conditions)
   - Display compassion, empathy, integrity, concern for others, interest, and motivation
   - The work constantly requires visual concentration and/or attention to focus thoughts or efforts for periods of time
   - Demonstrate patient confidentiality

The work involves risks or discomfort that requires special safety precautions, additional safety education and health risk monitoring (i.e., ionizing radiation and infectious disease). Students are required to use protective clothing or gear such as masks, gloves, and gowns.

These non-academic standards for admission are located on the reverse side of the program application and require students’ acknowledgement and signature.

ADMISSION/ACADEMIC SERVICES

Application deadline for each class is March 15th. Students are admitted into the program based upon an admission point system, whereby the most qualified applicants are considered based upon highest point totals. Admission to the College in accordance with College Admission Policy #401 shall precede admission to the School of Diagnostic Medical Sonography. The number of approved clinical education facilities and student-teacher ratios limits the number of students admitted into the program. See Alternate Policy.

ADVANCED STANDING

Credit for Life Experience

Students with work experience in a clinical setting may be granted life experience in certain technical courses if it is determined by the Department Director that the life experience fulfills the requirements of the offered MTC course. Please refer to the MTC catalog for additional information. In order to receive life experience credit, the student must:

- Complete and return the Life Experience Credit form
- Submit supporting documents which must be completed by a person who has been the student’s immediate supervisor at least six months
- Pay the applicable Life Experience fee of $15 per credit hour
Credit by Examination

If you have qualifications from previous education, job training, self-study, occupational, or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A maximum of 48-semester hours of credit may be earned through exam, life experience, or any combination thereof. A $15 per credit hour, nonrefundable fee must be paid to the Business Office before proficiency examinations can be taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact the department director or administrative assistant for additional information.

Transfer of Credit

To transfer credit from another college, your courses must be from institutions approved by appropriate regional accrediting associations as recognized in the Higher Education Directory.

At least 32 credit hours for any degree program must be earned at MTC, of which 16 must be in technical courses. The number of transfer credits accepted toward the degree or certificate will vary depending upon the program requirements and credit hour totals.

A student who is in good standing and wishes to transfer to MTC Sonography Program may submit a completed program application to the program director. Transfer students must meet our admission requirements to be considered for the program. The student must submit an official transcript of all schools attended. The student must submit final course grades for courses related to the previous sonography program, as well as course descriptions, and a definition of the grading system. Previous records must indicate the exact dates of education to date. Once the appropriate documents are submitted, the program director will arrange a meeting with the student.

Admission is contingent upon the following:

- Student must have a passing status in the previous program
- If there is an opening in the class the student wishes to enter
- The combined length of both programs will not be less than two school years
- Approval of the program director

WITHDRAWAL FROM PROGRAM

If you wish to withdraw from the College, you may do so by completing the drop/add form available from the Office of Student Records. Courses may be dropped up to ten calendar weekdays before the course ends. After the tenth class day before the course ends, no drop or section transfer forms will be accepted.

READMISSION TO THE PROGRAM

Students may request readmission in writing to the program director within one year of the date of the end of the semester in which the last sonography course was successfully completed. The request should include the semester the student wishes to return and the year of anticipated graduation. The student will be considered for readmission according to the Sonography Admission Policy. Students are encouraged to request readmission as quickly as possible, since the number of positions available in the
program is limited. The student must schedule a meeting with the program director to develop an educational plan for readmission.

**ATTENDANCE**

An essential of the program is for the student to develop a good work ethic. This includes not only a willingness to help patients, but being a dependable employee in the future.

You are expected to attend all scheduled classes. If you must miss a class on a rare occasion, you are advised to notify the instructor in advance and inquire about make-up assignments.

Students must fulfill attendance requirements for the clinical component. One day is equivalent to eight hours. A maximum of one day absence in clinical is permitted without penalty and with no required make-up. A maximum of two absences in clinical can be accommodated by successfully completing a rescheduled clinical assignment. Clinical assignments must be made up to fulfill clinical requirements. More than two absences per semester will result in an unsatisfactory clinical grade. Failure to complete make-up clinical assignment will result in an unsatisfactory clinical grade.

Students are expected to be at their assigned clinical area at the scheduled time. In the case of an illness or emergency, the student must notify the clinical instructor or supervising sonographer at least one half hour prior to scheduled time of arrival. **Failure of clinical notification may result in disciplinary action.**

Make-up time is arranged through the clinical coordinator. Students do not schedule make up time without approval from the clinical coordinator.

In the event that the clinical coordinator is unavailable, the student will report to the program director.

If an unforeseen situation occurs, such as the student requiring a surgical procedure, exceptions may be made for the student to fulfill their clinical assignment. This is by approval of the program director.

Sick days will be counted as an absence. Court date or jury duty will not count as an absence. Doctor’s appointments or any appointment cannot be made during clinical time. Student must make arrangements with clinical instructor to make up missed clinical time. **Attendance Policy included in this document.**

**TARDINESS**

Tardiness is defined as a late arrival or more than five minutes after the scheduled clinical time. Tardiness in excess of one hour is considered a half-day absence. Three tardy in one semester will be counted as one day’s absence. **Attendance Policy included in this document.**

**LIABILITY INSURANCE**

Students are covered under the college’s professional liability insurance prior to enrolling in their clinical courses. Clinical contracts for students with outside agencies require this insurance coverage before a student is permitted to participate in a clinical experience. This fee will be included with tuition fees. No refunds will be made for coverage due to dropouts for any semester.
RESPONSIBILITY FOR TREATMENT

The student enrolled in Sonography will receive a Responsibility for Treatment form with their packet of information during orientation. The student is required to return the completed form verifying the student will assume the cost of treatment or care for any personal injury or medical condition incurred during the course.

It is the student’s responsibility to have personal health insurance. Students may purchase health insurance through Marion Technical College. Students are responsible for any medical expenses accrued while enrolled in the program.

PHYSICAL EXAMINATION

All Sonography students must complete a physical examination to meet the health requirements of the clinical sites. Medical forms will be provided during orientation. The student is responsible to submit the completed form with immunization record and laboratory reports by the specified deadline provided during orientation. All records will be maintained by the School of Diagnostic Medical Sonography and once submitted, become the property of the School and cannot be released. A student may not participate in clinical until the physical exam is complete and the documentation provided.

CRIMINAL BACKGROUND CHECK

All accepted applicants will be required to submit to a criminal background check facilitated by MTC and conducted by The Ohio Bureau of Criminal Identification and Investigation. The background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with any criminal record will be ineligible for admission into the School of Sonography. The submission of any false information to MTC shall be cause for immediate dismissal from the School of Diagnostic Medical Sonography.

DRUG SCREENINGS

Applicants admitted to the program are required to submit to an eight-panel (certain sites require additional ten-panel drug screens) drug screen. Unsatisfactory results of a drug screen will result in ineligibility for admission and/or continuation in the program. The student must also authorize the release of the test results to the Marion Technical College per normal reporting procedures. Any student who refuses/fails to cooperate, or complete any required drug screenings will be considered “positive” and dismissed from the program. Students may also be subject to “random” drug screenings during the program for cause. The clinical sites reserve the right to conduct periodic “random” drug screenings.

If a student is dismissed from the program as a result of a “positive” drug screening, and requests readmission to the program in the future, he or she will be subject to periodic “random” drug screenings for the first year of their readmission into the program. Upon readmission, payment of all required drug screens will be the sole responsibility of the student.

STUDENT ILLNESS, MEDICAL ABSENCE

In the event of student illness, injury or disability, the program director may require a physician’s statement detailing student safety and accommodations.
Students should notify the program director or clinical coordinator if they are too sick to attend class or clinical assignment. The program director may ask for verification from physician of student’s wellness to attend school or their clinical assignment.

**STUDENT ACADEMIC IMPROVEMENT NOTICE**

If, by the eighth week of any semester, it becomes evident that your academic work is less than satisfactory (less than a grade of “C”), your instructor will provide you with a Student Academic Improvement Notice describing the areas in which you are deficient. You must then meet with your advisor to discuss any difficulties you may be experiencing and together develop strategies for improvement.

**COURSE EVALUATION**

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. The students’ input is necessary for this evaluation. At the end of each course, students are asked to fill out an evaluation of that course. This information is used in planning future courses. Students are urged to provide constructive comments throughout the program.

**PROGRAM EVALUATION**

Approximately three months post-graduation, a program evaluation form will be sent to each employer of graduates of the previous school year. School officials review the evaluations each year. Results are used to validate the curriculum and to ensure the output is consistent with program goals.

**DISCIPLINARY ACTION**

If you violate the Marion Technical College Code, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. In a technology that includes clinical, good standing with the cooperating clinical site is expected and is essential for continuation in the program. This procedure is used when another student, faculty or staff member accuses a student of violating the College code. Charges against a faculty or staff member are referred to that employee’s vice president and/or the Director of Human Resources. Depending on the seriousness of the violation, the student may be given an Interim Suspension while the investigation is conducted and during the hearing process.

A. Complaint made:
   1. A complaint is made to the Vice President of Student Services
   2. A preliminary investigation is conducted by the Vice President; if the student is believed to be in violation, an administrative hearing is scheduled.
B. Administrative hearing:
   1. The student is presented with the charges and sanctions are set.
   2. If the student does not admit the violation or accept the sanctions, a judicial committee hearing may be scheduled.
C. Judicial Committee hearing:
   1. This committee consists of two students, two faculty, and two administrators.
2. The student is officially notified of charges, the alleged regulations violated, witnesses, and the time of the hearing.
3. The student may be found not in violation, if so, the case is dismissed.
4. If the student is found in violation, sanctions are determined.
5. If the student chooses to appeal, the College President will review the case.

D. President’s review:
1. The President may reverse the Judicial Committee’s decision or affirm their decision. Any further appeals must be directed to a State, Local, and Civil Court of Appeals.

DISMISSAL

The sonography department reserves the right to recommend withdrawal or dismissal of a student who fails to meet academic or clinical professional standards. Such decisions would be made after consultation with the student.

ACADEMIC RENEWAL

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education. Refer to Vice President of Instructional Services Office for form.

GRADING SYSTEM

Didactic and Clinical grading scale will be as follows:

- 100 – 93 = A
- 92 – 84 = B
- 83 – 75 = C
- 74 – 0 = U (failure)

GRADUATION REQUIREMENTS

As per college policy, students must receive a minimum grade of “C” in all required courses for graduation. Once in the program, students must maintain a 2.0 minimum accumulative grade point average for continuation/graduation in the program sequence. Students must maintain a 75% minimum clinical grade to continue in the program. Please refer to the MTC Student Handbook for additional information.

ARTICULATION AGREEMENTS

MTC has entered into transfer agreements with other Ohio colleges and universities. These agreements enable graduates to enter the “transfer college” with junior status so they can, in most cases, complete a bachelor’s degree in as little as two more years. Please refer to the Transfer Module brochure for more specific information and options.

STUDENT-FACULTY CONFERENCES

Students will be counseled regarding their clinical and didactic performance at least twice a year. This is an opportunity for students to receive input from faculty on their progress in the program. Students
will receive periodic counseling as needed. Class meeting are held periodically providing additional feedback.

ACADEMIC ADVISING

You are required to schedule an appointment with your academic advisor prior to registering for your second semester of classes. You are also required to meet with your advisor at the end of each semester, or if your accumulative grade point average drops below 2.0 (“C” average). Two semesters before you plan to graduate, you are encouraged to take the initiative to review with your advisor the progress you have made and your plans to complete the program.

TUTORIAL ASSISTANCE

Tutoring services are available at MTC. Tutors are arranged through the Student Resource Center (SRC), room 154, and the instructor. Forms from the SRC need to be completed by the tutor and student.

REQUEST FOR SPECIAL ACCOMMODATIONS

If there is a need for reasonable accommodation or assistance because of mental, physical or learning disability, the student is requested to contact the Director of the Student Resources within the first two weeks of class.

CONDUCT

College Code
Definitions

- The term “College” means Marion Technical College. The College is sometimes referred to as “MTC” or “Marion Tech”.
- The term “student” means any person registered for enrollment in courses at Marion Technical College at the time of the alleged violation of this code, or any person on college-related premises, for any purposes related to registration for enrollment on campus.
- The term “registered student organization” means a group or association of students, which has received recognition for the Student Activities Office.
- The term “student publication” means written material, including but not limited to brochures, newspapers, and special interest magazines edited and published by students for distribution to members of the campus community.
- The term “College property” means all property owned, leased, or on loan to Marion Technical College.
- The term “College document” means any Marion Technical College record, written, or electronic communication or form.
- The term “College premises” means all land, building used, facilities owned, leased, or controlled by Marion Technical College, and facilities under contract or mutual agreement either expressed or implied.

Academic Misconduct

If you violate the Marion Technical College Code, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal.
In a technology that includes employment internship; good standing with the cooperating employer is expected and is essential for continuation in the program.

**Harassment/Discrimination**

The complete Policy #141 is available to you in the President’s Office or Human Resource Office.

Marion Technical College’s policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone’s responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisors and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03 (A) (8), is a third degree felony and is strictly prohibited.

**Student Grievances**

A grievance is defined as a claim or assertion of a violation of a Board of Trustee policy/procedure, an administrative procedure, an administrative rule or regulation, or a State statute.

The following procedure should be followed:

1. The aggrieved student shall meet with the person against whom he or she has a complaint (within five class days). If there is no resolution to the problem, the student shall proceed with step 2.
2. The aggrieved student shall document the grievance form and submit it to the appropriate department dean or director or respective department head within five (5) class days after completion of step 1. The department head shall provide the student with a written decision within five (5) class days of receiving the grievance form.
3. Upon receipt of the written disposition, the aggrieved student shall indicate above his or her signature on the grievance form, the decision as being satisfactory or dissatisfactory. If the aggrieved student is not satisfied with the decision in step 2, he or she shall within 10 class days forward the written grievance and department head’s decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision within 20 class days of receiving the grievance form.
4. Within 10 class days of receiving the written disposition from the vice president, the aggrieved student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the aggrieved student is dissatisfied with the decision, he or she may request a review by the President of the College. The review shall take place within 20 class days after it is requested.
5. The President shall present his or her decision to the aggrieved student. The President’s decision shall be considered final and is the last step internally for due process.
These procedures apply to any grievance, which may arise in matters of general administration and matters involving rights, which directly affect the personal interests and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action of a person(s) acting for the College may bring a grievance under these procedures. The Vice President of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

Complaint Procedure

These procedures apply to any grievance/complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interest and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action(s) of a person(s) acting for the College may file a grievance or complaint under these procedures. The Vice President of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

If a student believes that he or she has a grievance or complaint, an earnest effort shall be made to settle such differences immediately in the following manner:

Step 1: Student shall meet with the person against whom he or she has a complaint (within five class days). If there is no resolution of the problem, the student shall proceed with Step 2.

Step 2: Student shall document the grievance in writing (or by completing a grievance form) and submitting it to the appropriate department dean or director or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolutions and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.

Step 3: Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfactory. If the student is not satisfied with the decision given in Step 2, he or she shall within 10 class days forward the written grievance or complaint and department head’s decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

Step 4: Within 10 class days of receiving the written disposition from the vice president, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the student is dissatisfied with the decision, he or she may request a review by the President. The review shall take place within 20 class days after it is requested.

Step 5: The President shall present his or her decision to the student. The President’s decision shall be considered final and is the last step internally for due process.

The Right of Appeal

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Vice President of Student Services. Questions regarding this process should be directed to the Vice President of Student Services.
CLINICAL INFORMATION
DIAGNOSTIC MEDICAL SONOGRAPHER CODE OF ETHICS

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 sonographers 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.
PATIENT CONFIDENTIALITY

Students enrolled in the Sonography Program will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the semester. The student is required to read and sign and agree to honor and abide by the rules of patient confidentiality.

STUDENT PROGRESS ALERT

A student may be placed on Progress Alert as a formal indicator of a need for improvement in clinical performance, when the student is not meeting criteria as defined in the course syllabi. The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period of Progress Alert, the student is expected to work closely with the director to improve in the specific areas of difficulty. A contract with guidelines for improvement/change will be developed, read, and signed by the director as well as the student. Student progress will be reviewed regularly with the student for the duration of the clinical experience for that semester. If the student does not show improvement and meet the terms of the Progress Alert, a grade of “D”/”unsatisfactory” will be recorded for the course.

STANDARD PRECAUTIONS

All healthcare workers to protect the patient as well as employee against communicable disease should follow standard precautions.

Standard precautions require healthcare workers to assume that all patients’ blood and moist body substances (including feces, urine, sputum, saliva, semen, vaginal secretions, wound drainage, etc.) are infectious. Protective equipment (i.e. gloves, masks, gowns, goggles) should be used by healthcare workers to prevent parenteral, mucous membrane and non-intact skin exposure to these substances.

Students will receive instruction of proper standard precaution practices in the Methods of Patient Care course.

GLOSSARY OF TERMS

COMPETENCE: The ability to function within a realm of limited supervision and assume those duties and responsibilities as set forth in course and clinical objectives.

COMPETENCY EVALUATION: The procedure by which a student’s performance and the resulting scan is evaluated.

ULTRASOUND EXAMS/ PROCEDURES: Series of images produced by sound waves of an anatomical region, sufficient to permit diagnostic evaluation of that region.

LAB PROCEDURE EVALUATION: The student will perform imaging procedure on phantom or a volunteer simulated patient.

Students are permitted to demonstrate lab competency during clinical rotations after the examination is covered in class.
LABORATORY: MTC Sonography Lab, Room 141 A.

CLINICAL PARTICIPATION: Experience the student gains through performing scans and related duties.

CLINICAL EXPECTATIONS

1. Report to lead sonographer/clinical instructor on time at clinical site.
2. Comply with the student dress code.
3. Wear proper name tag.
4. Refrain from sitting on counter tops, floors and desks.
5. Cell phones are prohibited during class and clinical assignments.
6. Keep voice tone low so patients and visitors will not be disturbed.
7. Use equipment and supplies with concern for patient safety, operator safety, and cost containment.
8. Provide a neat, clean, and orderly work area.
10. Maintain a good rapport with students, staff, physicians, supervisors, instructors, patients, and visitors.
11. If there is a question or concern regarding clinical assignments, call the clinical coordinator or program director.
12. Demonstrate confidentiality concerning the patient's right to privacy.
13. Students should remain in their assigned area/room during their scheduled clinical hours. Students are to assist with and perform scans during clinical time. This includes, but is not limited to, preparing patients, performing scans, and reviewing images.
14. If rooms are clean and stocked, students may review notebooks/textbooks that are related to clinical knowledge.
15. Remain current with the semester clinical competency completion schedule.
16. After competency testing, continue to produce quality scans.
17. Students are required to have clinical notebook with them during scheduled clinical hours. They must have pertinent information listed and organized in clinical notebook.
18. Clinical notebooks will be randomly checked by faculty.
STUDENT RESPONSIBILITIES

1. Learn with observation and hands-on experiences.
2. Set up the room for each scan, before the patient is brought into the room.
3. Review previous study prior to scanning, if applicable.
4. Assist with or perform all scans in the assigned room or with assigned sonographer.
5. Instruct and speak to the patient professionally and confidently.
6. Input patient demographics; choose proper transducer and exam type.
7. Assist in dismissing the patients.
8. Review the scan with the sonographer and identify pertinent anatomy.
9. Prepare the room for the next patient.
10. Ask for help or information when necessary (so the patient would not overhear).
11. Become familiar with equipment, knobology, protocols, registration, office, and other areas and policies of the hospital.
12. Participate in quality improvement activities.
13. When not scanning patients, the following activities are recommended:
   a. Stock the room.
   b. Clean the room and other equipment.
   c. Update clinical notebook.
   d. Practice scanning with another student.
   e. Help or observe in another room.
   f. Assist in the office or with other related activities.
   g. Review clinical information.
   h. Review knobology.
CLINICAL COMPETENCY OBJECTIVES

GENERAL OBJECTIVE:
1. The student collects pertinent data about the patient and about the scan (cognitive skills).

Specific Objectives: Upon successful completion, the student will:
1.1 Assess the requisition for correct and necessary information.
1.2 Research for any pertinent previous imaging performed for comparison and correlation.
1.3 Recognize conflicting written clinical history with the examination ordered.
1.4 Identify type of patient and the scans to be performed on the patient.
1.5 Correctly demonstrate how to enter patient and scan information into the unit.

GENERAL OBJECTIVE:
2. The student will demonstrate the proper elements of communication (affective and cognitive skills).

Specific Objectives: Upon successful completion, the student will:
2.1 Select the correct patient for the examination by using patient identifiers such as name and DOB.
2.2 Converse with the patient in an intelligent and professional manner.
2.3 Obtain medical history from the patient, and document on the worksheet.
2.4 Recognize conflicting verbal history with exam ordered.
2.5 Explain the procedure to the patient and family in a language the patient understands.
2.6 Provide patient-centered clinically effective service for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
2.7 Demonstrate skills in assessment and evaluation of psychological and physical changes in patient’s condition and carry out appropriate actions.
2.8 Provide continuity of care and follow-up care regarding imaging procedures.

GENERAL OBJECTIVE:
3. The student will attend to the patient’s safety and comfort (affective and psychomotor skills).

Specific Objectives: Upon successful completion, the student will:
3.1 Determine whether the patient has been appropriately prepared for the scan, such as dressed in a gown.
3.2 Assist the patient to/from the ultrasound room in a safe manner.
3.3 Assist the patient onto ultrasound table.
3.4 Employ body mechanics when moving or transporting the patient.
3.5 Assess factors that may contraindicate the scan, such as medications, non-fasting, bladder not full, post-surgical.
3.6 Evaluate lab values prior to procedures.
3.7 Apply and practice Standard Precautions.
3.8 Monitor the patient's condition throughout the scan.
3.9 Demonstrate empathy towards the patient.
3.10 Insure patient privacy and modesty throughout the scan.
3.11 Recognize and respond appropriately to patient emergencies.
3.12 Apply the appropriate medical asepsis and sterile technique.

**GENERAL OBJECTIVE:**

4. The student will demonstrate proper physical facility readiness (psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

4.1 Provide a clean, gel-free probe, table or other area for the patient.
4.2 Maintain an orderly work area.
4.3 Maintain proper inventory of necessary supplies.
4.4 Dispense articles to the patient as needed (emesis basin, etc.).
4.5 Ready the unit/probe, table and room.
4.6 Select appropriate transducer for the scan that has been ordered.
4.7 Locate and prepare table, stirrups if needed.
4.8 Prepare any necessary sterile trays and instruments.
4.9 Exercises priorities required in daily clinical practice.

**GENERAL OBJECTIVE:**

5. The student will demonstrate correct use of transducer in relationship to the scan plane used to image the appropriate anatomy (cognitive and psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

5.1 Select the correct transducer for a given examination.
5.2 Select the correct anatomical preset for a given examination.
5.3 Use correct scan plane to image organ (longitudinal, transverse).
5.4 Demonstrate different scan planes and their 90 degree relationship by twisting or turning the probe.
5.5 Demonstrate the tilting/rocking technique while scanning.

**GENERAL OBJECTIVE:**

6. The student will manipulate ultrasound unit in the correct manner (psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

6.1 Move the ultrasound unit in all possible directions.
6.2 Utilize the ultrasound machine locks to avoid damage.
6.3 Properly change transducers from different ports.
6.4 Operate all controls on the ultrasound unit.
6.6 Maintain the correct distance between the machine and table (proper ergonomics).
6.7 Report equipment malfunctions to assist with appropriate corrective actions.
6.8 Understand and demonstrate transferring of images to PACS (picture archiving and communications system).

**GENERAL OBJECTIVE:**

7. The student will position the patient using the standard methods employed for each examination (psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

7.1 Position the patient in the manner appropriate for the anatomy being imaged.
7.2 Position transducer appropriately to achieve the desired scan plane.
7.3 Demonstrate an orderly and logical sequence in the performance of the examination.
7.4 Instruct patient when to hold their breath or inhale deeply to improve image.
7.5 Demonstrate the use of immobilization devices and positioning aids when necessary.
7.6 Adapt to changes according to the patient condition and cooperation.

**GENERAL OBJECTIVE:**

8. The student will demonstrate correct technical factor manipulation (cognitive and psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

8.1 Select appropriate transducer for patient’s body habitus.
8.2 Select appropriate exam setting given the patient’s body habitus.
8.3 Select appropriate depth for organ being evaluated.
8.4 Utilize harmonics or compound imaging when appropriate.
8.5 Position focal zones at appropriate level.
8.6 Adjust the appropriate Gain level.

**GENERAL OBJECTIVE:**

9. The student will employ proper ergonomics throughout the scan (cognitive and psychomotor skills).

**Specific Objectives:** Upon successful completion, the student will:

9.1 Proper table and chair height.
9.2 Position the ultrasound unit to the appropriate level and angle.
9.3 Maintain proper spine alignment (reduce neck and trunk twisting).
9.4 Minimize arm abduction to less than 30 degrees.
9.5 Reduce transducer grip and pressure applied to patient.
9.6 Use proper body mechanics while moving or assisting patients.

**GENERAL OBJECTIVE:**

10. The student will identify each image in the correct manner (cognitive skills).
**Specific Objectives:** Upon successful completion, the student will:

10.1 Identify each scan with proper spelling of name.
10.2 Identify the scan with proper identifier, such as medical record number.

**GENERAL OBJECTIVE:**

11. The student will complete each scan in an appropriate timeframe as determined by the student’s level of learning (cognitive, psychomotor, and affective skills).

**GENERAL OBJECTIVE:**

12. The student will assess each finished scan for adequacy (cognitive skills).

**Specific Objectives:** Upon successful completion, the student will:

12.1 Identify evaluation criteria required for ultrasound exam.
12.2 Describe the adequacy of each image.
12.3 Identify different organs and their scan plane.
12.4 Review optimal demonstration of anatomic region and pathology.
12.5 Discuss means of improving images.
12.6 Maintain patient confidentiality.
12.7 Exam completeness.


HanDBase Instructions for Electronic Recording of Experience Log

1. Open HanDBase application
2. Select DMS_Experience_Log
3. Select NEW +, on bottom left
4. Choose yourself from student ID drop down menu
5. Choose facility from drop down menu
6. Choose exam from procedure drop down menu
   a. If an exam is not listed, you can tap in the procedure field or press the > symbol on the right of the white field, and type the exam in the field.
   b. If an abdomen complete was the ordered and performed exam, list each exam separately.
   c. You must also choose the level of involvement for each exam: Observed, Assisted, or Unassisted.
   d. You will write exam findings in the comments section, including pathologic findings.
7. Type comments by pressing > symbol to bring up the keyboard. Press keyboard/down arrow button on the bottom right of the keyboard to remove keyboard when finished.
8. Press save, on top right of screen, when finished.
9. You must log every exam you are part of.

Students are required to purchase an iPad for use during the program.
ATTAINMENT OF LABORATORY COMPETENCY

Marion Technical College Diagnostic Medical Sonography offers a well-structured clinical education plan. Didactic, laboratory, and clinical instruction is integrated to allow students to apply their acquired knowledge to the clinical setting. The intent of this plan permits the student to achieve competency in the duties of the occupation upon graduation from the program. The program is patterned after a competency-based model and is founded upon a set of behavior objectives. The objectives, which include cognitive, affective, and psychomotor skills, specify the desired behavior to be completed.

The student will receive instruction and demonstration on how to perform scans in the classroom. After classroom demonstration, the student will perform a lab exam evaluation under simulated conditions. Open labs will be assigned on scheduled dates and times. Attendance to open labs is mandatory. If a student is unable to attend an open lab, he/she must make arrangements for a make-up lab with the clinical coordinator. It is also necessary for each student to arrive with their clinical notebook. Points will be deducted from the clinical grade if the student does not have their clinical notebook in lab. Students have weekly examinations that correspond to the didactic lessons to complete during open labs.

In addition, students will complete lab practical exams that will be run accordingly: Students will be scheduled 30 minutes for the practical exam. During this time, students will be expected to set up the room and machine, greet the mock patient, obtain two identifiers and complete history, and acquire six predetermined quality diagnostic images within twenty minutes. Students must complete the practical examination with a score of a 85%, missed mandatory items will result in an automatic failure. If a student fails a practical examination, the student may repeat the practical on time after participating in an additional open lab. The student must pass a repeated practical examination with a minimum score of a 90%. Refer to Laboratory Practicum Grading and Progression Policy.

The lab simulation provides the student the opportunity to refine his or her skills before attempting to do the exam on a patient. It also provides feedback for the instructor's performance in the classroom.

A final lab practicum will be concluded at the end of each junior year semester. Students must perform a complete abdomen and breast examination in the Fall semester and a female pelvis and thyroid exam in the Spring semester. Students must successfully pass all practical exams each semester in order to continue in the program.

Image Analysis Criteria

1. Student must correctly identify any anatomy documented during examination
   a. State the anatomy of interest and relational anatomy
   b. Identify the image orientation
   c. Provide correct image annotation
   d. Describe the anatomical location using structural relationship terms
      (anterior/posterior to, lateral/medial/superior, etc.)

2. Student must describe at least three separate organs, vessels, or structures
   a. Describe contour using sonographic terms
   b. Differentiate echogenicity of adjacent structures
   c. State normal dimensions

3. Student must identify any abnormalities
   a. Sonographically detail abnormalities by specific location, size, contour, and echogenicity
4. Student must know evaluation criteria for individual images and entire case study
   a. Is each image diagnostic; why or why not
   b. How can the image and/or case be improved

**Image Analysis Grading Scale**

**Excellent (4):** Student is able to completely state plane and detailed anatomy of interest, all relational anatomy using proper terms, sonographically compare all echoes on image, report full description of any abnormality, and answer all questions asked  **correctly and confidently without any assistance.**

**Good (3):** Student is able to completely state plane and detailed anatomy of interest, all relational anatomy using proper terms, sonographically compare all echoes on image, report full description of any abnormality, and answer all questions asked  **correctly and confidently with two or less minor errors and very minimal assistance.**

**Fair (2):** Student is able to completely state plane and detailed anatomy of interest, all relational anatomy using proper terms, sonographically compare all echoes on image, report full description of any abnormality, and answer all questions asked  **with three or more minor errors and much assistance, OR with one major error.**

**Poor (1):** Student is unable to completely state plane and detailed anatomy of interest, all relational anatomy using proper terms, sonographically compare all echoes on image, report full description of any abnormality, and answer all questions asked. **Majority of responses were incorrect.**

*Please see the rubric that follows.*

**Image Analysis Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (4)</th>
<th>Good (3)</th>
<th>Fair (2)</th>
<th>Poor (1)</th>
</tr>
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<tbody>
<tr>
<td>State image orientation; organs, vessels, and/or structures being examined with specific sectional anatomy</td>
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<tr>
<td>Describe echogenicity, contour, and normal dimensions of at least three organs, vessels, and/or structures and relational anatomy</td>
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<tr>
<td>Identify any abnormalities by location, contour, and echogenicity</td>
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</table>
Evaluate image for optimization and determine if image is diagnostic; make improvement recommendations

DIRECT SUPERVISION
Direct supervision is defined as the student performing an ultrasound exam in the presence of a registered sonographer. The registered sonographer must review the requisition to evaluate the condition of the patient. Upon completion of the exam, the sonographer also reviews and approves the images. During this time, the student continues to develop and refine his or her skills. Students must follow the direct supervision policy until they have successfully completed the competency evaluation. One fundamental aspect of this plan is that students can progress at their own individual paces. However, it is equally important that students demonstrate a degree of minimum progress clinically throughout the program. This is accomplished by successful completion of competencies.

INDIRECT SUPERVISION
Upon successful completion of a competency examination, a student is permitted to perform that scan under indirect supervision. Indirect supervision is defined as the presence of a qualified sonographer adjacent to the room or location where an ultrasound exam is being performed and immediate assistance is available.

CLINICAL COMPETENCY EVALUATIONS
PASS: Upon completion of the competency examination, the student will be allowed to perform that examination under indirect supervision. Attainment of a competency does not excuse the student from performing that examination in the future. The student is expected to remain proficient by repetition of performance.

NONPASS: If a student does not pass the first attempt of a scan, the student must review the procedure with the clinical coordinator, clinical instructor, or supervising sonographer before retesting.

During the second attempt of a scan, if a student does not pass, the student must review the procedure with the clinical coordinator clinical instructor, or supervising sonographer before retesting again.

If a student does not pass the third attempt of a procedure, the clinical coordinator will inform the program director. The student will be dismissed upon the discretion of the program director.

In the EVENT that a student fails to complete the required number of competencies for a semester, the student will receive a two-point deduction for each competency not completed in his or her semester lab/comp section of the clinical course grade. All required competencies must be completed in order for the student to graduate.

Every attempt to demonstrate competency of an exam must be documented by the clinical instructor or supervising sonographer. Prior to starting the exam, you must inform the clinical instructor or supervising sonographer that you are attempting to demonstrate competence. You must also state a specific organ(s), if an abdomen complete is ordered. The sonographer will then complete the competency information.
INSTRUCTION FOR COMPETENCY EVALUATIONS

A student must complete all 25 mandatory competencies in order to graduate. In addition, a student must select six of the 24 electives competencies to be completed in order to graduate. Students may attempt competency testing after they have had class instruction, successfully passed the lab simulation, and they have completed the designated exam experience.

The student will be notified of a competency failure by the clinical instructor or clinical coordinator. The clinical instructor or clinical coordinator must review the procedure with the student before another attempt at competency is made. In addition, the student must complete an additional minimum of five exams under direct supervision.

Once a student has demonstrated competency, it is required to maintain competence and continue to perform the required exams throughout the entire program. Students that do not continually demonstrate competency of previously earned examinations will be asked to repeat the competency.

The Program Director, Clinical Instructor, and/or the Clinical Coordinator reserve the right to retest students on previously tested exams.

Clinical competency will be granted when all exam requirements for the program have been documented by the registered sonographer in the clinical setting and reviewed by the Program Director or Clinical Coordinator, and the student has completed all other program requirements.

COMPETENCY REQUIREMENTS

Mandatory Patient Care
The following competencies are obtained during DMS 1010 Methods of Patient Care:
  1. Monitoring level of consciousness & respiration
  2. O2 monitoring
  3. Standard precautions
  4. Sterile technique
  5. Verification of informed consent
  6. Vital Signs (temperature, pulse, respiration, blood pressure)

Mandatory Equipment Care and Scanning Techniques
The following competencies are obtained during DMS 1020, DMS 1051, DMS 1030, and/or DMS 1100:
  1. Clean and disinfect transducer
  2. QA phantom
  3. Prepare transducer for intracavity use
  4. Harmonics
  5. Doppler
  6. M-mode
  7. Color
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<th>Exam</th>
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<th>Required 75% Practice Exams</th>
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**Required 50%** - The student must know the protocol for scanning the specific organ. The student must successfully complete 50% of the exam without assistance. The student may receive verbal and/or hands on assistance for finding the best window/ approach and reminders of technical adjustments. The student must show forward progression for each subsequent 50% practice exam.

**Required 75%** - The student must know the protocol for scanning the specific organ. The student must successfully complete 75% of the exam without assistance. Minimal reminders for fine tuning or technical factor adjustments may be given unless a very infrequent exam is being performed.

**Competency** - In order to receive an exam competency, the student is not permitted to receive any verbal and/or hands on assistance, unless it is an infrequent or elective exam. It is expected that the student is scanning at an independent level for all normal exams and minimal assistance is needed for abnormal exams with pathology. **Please note that a student MUST continue to perform at a competent level at the current site from which the competency is earned AND from each subsequent clinical site assignment.**

**Competency Normal** - No pathological process

**Competency Abnormal** - Pathological process

**Note** - A competency may be revoked if the student is not scanning at a competent level. The student must continue to competently scan organs for which competencies have been earned at each clinical site and during each clinical semester. The Clinical Coordinator and/or Program Director make the final determination if a competency is maintained or revoked.

*Select a normal or abnormal exam.*

Required competencies per semester:

1. 7 – second year summer semester
2. 13 – second year fall semester
3. 12 – second year spring semester
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<tr>
<th>Elective Exam Options</th>
<th>Required 50% Practice Exams</th>
<th>Required 75% Practice Exams</th>
<th>Required Comp Normal</th>
<th>Required Comp Abnormal</th>
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**Students may also demonstrate lab competency in the clinical setting during this and future rotations**

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<th>Second Clinical Site</th>
<th>Third Clinical Site</th>
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<td>Seven clinical competencies required this semester</td>
<td>Thirteen clinical competencies required this semester</td>
<td>Twelve clinical competencies required this semester</td>
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Clinical Competency Evaluation

Clinical instructors and registered supervising sonographers may document that a student has performed any required examination according to the site specific protocol and additionally meeting all minimal program requirements by completing the proper item in the student's device. Providing a signature for an examination verifies the student performed the examination at a competent level.

**Preparation:**
1. Readied exam room
2. Arranged equipment and supplies
3. Assessed requisition
4. Collected previous history information

**Patient Care:**
5. Obtained two patient identifiers
6. Acquired patient history
7. Explained procedure
8. Provided proper patient instructions

**Performance:**
9. Selected correct transducer and exam preset
10. Annotated properly
11. Correct depth
12. Correct gain
13. Correct focus
14. Performed a systematic and thorough evaluation
15. Optimized images throughout exam
16. Displayed critical thinking
17. Adapted to meet patient needs
18. Assisted patient upon exam completion
19. Followed Standard Precautions
20. Completed exam paperwork

**Professionalism:**
21. Maintained patient confidentiality/privacy
22. Demonstrated a positive attitude
23. Receptive to feedback
24. Exhibited appropriate interaction

**Image Analysis:**
25. Stated image orientation
26. Identified proper anatomy
27. Differentiated echogenicity
28. Indicated normal dimensions
29. Identified and detailed any abnormalities
30. Evaluated for image optimization needs
31. Recommended improvements
The following is a list of the clinical rotation assignments. The Clinical Coordinator, student, and clinical faculty members will work toward the completion of rotations. The Program Director has the authority to make changes as necessary.

Students are scheduled for a 16-32 hour week. A clinical day will be eight hours. Clinical days are typically two days a week. Those days may be on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, or weekends depending on the needs of the clinical site and/or the student. The scheduled hours may be first or second shift. Summer Semester clinical days will be three days a week. Days over five hours include a 30 minute lunch and two 15 minute breaks.

### Junior Year

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<th>Days</th>
<th>Duration</th>
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<td>M. T, W, R, F</td>
<td>60 hours</td>
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<td>Scan Lab</td>
<td>M. T, W, R, F</td>
<td>90 hours</td>
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**TOTAL SONOGRAPHY HOURS JUNIOR YEAR**  
*150 hours*

### Senior Year

<table>
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<td>360 hours</td>
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<td>Clinical</td>
<td>M. T, W, R, F, or weekend</td>
<td>360 hours</td>
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**TOTAL SONOGRAPHY HOURS SENIOR YEAR**  
*912 hours*

* The clinical numbers for rotations are approximate.
** Summer schedule may change based on number of students enrolled.
CLINICAL SITES

Avita Ontario Hospital, 715 Richland Mall, Mansfield, Ohio 44906
Bucyrus Community Hospital, 629 N Sandusky Ave., Bucyrus, Ohio 44820
Central Ohio Primary Care, 6488 E. Main St. Ste. #100, Reynoldsburg, Ohio 43068
Doctors Hospital, 5100 Broad Street, Columbus, Ohio 43228
Dublin Methodist Hospital, 7500 Hospital Drive, Dublin, OH 43016
Galion Community Hospital, 269 Portland Way S., Galion, Ohio 44833
Grady Memorial Hospital, 561 W. Central Ave., Delaware, OH 43015
Hardin Memorial Hospital, 921 E. Franklin St., Kenton, Ohio 43326
Mansfield Women's Care, 500 S. Trimble Rd, Mansfield, Ohio 44906
Marion General Hospital, 1000 Mc Kinley Park Dr., Marion, Ohio 43302
Marion Medical Campus, 1050 Delaware Ave., Marion, Ohio 43302
Mary Rutan Hospital, 205 Palmer Ave., Bellefontaine, Ohio 43311
MedCentral Mansfield Hospital, 335 Glessner Ave., Mansfield, OH 44903
MedCentral Shelby Hospital, 199 W. Main St., Shelby, OH 44875
Memorial Hospital of Union County, 500 London Ave., Marysville, Ohio 43040
Morrow County Hospital, 651 W. Marion Rd., Mt. Gilead, Ohio 43338
Riverside Methodist Hospital, 3535 Olentangy River Rd., Columbus, OH 43214
Westerville Medical Campus, 300 Polaris Pkwy, Westerville, Ohio 43082
Women's Health Partners, 4141 N Hampton Dr., Powell, Ohio 43065

*It is important to realize that you may be traveling a substantial distance to your assigned clinical site.*

CLINICAL INSTRUCTORS

- Avita Ontario Hospital: Nicole Thornton
- Bucyrus Community Hospital: Michelle Ferguson
- Central Ohio Primary Care: Melissa Coplan
- Doctors Hospital: Tanya Crisman
- Dublin Methodist Hospital: Rebecca Cavanaugh
- Galion Community Hospital: Beth Naucke
- Grady Memorial Hospital: William Vornholt
- Mansfield Women’s Care: Jessica Sansotta
- Marion General Hospital: Pam Mc Daniel
- Marion Medical Campus: Paige Moser
- Mary Rutan Hospital: Cindy Wyler
- MedCentral Mansfield: Rachel Smith
- MedCentral Shelby: Aubree Chappelear
- Memorial Hospital of Union County: Trisha Shipman
- Morrow County Hospital: Amy Bidlack/Ashley Streby
- Riverside Methodist Hospital: Connie Schwarzer
- Westerville Medical Campus: Sarah Cleveland
- Women’s Health Partners:
CHAIN OF COMMAND

If you experience a troublesome situation in a clinical site, please use the following chain of command for resolving the conflict.

Clinical Instructor > Clinical Coordinator > Program Director

CLINICAL GRADE DESCRIPTION

The following categories will comprise a student’s clinical grade for a semester and will be outlined on the syllabus for their class:

1. **Semester Evaluation**

   Only the rated categories found on the semester evaluation form will be used to calculate a student’s total points in the category. This is completed by the Clinical Coordinator.

2. **Lab Practicum and Clinical Competency:**

   **Junior Year:**
   Mandatory successful completion of midterm and final practicums.

   **Senior Year:**
   Students begin senior year with 25 points.
   Two points will be deducted for each required competency that is not obtained per semester. Deductions will be carried over for entire senior year.

3. **Professionalism:**

   The total points for the category are 20. Items within this category include following dress code, demonstrating appropriate interactions, maintaining a positive attitude, etc.

   Each infraction of policies and procedures outlined in the School of Sonography Student Handbook or Marion Technical College policies and procedures will receive a deduction of one point from this category. Appropriate interactions involve all people the student comes into contact with in both clinical and didactic courses. Students are expected to conduct themselves in a professional manner with faculty/ instructors/patients in class and in the clinical setting. Questions and concerns are addressed with appropriate personnel in a constructive manner. Inappropriate comments, statements and gossip will not be tolerated and will have consequences, and points will be deducted from this category.

   For the entire junior year, deductions will be carried over. At the beginning of senior year, total points possible returns to 20. For the entire senior year, deductions are again carried over per semester.

4. **Clinical test: See syllabus**
5. **Forms/assignments:**
   Last work will not be accepted. Student will not receive points for late work.

6. **Clinical Instructor/Staff Evaluations:**
   If the student is attending clinical, there will be two evaluations completed each semester. Each evaluation is worth up to 60 points.

7. **Attendance:**
   Each absence and tardy will receive a deduction of one point from this category. This category starts over each semester. Points may also be deducted if student is absent for Image Analysis Class or student meeting.

8. **Clinical Notebook:**
   Each time notebook is checked and is not up-to-date, or each time student does not have notebook in lab or in clinical, one point will be deducted from this category. This category starts over each semester.
IMPORTANT FORMS, POLICIES AND PROCEDURES
# Marion Technical College

## Diagnostic Medical Sonography

### Program Competency Requirements

<table>
<thead>
<tr>
<th>Mandatory Patient Care</th>
<th>Date or Course Completed</th>
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<tbody>
<tr>
<td>CPR</td>
<td>DMS 1010</td>
</tr>
<tr>
<td>Monitoring level of consciousness &amp; respiration</td>
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<td>O₂ monitoring</td>
<td>DMS 1010</td>
</tr>
<tr>
<td>Standard precautions</td>
<td>DMS 1010</td>
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<tr>
<td>Verification of informed consent</td>
<td>DMS 1010</td>
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<tr>
<td>Vital Signs (temperature, pulse, respiration, blood pressure)</td>
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<table>
<thead>
<tr>
<th>Mandatory Equipment Care</th>
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<tbody>
<tr>
<td>Clean and disinfect transducer</td>
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<tr>
<td>QA Phantom</td>
<td>DMS 1051</td>
</tr>
<tr>
<td>Prepare transducer for intracavitary use</td>
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<thead>
<tr>
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<tr>
<td>Harmonics</td>
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<td>Doppler</td>
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<td>Mandatory Clinical Sonographic Examinations</td>
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<td><strong>Abdomen</strong></td>
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<td>Liver</td>
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<td>Gallbladder/Biliary Tract/CBD</td>
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<td>Pancreas</td>
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<td>Spleen</td>
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<td>IVC</td>
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<td>Aorta</td>
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<td>Non-Cardiac Chest</td>
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<td><strong>Superficial Structures</strong></td>
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<td>Thyroid</td>
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<td>Breast</td>
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<td>Scrotum/Testis</td>
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<td>Adnexa (Incl. Ovaries)</td>
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Clinical Coordinator: ___________________________  Date: ___________________________

Program Director: ___________________________  Date: ___________________________

Student: ___________________________  Date: ___________________________
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<tr>
<th>Exam</th>
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<th>Required 75% Practice Exams</th>
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<th>Required Comp Abnormal</th>
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<td>Electives: (5)</td>
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**Required 50%** - The student must know the protocol for scanning the specific organ. The student must successfully complete 50% of the exam without assistance. The student may receive verbal and/or hands on assistance for finding the best window/approach and reminders of technical adjustments. The student must show forward progression for each subsequent 50% practice exam.

**Required 75%** - The student must know the protocol for scanning the specific organ. The student must successfully complete 75% of the exam without assistance. Minimal reminders for fine tuning or technical factor adjustments may be given unless a very infrequent exam is being performed.

**Competency** - In order to receive an exam competency, the student is not permitted to receive any verbal and/or hands on assistance, unless it is an infrequent or elective exam. It is expected that the student is scanning at an independent level for all normal exams and minimal assistance is needed for abnormal exams with pathology. **Please note that a student MUST continue to perform at a competent level at the current site from which the competency is earned AND from each subsequent clinical site assignment.**

**Competency Normal** - No pathological process

**Competency Abnormal** - Pathological process

**Note** - A competency may be revoked if the student is not scanning at a competent level. The student must continue to competently scan organs for which competencies have been earned at each clinical site and during each clinical semester. The Clinical Coordinator and/or Program Director make the final determination if a competency is maintained or revoked.

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2. 1 * *
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5. 1 * *
6. 1 * *

*Select a normal or abnormal exam.*

Required competencies per semester:
- 7 – second year summer semester
- 12 – second year fall semester
- 13 – second year spring semester
<table>
<thead>
<tr>
<th>Elective Exam Options</th>
<th>Required 50% Practice Exams</th>
<th>Required 75% Practice Exams</th>
<th>Required Comp Normal</th>
<th>Required Comp Abnormal</th>
<th>Elective Exam Options</th>
<th>Required 50% Practice Exams</th>
<th>Required 75% Practice Exams</th>
<th>Required Comp Normal</th>
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CLINICAL INSTRUCTOR EVALUATION

SCORING SYSTEM FOR THE STUDENT EVALUATION

4.0— This attribute is done 100% of the time with no room for improvement for the level at which the student is in the program. Student would rarely need any reminder. Words used to describe this attribute include Exemplary or Distinguished. Please provide several examples to justify the exemplary or distinguished score.

3.1— This attribute is done 95% of the time with very minimal room for improvement for the level at which student is in the program. Student would need no more than two reminders every month. Words used to describe performance of this attribute include Accomplished and Experienced. Please provide examples of this accomplished or experienced scoring justification.

3.7— This attribute is done 93% of the time with little room for improvement for the level at which the student is in the program. Students would need no more than two reminders every month on a couple categories. Words used to describe this attribute include Frequently and More Than Expected. Give an example of when student did more than expected.

3.1-3.4— This attribute is done 85%-84% of the time. Student needs weekly reminders on advanced techniques. This is good and acceptable for level that student is in the program. Words to describe this attribute would be Most of the Time and Doing What is Expected.

3.2-3.1— This attribute is done 80%-79% of the time. This is minimally acceptable for the level that the student is in the program with improvements recommended to accomplish more than minimal expectations of this attribute. Student needs weekly or daily reminders on advanced and basic techniques. Words to describe this scoring of an attribute would be Sometimes, Depends on the Situation, Mild Improvement Needed prior to completion of program. Examples would be appreciated on how student may improve this attribute.

3.0-2.1— This attribute is done 75%-70% of the time. This is poor performance of this attribute and improvement must be accomplished prior to graduating as a sonographer. Student requires continual reminders and often on the same topic. Words to describe justification of this attribute include Rarely, Only When Prompted, Does Not Seem to Know What is Expected. Please provide examples of what improvement is expected to improve this attribute.

STUDENT: __________________________

LOCATION: __________________________

CLINICAL COORDINATOR: __________________________

MARION TECHNICAL COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
Fax 740-725-4007
<table>
<thead>
<tr>
<th>Performance / Personal Characteristics</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Adequate</th>
<th>Inadequate</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARATION: ASSESSMENT &amp; IMPEDANCE</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>Any comments are appreciated but please provide specific examples for: 1. Attributes where student received scores of Excellent or Very Good (4.0, 3.5, 3.0). 2. Attributes where student received scores of Inadequate (0.0, 1.0).</td>
</tr>
<tr>
<td>EXPLANATION &amp; PATIENT CARE: Introduces self properly as a student. Obtains patient identifiers as required. Acquires detailed patient history. Provides explanation of procedure, answers questions and addresses concerns. Properly instructs patient during procedure. Demonstrates compassion and is attentive to patient needs. Shows no bias or discrimination. Maintains patient privacy and follows HIPAA.</td>
<td>40</td>
<td>35</td>
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<tr>
<td>STANDARDS OF PREPARATION: Proper hand washing, disinfection, and disposal of gloves are followed.</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT CARE: PRESET &amp; TRANSDUCER SELECTION: Demonstrates proper equipment care and cleaning. Correct preset and transducer are selected for the scan and body habitus.</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
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</tr>
<tr>
<td>OPTIMIZATION: Uses correct technical settings and proper annotations. Adjusts technical factors throughout exam to reduce artifacts and enhance image quality.</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>CALIBRATION: Acalipers are used to measure largest dimensions of structure or pathology imaged.</td>
<td>40</td>
<td>35</td>
<td>30</td>
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<td>10</td>
<td></td>
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<tr>
<td>POSITONING: Uses appropriate patient position to obtain best possible image.</td>
<td>40</td>
<td>35</td>
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<td>10</td>
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<tr>
<td>TRANSDUCER MANIPULATION: Use correct technique to manipulate transducer. Demonstrates longest shortest axis of structure with proper &quot;beveling&quot; and &quot;shuffling&quot; techniques.</td>
<td>40</td>
<td>35</td>
<td>30</td>
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<tr>
<td>IMAGE ACQUISITION: Accurately documents anatomy following a systematic and thorough protocol.</td>
<td>40</td>
<td>35</td>
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</tr>
<tr>
<td>CRITICAL THINKING &amp; ADAPTABILITY: Demonstrates critical thinking skills to enhance image quality and patient experience. Adapts to unusual or difficult situations without obvious display and displays during workflow.</td>
<td>40</td>
<td>35</td>
<td>30</td>
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<td>10</td>
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</tr>
<tr>
<td>COMMUNICATION &amp; PROFESSIONALISM: Displays proper interpersonal skills with patient. Communication is in relevant topic and in an appropriate area. Displays respect and professional during interview. Maintains positive attitude toward staff, other students, and physicians of clinical sites. Receptive to suggestions and feedback. Demonstrates retention of previously learned material.</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>PROGRESSIVE: Assists in preparing proper body mechanics. Attentive to body position and adjusts to reduce or eliminate body stress and prevent injury.</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td></td>
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</tbody>
</table>

Please provide an area for improvement:

CLINICAL INSTRUCTOR: ____________________________  DATE: ____________________________  TOTAL POINTS AND PERCENTAGE: ____________________________  
STUDENT'S SIGNATURE: ____________________________  

47
**MAIN OBJECTIVE:** The student will demonstrate functioning knowledge of Sonographic Equipment. The student must locate and explain the function of the items listed below.

**INSTRUCTIONS:** Indicate the student’s performance by checking the appropriate box for each objective. A “NO” will result in failure. After coaching, the student will be able reattempt to demonstrate competency at a later date until successful.

**The student is able to:**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Turn equipment on &amp; off.</td>
<td></td>
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<tr>
<td>2. Demonstrate and explain the use of acoustic power output.</td>
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<tr>
<td>3. Identify each transducer and its application</td>
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<td></td>
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<tr>
<td>4. Connect/disconnect a transducer.</td>
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<td></td>
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<tr>
<td>5. Properly enter patient data/ID.</td>
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<td></td>
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<tr>
<td>6. Demonstrate the proper use of application pre-sets.</td>
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<td></td>
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<tr>
<td>7. Demonstrate the use of annotations.</td>
<td></td>
<td></td>
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<tr>
<td>8. Select, manipulate and explain depth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Select, manipulate and explain gain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Select, manipulate and explain focus.</td>
<td></td>
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<tr>
<td>11 Select, manipulate and explain TGC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Demonstrate how to use the freeze &amp; print controls.</td>
<td></td>
<td></td>
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<tr>
<td>13. Demonstrate the use of calipers.</td>
<td></td>
<td></td>
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<tr>
<td>14. Enter information into a calculation package.</td>
<td></td>
<td></td>
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<tr>
<td>15. Demonstrate and explain cine-loop.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Enter information into a calculation package.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Demonstrate the use of dual screen capabilities.</td>
<td></td>
<td></td>
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<tr>
<td>18. Demonstrate expanded field of view imaging.</td>
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<td></td>
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</tbody>
</table>
19. Demonstrate the use of zoom. 
Yes_____ No______
20. Demonstrate orientation/invert controls (right/left/up/down). 
Yes_____ No______
21. Demonstrate & describe the use of tissue optimization & harmonics. 
Yes_____ No______
22. Demonstrate pre/post-processing curves/maps for gray scale & color. 
Yes_____ No______
23. Demonstrate the use of color/Doppler/power controls. 
Yes_____ No______
24. Demonstrate how to review images from an earlier exam. 
Yes_____ No______
25. Demonstrate how to store and save images to a flash drive. 
Yes_____ No______

Supervising Sonographer ______________________________ Date__________________

I have read this evaluation and had the opportunity to discuss it with my instructor.

Student ______________________________ Date ________________
Marion Technical College  
Diagnostic Medical Sonography  
Student Evaluation of the Clinical Instructor

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The instructor demonstrated up-to-date knowledge in their clinical practice.</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>The instructor was approachable and professional.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The instructor was available for assistance in the clinical setting and provided direct or indirect supervision for all exams.</td>
<td></td>
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<tr>
<td>4</td>
<td>The instructor effectively communicated the clinical site expectations to the student.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The instructor interacted well with the patients/staff at the clinical site.</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>The instructor supported the clinical objectives for the program.</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>The instructor treated me fairly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>The instructor was willing to assist me with clinical concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>The instructor kept me informed of clinical concerns.</td>
<td></td>
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<tr>
<td>10</td>
<td>I had a meaningful clinical experience at this clinical site.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 = Completely Agree  
3 = Mostly Agree  
2 = Occasionally Agree  
1 = Disagree

Comments:
Marion Technical College
Diagnostic Medical Sonography

DEPARTMENTAL POLICIES, REGUALTIONS, AND PROCEDURES

POLICY: Progress Alert

A student who is not making satisfactory progress towards meeting end of quarter expectations will be notified of his/her status by being placed on progress alert. Progress Alert is a formal written indicator of a need for improvement in clinical performance.

PROCEDURE:

1. DISCIPLINARY ACTION

   First violation will result in a verbal reminder with written documentation. Second violation will result in a written warning.

   Examples of Violations will include:

   Failure to comply with Marion Technical College Diagnostic Medical Sonography policies as outlined in the student handbook.

   Failure to comply with clinical site policies that apply to students.

2. PROBATION

   Student will be placed on probationary period and given written guidelines for improvement.

   Examples of Violations will include:

   Unsafe behavior in the clinical setting that might prove injurious to self, patients, staff or visitors.
   Failure to report an incident in the clinical setting.
   Leaving the assigned area without permission of program official.
   Failure to return to assigned clinical area after authorized leave.
   Failure to develop the necessary attributes of a professional.
   Is involved in activity of a disruptive nature in the clinical setting.

3. DISMISSAL

   Violation for Dismissal from the Program will include:

   Three disciplinary actions acquired by the student for the same offense.
   Violation of the MTC College Code as outlined in the student handbook.
ATTENDANCE

An essential of the program is for the student to develop a good work ethic. This includes not only a willingness to help patients, but being a dependable employee in the future.

You are expected to attend all scheduled classes. If you must miss a class on a rare occasion, you are advised to notify the instructor in advance and inquire about make-up assignments.

Students must fulfill attendance requirements for the clinical component. One day is equivalent to eight hours. A maximum of one day absence in clinical is permitted without penalty and with no required make-up. A maximum of two absences in clinical can be accommodated by successfully completing a rescheduled clinical assignment. Clinical assignments must be made up to fulfill clinical requirements. More than two absences per semester will result in an unsatisfactory clinical grade. Failure to complete make-up clinical assignment will result in an unsatisfactory clinical grade. The student who is ill or under the influence of drugs or alcohol will be considered unsafe, sent home, and counted absent if the incident occurs on a day in which the student has a clinical assignment.

Students are expected to be at their assigned clinical area at the scheduled time. In the case of an illness or emergency, the student must notify the clinical instructor or supervising technologist AND the clinical coordinator, at least one half hour, prior to scheduled time of arrival. **Failure of clinical notification may result in disciplinary action.**

Make-up time is arranged through the clinical coordinator. Students do not schedule make up time without approval from the clinical coordinator.

In the event that the clinical coordinator is unavailable, the student will report to the program director.

If an unforeseen situation occurs, such as the student requiring a surgical procedure, exceptions may be made for the student to fulfill their clinical assignment. This is by approval of the program director.

Sick days will be counted for illness. Court date or jury duty will not count as an absence. Doctor’s appointments or any appointment cannot be made during clinical time. Student must make arrangements with clinical instructor to make up missed clinical time.

TARDINESS

Tardiness is defined as a late arrival or more than five minutes after the scheduled clinical time. Tardiness in excess of one hour is considered a half-day absence. Three tardy incidences in one semester will be counted as one day’s absence. Students should be ready to perform at the designated start time.

**One point from the attendance category of the overall course grade will be deducted for each day of absence and each incidence of tardiness.**

**Three days of absence may result in dismissal from the program.**

**Tardy and Absence Make-up time Requirements:**

- $5$ minutes = tardy without make-up required
- $>5$ minutes = tardy with one hour make-up required
- $>1$ hour = four hour make-up required
- $>4$ hours = one day make-up required
REGISTRY INFORMATION

Student sonographers have two registry options available to them, as follows.

ARDMS Examination Fees

- The ARDMS SPI examination fee is currently $200
- Each ARDMS specialty examination for the RDMS, RDCS and RVT credentials is currently $250

ARRT Examination Fees

- The ARRT examination fee is currently $200

Students are required to take and pass the ARDMS SPI examination and sit for at least one specialty registry examination prior to graduation. Students must attempt the SPI Exam by the end of summer semester of their Senior Year.

PROFESSIONAL ORGANIZATION INFORMATION

Students are strongly encouraged to become members of the Society for Diagnostic Medical Sonography (SDMS). Student membership cost is $45.00. There are numerous grants offered for students through the SDMS. If you are experiencing financial hardship, please see the program director or clinical coordinator to discuss options.

It is highly recommended that students attend a registry review seminar prior to graduation.

OHIO MEDICAL ULTRASOUND SOCIETY

Students are highly encouraged to register for the annual meeting held in the spring. Students are also highly encouraged to participate in the student presentation and quiz bowl sections of the meeting.

Additional information for registry, membership, and accreditation procedures can be found on the following websites:

American Institute of Ultrasound in Medicine
www.aium.org
American Registry for Diagnostic Medical Sonography
www.ardms.org
The American Registry of Radiologic Technologists
www.arrt.org
Commission on Accreditation of Allied Health Education Programs
www.caahep.org
Joint Review Committee on Education in Diagnostic Medical Sonography
www.jrcdms.org
Society of Diagnostic Medical Sonography
www.sdms.org
Clinical courses also require mandatory participation in fundraising opportunities that are conducted to offset the costs of seminars, receptions, and memberships. Students are also required to participate in a group project.
SUBJECT: NATIONAL REGISTRY

POLICY: COMPLETION OF ARDMS NATIONAL REGISTRY PRIOR TO GRADUATION

Students must attempt SPI physics registry exam prior to the end of summer semester of their Senior year. Students are eligible to take the physics registry exam after successful completion of DMS 1051 Sonography Principles and Instrumentation and/or attending a physics registry review seminar.

Students must sit for a specialty registry examination, abdomen or obstetrics/gynecologic, prior to graduation. Students are eligible to take the specialty exam as a student of the program 60 days prior to graduation.

Successful completion of any ARDMS registry exam will grant the student an automatic 100% on their clinical final. Students are still required to take the final exam, but their grade will be recorded as a 100%.

Violation of this policy will result in failure of the program.

__________________________                        ____________
Director's Signature                      Date

Debra/Jessica: Policy and Procedure Manual/National Registry
April 2014
SUBJECT: Pregnancy Policy

POLICY:

It is the School of Diagnostic Medical Sonography responsibility to protect, as much as possible, the fetus of any pregnant student. In the event that a student becomes pregnant while enrolled in the program, the student is encouraged to notify the Program Director.

PROCEDURE:

1. The student will be given the opportunity to declare the pregnancy. If the student declares the pregnancy, it must be done in writing. The student need not declare her pregnancy if she so chooses. The pregnant student may revoke the declaration of pregnancy at any time. The student may elect to complete the program without any modifications of her clinical and didactic requirements. The student has the option for written withdrawal of declaration.

2. The written declaration of pregnancy must include an estimated date of conception. If medically deemed necessary, the conception date will be used to determine the accumulated dose to the embryo/fetus that may have received prior to declaration of pregnancy.

3. Once the declaration of pregnancy has been made in writing, if medically necessary a review of the individual’s exposure history must be made. The student’s clinical assignments will be reviewed. Adjustments will be made in the clinical assignments if needed during the pregnancy.

4. If the student is unable to complete course objectives due to pregnancy, the student may discontinue and request readmission to the program in writing. An incomplete due to pregnancy will be addressed on a case by case basis.

5. Students are instructed on the hazards of radiation and its effects during pregnancy. Students are encouraged to follow ALARA standards.

I have read the pregnancy policy and understand the content. I have been given the opportunity to discuss the policy and have my questions answered.

Student Signature: ___________________________ Date: ___________________________

Program Director Signature: ___________________________ Date: ___________________________

Debra/Jessica: Policy and Procedure Manual/Pregnancy Policy
January 2012
Marion Technical College
Diagnostic Medical Sonography
Pregnancy Release Form

_______________________________ is a patient under my health care.

(Please print name)

She is expected to deliver on ________________. During her pregnancy, the following restriction(s) are necessary.

(Please check any restriction(s) that may apply.)

____ 1) There are no restrictions.
____ 2) Lift no more than _____________ pounds.
____ 3) Should be present not more than _____________ hours (at one time) in the clinical setting.
____ 4) Other, please specify. ______________________________

5) Is there a type of patient for whom the student should not provide care? e.g.
   ______ a) Patient with cytomegalovirus (CMV)
   ______ b) Patient receiving chemotherapy, radioactive seeding or radioactive implants.
   ______ c) Patient with childhood diseases: (Please circle): Measles, rubella, chicken pox, mumps, other (Please specify): ______________________
   ______ d) Any other type of patient for whom the student should not provide care? ______________________________________

ADDITIONAL COMMENTS:

__________________________________________________________________________

Physician’s Signature ___________________________ Date ________________

(Please print name) __________________________________ (Phone No.) __________

After obtaining this form, one copy must be returned within three (3) weeks to the Sonography Program Office and one copy given to your Clinical Education Coordinator. Additionally, it must be updated every semester by the first week of clinical education. If at any time the student’s condition changes, an updated release form must be obtained.
SUBJECT: Laboratory Practical Examination Grading and Progression Policy

POLICY: LABORATORY PRACTICUM GRADING AND PROGRESSION

Students are required to take two practical exams fall and spring semesters of their junior year and complete a final practical exam. The first two practical examinations of each semester will require the student to obtain six high quality diagnostic images within a twenty minute time frame. The practical examinations are graded as pass/fail.

The final practical examination during fall semester requires the students to perform a complete abdominal sonographic examination according to the issued protocol. The final practical exam during spring semester requires the students to perform a transabdominal pelvic and thyroid sonographic examination according to the issued protocols. These examinations are graded as pass/fail and used to complete the student’s performance evaluation.

Students must complete the practical examination with a score of 85% or above on the first attempt. If a student fails a practical examination, the student may repeat it one time after participating in an additional open lab. The student must pass a repeated practical examination with a minimum score of 90%.

Students must successfully complete all required laboratory practical examinations per semester or they will be withdrawn from the program.

Debra/Jessica: Policy and Procedure Manual/Laboratory Practical Examination
December 2014
SUBJECT: Completion of Student Clinical Evaluations

POLICY:

The Clinical Coordinator will provide a schedule to each clinical faculty member regarding dates and times the students will be rotating through their area.

Upon the student’s completion of a clinical rotation, the designated clinical instructor is responsible for the student’s training and must submit a completed clinical evaluation within seven days to the clinical coordinator or program director. The areas included within these guidelines are:

- Abdomen/Pelvis Sonography Studies
- Superficial Structures Sonography Studies
- Gynecology Sonography Studies
- Obstetrics Sonography Studies
- Interventional Sonography Studies
- Professionalism
- Retention
- Communication
- Performance
- Patient Care
- Quality Control

Completed evaluations are included in the student’s clinical grade. It is highly encouraged that each clinical faculty member review clinical evaluations with the students.
SUBJECT: Communication Devices/Cell Phone Usage Policy

POLICY:

All personal communication devices, including cell phones, must be set to vibrate or off while in classrooms, labs, and participating in other class-related activities, unless use of such a device is specified in the official course syllabus. Infractions will result in warnings and, eventually, grade-related penalties and or dismissal from the classroom. Exceptions must be approved in writing by the instructor.

Additionally, all personal communication devices, including cell phones, must be deactivated (turned completely off) during exams, quizzes, or other evaluations. Any student found to be using a communication device during an exam will be given a grade of zero for the exam.

Regarding Clinical Rotations:
Cell phone use is strictly prohibited. All personal communication devices, including cell phones, must be deactivated (turned completely off) during clinical rotation. Infractions can result in verbal warning, written warning and, eventually, grade-related penalties and or dismissal from the program.
SUBJECT: ALTERNATE STUDENT ACCEPTANCE POLICY

POLICY: ALTERNATE STUDENT ACCEPTANCE

The Diagnostic Medical Sonography Program will accept four alternate students in addition to the accepted program students each year. Alternate students will be selected using the program’s admission scoring system and notified of ranking status. Applicants have the choice to accept alternate status or reapply the following calendar year. These alternate students will be required to meet the same standards as program accepted students. Selected alternates are eligible to complete the entire first year of program courses.

In the event that a program student does not continue in the program for any reason, the first alternate will be accepted into the program. Remaining alternates will keep their current ranking. There is no guarantee that alternate students will be moved into program accepted status.

If alternate students successfully complete the first year of program courses and do not get moved to accepted status they will be awarded five points for each program course successfully completed toward the following years admission scoring.

Alternates that are awarded these points and accepted as program students the following year will be required to take a DMS 2990 course in the spring semester. This course will be a review course designed to allow the students to regain the skills they developed during their alternate student status.

Director’s Signature ___________________________ Date ___________________________

Debra/Jessica: Policy and Procedure Manual/Alternate Student Acceptance
December 2014
SUBJECT: SUBSTANCE ABUSE

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and clinical/practicum sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student’s performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or clinical/practicum performance. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or clinical facility.

Positive drug or alcohol screenings as a result of routine periodic drug screens required throughout the program will result in removal from the classroom or clinical/practicum site, an unsatisfactory grade for the clinical course, and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program.

PROCEDURE:

Classroom

When a student’s condition/behavior suggests impairment, the instructor will immediately validate their perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any alcohol, prescription or illegal substances. Document your conversation with the student.
- Arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by the Occupational Health Services for additional assessment and documentation. Faculty will transport student or arrange transportation to and from Occupational Health Services. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, he or she will be considered “positive” and removed from the classroom. Security will be available upon request of the instructor. The faculty will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled class day. Final decision regarding student’s status/discipline will be based upon input from the faculty.
- Positive alcohol screens or drug screens in a laboratory class due to illegal substances will result in removal of the student from the course due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
- A student dismissed from a program may request readmission based upon current guidelines and must also provide written documentation of treatment and counseling. In
addition, student will be subject to periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

- If impairment behaviors are observed, the procedures of the College Policy #420 Student Disciplinary Action will be enforced.

### Clinical/Practicum

When a student’s condition/behavior suggests impairment is present, the clinical preceptor/instructor will immediately validate their perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any prescription or illegal substances or alcohol. Document your conversation with the student.
- Arrange for the student to be accompanied and seen by the Emergency Room/Occupational Health for additional assessment and documentation. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment, he or she will be considered “positive” and removed from the clinical/practicum site. Security will be available upon the request of the preceptor/instructor. The faculty preceptor/instructor will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled clinical/practicum day. Final decision regarding student’s status/discipline will be based upon input from the clinical/practicum coordinator and faculty.
- Positive alcohol screens or drug screens (due to illegal substances) in the clinical/practicum will result in removal of the student from the clinical/practicum due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
- A student dismissed from a clinical/practicum experience will not be allowed the opportunity to substitute another course for the clinical/practicum.
- A student dismissed from a program may request readmission based upon current guidelines and must also provide written documentation of treatment and counseling. In addition, student will be subject to periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

_________________________________
Authorization
Chris Gates
Dean of Allied Health
Approved
HEALTH

SUBJECT: STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION

PURPOSES: To identify inappropriate student conduct associated with the Allied Health programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:
Students enrolled in an Allied Health (AH) Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Program and Marion Technical College. The Allied Health programs recognize its responsibility to the healthcare professions it represents and to the consumers of health care. Therefore any action by an AH student considered unprofessional or unsafe conduct shall be deemed cause for disciplinary action and/or dismissal.

Allied Health students of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Allied Health program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinical/practicum experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Student Handbook and course syllabus.
- Respect the rules and regulations of the clinical/practicum site as outlined in the orientation process provided by the clinical/practicum site.

Policy Statements:
Student disciplinary action, ranging from written warning/learning contracts/progress alert, to program dismissal, will be taken for violations of the following expected student conduct while participating in an Allied Health program, which may include, but are not limited to:

1. **Professionalism.** A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students and instructors, and behavior that preserves the safety of others. Professionalism must be exhibited while in an Allied Health program and is often evaluated by the instructor within a course as part of the preparation for clinical/practicum experience. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. **Academic Dishonesty.** A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat.

3. **Sexual Harassment.** A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a “hostile working environment” according to MTC Policy # 141.

4. **Patient Care.** When providing patient care, a student shall:
   a. report and document the care provided by the student for the patient, and the patient’s response to that care.
   b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical/practicum experience.
d. promote a safe environment for each patient.
e. delineate, establish, and maintain professional boundaries with each patient.
f. provide privacy during examination or treatment.
g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
i. not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the behaviors by the student.
j. not engage in conduct or verbal behavior with a patient that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full or informed consent to sexual activity with the student.

5. Confidentiality. The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.

6. Substance Abuse. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and clinical/practicum sites. Students are prohibited from reporting to class and clinical/practicum sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom. Please refer to AH Substance Abuse Policy for further information.

7. Allied Health students are expected to refrain from:
   a. Acts which disrupt or interfere with the orderly operation of teaching and other academic activities.
   b. Behavior that causes, or can reasonably be expected to cause, physical harm to a person.
   c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life at the College.
   d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties.
   e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
   f. Intentionally or recklessly interfering with normal College activities or emergency services.
   g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
   h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
   i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:
Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College’s Allied Health programs. The Program reserves the right to eliminate any step in the case of any infraction. Disciplinary actions are entered in the student’s confidential personal file. The student receives written notice of action taken that is recorded in the personal file.
Violation of confidentiality will result in disciplinary action that may include removal from the clinical/practicum site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Allied Health corrective actions:

**Written Warning/Progress Alert/Learning Contracts**– A written notice to the student offender that the student has violated the Allied Health Student Code of Conduct, and that further violations will result in more severe disciplinary action. The Program Director (in consultation with the Dean of Allied Health) will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/practicum and dismissal from the program.

**Dismissal from the program**: The Program Director (in consultation with the Dean of Allied Health) will make the final decision on dismissal from an Allied Health program.

The MTC policy on Student Grievances/Complaints, as stated in the Student Handbook, will provide due process for the student.

A student dismissed from a clinical/practicum experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the clinical/practicum.

A student dismissed from a program may request readmission in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic and clinical performance. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

______________________________
Authorization
Chris Gates
Dean of Allied Health

Carla/Deb: AH P&P Student Conduct Policy
June 25, 2012
SUBJECT: Acknowledgement and Understanding of Confidential Information

POLICY:
Confidential information includes, but is not limited to, patient information, on-line data, medical records, passwords, and access codes and key cards to computer systems. Confidential information includes information heard and obtained from others.

I am enrolled in the Diagnostic Medical Sonography Program at Marion Technical College and I:

1. Understand that I have a professional responsibility to protect the client’s right to privacy.
2. Will not access confidential information without authorization from my clinical instructor or preceptor.
3. Will not disclose any confidential information to any unauthorized person.
4. Will not make copies, or allow others to make copies, of printed client reports, documents, or on-line data in my possession.
5. Recognize that unauthorized disclosure of confidential information is totally prohibited.
6. Recognize that the disclosure of or sharing of passwords, access codes, key cards assigned to me is prohibited, and that I am accountable for them and for any improper access to information gained with these privileges.
7. Will immediately notify my clinical instructor or clinical coordinator if I have a reason to believe that the confidentiality of my access privilege has been broken.
8. Agree to use caution if being overheard by others and will not discuss any confidential information in public areas, including hallways, elevators, and the cafeteria.
9. Understand that if I violate any of the above statements, the following disciplinary action will be taken:

   First Violation: A verbal warning with written documentation
   Second Violation: A verbal warning with written documentation
   Third Violation: Clinical probation
   Fourth Violation: Dismissal from the program

Debra/Jessica: Policy and Procedure Manual/Acknowledgement and Understanding of Confidential Information
June 2012
SUBJECT: INCIDENTAL FINDINGS OF PATHOLOGY POLICY

POLICY: INCIDENTAL FINDINGS OF PATHOLOGY

All volunteer patients, to include students and employees, must read and sign a scanning consent form prior to being a sonography patient for any person in association with the Diagnostic Medical Sonography Program at Marion Technical College.

In the event that pathology is incidentally found, the volunteer will be notified only that there has been an abnormal finding and referred to their physician. You may print or save a couple images for the volunteer to take to their physician. No diagnosis or opinions should be offered.

The Program Director should also be notified as soon as possible.

______________________________    ____________________
Director’s Signature              Date

Debra/Jessica: Policy and Procedure Manual/Incidental Findings
December 2014
SUBJECT: Campus Dress Code

POLICY: CAMPUS DRESS CODE POLICY

Students must wear attire that is professional and considered business casual. Clothing options include program polo and T-shirts, clinical scrubs, and business attire. Jeans are permitted but must not have holes or fraying visible. Shorts and skirts must be of an appropriate length; fingertip level when standing with arms straight is considered appropriate.

It is unacceptable for the student to wear sweats, tank tops, crop tops, or halters.

Hair must be clean and out of the face. Facial hair must be neat and trimmed. Good personal hygiene must be maintained.

Light or natural nail polish is permitted. Long fingernails are not permitted; nails must be no more than 1/8 th inch past the fingertip.

Each violation of this policy will result in a one point deduction from the professionalism category of course grade. Subsequent violations may result in additional disciplinary action.
SUBJECT: Clinical Dress Code

POLICY: CLINICAL DRESS CODE POLICY

Students must wear a uniform in the clinical setting. Students are required to wear gray scrub tops with black scrub pants. Black trim is allowed on gray scrub top. Only solid white, gray, or black T-shirts are permitted to be worn under scrub top. When wearing uniform pants, students must wear black, gray, or white socks. Solid black or white leather shoes with matching shoestrings must be worn. Make-up must be in moderation. The student can wear small earrings. Two piercings per ear is allowed. Other visible body piercing is prohibited in the clinical setting. Long fingernails are not permitted. Nails must be no more the 1/8th inch past the tip of the finger. Light colored nail polish is permitted. Artificial nails are not permitted. Additional jewelry allowed is two rings and a watch.

Students scheduled in surgery must wear surgery attire as provided by the hospital according to the site policy.
Students will wear name badge with name showing.
Hair must be clean and out of the face. Facial hair must be neat and trimmed. Good personal hygiene must be maintained.

Tattoos must be covered at all times.

It is unacceptable for the student to wear shorts, jeans, sweats, tank tops, crop tops, halters, unclean clothes or shoes in the clinical setting.

_____________________________  ____________
Director’s Signature  Date

June 2012
SUBJECT: Direct and Indirect Supervision

POLICY:

In the clinical setting the students will be under direct supervision of a sonographer until competency testing has been documented. Students may only perform procedures with indirect supervision after competency has been documented.

**Direct supervision** is defined as:

1. A qualified sonographer reviews the request for examination in relation to student achievement.
2. A qualified sonographer evaluates the condition of the patient in relation to the student’s knowledge.
3. A qualified sonographer is present during the conduction of the examination.
4. A qualified sonographer reviews and approves the ultrasound images.

**Indirect supervision** is defined as:

Supervision provided by a qualified sonographer that is immediately available to assist student regardless of the level of student achievement.

Students may perform procedures with indirect supervision when competency has been documented. Direct supervision is mandatory on all surgery and portable imaging procedures even if competency has been demonstrated.

Students evaluate adherence to the policy on the Student Evaluation of Clinical Instructor and Site. If a student indicates proper procedures of direct supervision are not being upheld, the following process will occur:

1. Meeting between student and clinical coordinator regarding breach of policy.
2. If necessary, clinical coordinator meets with clinical site; including, but not limited to, clinical instructor and clinical staff; other clinical administrative staff may be included.

If a clinical site reports a student is noncompliant of the policy, the following process will occur:

First Offense: Verbal Warning
Second Offense: Documented Warning
Third Offense: Probation
Fourth Offense: Dismissal

Director's Signature

Date

Debra/Jessica: Policy and Procedure Manual/Direct Supervision
May 2014
SUBJECT: Patient Requesting Sonographer vs. Student

POLICY:

In the event a patient states that he requests a sonographer to perform his or her ultrasound examination to a student, the student will relay this request to the supervisor or designee. At the permission of the patient, the student may assist the sonographer during the procedure.

With the patient’s and student’s best interest in mind, the student may be removed from the examination at the discretion of the supervisor.
MARION TECHNICAL COLLEGE
MEDICAL IMAGING PROGRAMS

DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES

Date Issued: 12/2014

POLICY # ______

SUBJECT: COMPETENCY REQUIREMENTS POLICY

POLICY: COMPETENCY REQUIREMENTS

The Diagnostic Medical Sonography Program requires students to perform a minimum number of specific exams each semester. Images acquired during the exams must meet a certain standard which corresponds to the student’s level of experience. All required competencies must be obtained prior to the student’s graduation.

If a student does not meet the minimum number during summer or fall semester, the exams are added to the following semester requirements. If this occurs during spring semester, the student will be required to extend their time in clinic until the requirements are met. Student clinical placement may also be changed to ensure the student has the opportunity to achieve the requirements.

In the event that a student not meets the expectations due to not performing at the expected level, the student will receive two point deduction per exam per semester not obtained. The remaining number will be added to the following semester requirements during summer and fall semester. If this occurs during spring semester, the student will be required to extend their time in clinic until the requirements are met.

Technically difficult and pathologic exams that were performed at a competent level may be used as an normal exam. Technically difficult and pathologic exams number requirements may also be exchanged at the discretion of the Clinical Coordinator or Program Director.

Director's Signature_________________________ Date________________

Debra/Jessica: Policy and Procedure Manual/Competency Requirements
December 2014
DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES

Date Issued: 4-2014

POLICY # _______

SUBJECT: Attendance

POLICY: CLASSROOM ATTENDANCE POLICY

Attendance and participation at lectures is consistent with academic success, therefore students are expected to attend all lectures. Instructors may give unannounced quizzes which may not be made up if the student is absent for any reason. In order for a student to make up a scheduled test, the instructor must be notified prior to the class time. Arrangements to make-up the test must also be made at that time. The test must be made up on the date of the student’s return. The instructor may provide an alternative test as a make-up, i.e., essay exam in place of a multiple choice.

Episodes of tardiness, leaving early, or not attending class are all violations of this policy. Students are expected to be prepared to start class at the assigned time, not walking in the door at the assigned time. If the student is tardy, homework will not be accepted. The instructor reserves the right to lock the door at the start of each class; you may not be permitted entry.

Each violation of this policy will result in a one point deduction from the professionalism category of course grade. Subsequent violations may result in additional disciplinary action.

__________________________  __________________
Director’s Signature        Date

Debra/Jessica: Policy and Procedure Manual/Attendance
April 2014
SUBJECT: Use of Social Networking Sites

1. PURPOSES/OBJECTIVES:
   a. The Allied Health Departments recognize that social networking websites and
      applications, such as Facebook, Twitter, Myspace, or blogs are an important means of
      communication. The use of technology can be a valuable search tool for allied health
      students and faculty when used appropriately.

   b. The expectation is that these resources will not be used in patient care areas, but will
      be utilized in classrooms or conference rooms under the supervision and guidance of
      the course and clinical instructors.

2. DEFINITIONS:
   a. **Blog**: A blog is a website maintained by an individual or organization with regular entries
      of commentary, descriptions of events, or other materials such as graphics or video. Blogs
      may provide commentary or news on a particular subject; others function as more
      personal on-line diaries.

   b. **Social Media**: For the purposes of this Policy “Social Media” is an on-line social structure
      made up of individuals or organizations that are tied by one or more specific types of
      interdependency, such as values, visions, ideas, financial exchange, friendship, business
      operations, professional exchange, etc. Social Media sites operate on many levels, from
      families up to the level of nations, and play a critical role in determining the way
      information is exchanged, problems are solved, organizations are run, and the degree to
      which individuals succeed in achieving their goals. Examples of Social Media sites
      include, but are not limited to Facebook, Myspace, LinkedIn, Twitter, or other similar
      sites.

   c. **Workforce**: Under HIPAA, the workforce is defined to include employees, medical staff
      members, volunteers, trainees, and other persons whose conduct, in the performance of
      work for a covered entity, is under the direct control of such entity, whether or not they
      are paid by the covered entity.

POLICY STATEMENTS:

1. The use of technology can create potential liability for the student, faculty, and the college.
   Posting certain information is illegal, and violation of existing statutes and administrative
   regulations may expose the offender to criminal and civil liability. The following actions are
   strictly forbidden:

   a. Posting or communicating any patient-related information or information which may
      potentially identify a particular patient. Removal of the patient’s name does not solve
      this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to
      recognize the identity of a specific individual. Violations of this requirement may result
      in disciplinary action up to and including dismissal from the program, as well as other
      liability for violation of HIPAA. Students should never publicly make comments about the
      care of a specific patient, including online. Even acknowledging the care of a patient is
      an unacceptable disclosure of patient identifying information. Disclosing confidential
      patient information in an inappropriate manner is a federal offense under HIPAA. The
      penalties include significant fines and/or criminal penalties. We take violations of patient
      privacy very seriously and will always take corrective action when aware of such a
      violation.

   b. No posting or communicating private academic information of another allied health
      student, including but not limited to grades, narrative evaluations, or adverse academic
      actions.
2. The following actions are **strongly discouraged**. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
   a. Display of vulgar language
   b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
   c. Posting of potentially inflammatory or unflattering material regarding a fellow student, faculty member, or administration.

3. Any allied health student or faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. Failure to report is a violation of the college’s Conduct Code, Item F, and may result in disciplinary action up to and including dismissal from the program.

4. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication rather than their mtc.edu address. Students and faculty are expected to maintain professional standards of behavior at all times.

_______________________________________
Chris Gates
Dean of Allied Health

Carla/Deb:  MS P&P Use of Social Networking Policy
June 25, 2012
SUBJECT: Student Mentorship Policy

POLICY: Student Mentorship Policy

The student mentorship policy is designed to assist a junior student to transition into the demanding requirements of the program. Difficult areas for new students typically include time management, coping with stress, maintaining professionalism, and study skills. This provides senior students experience in teamwork, interpersonal communication, and responsibility.

Senior students are expected to mentor a junior student. Mentoring duties include, answering programmatic questions, offering clinical advice, and being supportive and positive as needed.

Senior students should share contact information to their assigned underclassman. It is unacceptable to share specific homework, quiz, or test information. Other violations of this policy include offering negative feedback or comments of clinical sites, clinical staff, program faculty, and/or other aspects about the program.

Violations of cheating and plagiarism may also violate Marion Technical College policies, and may result in dismissal from the program. Each violation of this policy will result in a one point deduction from the professionalism category of clinical course grade. Subsequent violations may result in additional disciplinary action.

Director’s Signature ___________________________ Date __________

Debra/Jessica: Policy and Procedure Manual/Attendance  
April 2014
Subject: Student Professional Liability Insurance

Policy:

To act to protect the student while practicing in the clinical area.

Procedure:

1. Students enrolled in any clinical course are required to purchase professional liability insurance. Contracts for the student clinical experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical experience.

2. Students enrolled in the clinical course pay a $15 insurance premium. This charge is recorded under “Other Fees” on the student’s quarterly fee statement. No refunds will be made for unexpired coverage due to drop-outs for any quarter.

Director’s Signature ___________________________ Date __________________

SUBJECT: Graduate Survey

POLICY:

Each student will complete a graduate survey on the final day of classes. The results will be tallied and used as a graduate survey outcome assessment.

An alumni survey from MTC or the Diagnostic Medical Sonography Department will be mailed to each graduate one year post graduation. The results of this survey will be compiled and used as an alumni survey outcome assessment.

Survey results are evaluated with communities of interest on an annual basis. This survey evaluation is an opportunity to assess the need to make changes in the program. The program director is responsible for implementing changes.
SUBJECT: Monitoring Student Medical/Physical Documentation

POLICY:

All sonography students are provided the published list of due dates of student’s medical/physical information and are expected to be responsible in completing required medical documentation by due dates.

PROCEDURE:

1. All student medical/physical documentation will be submitted to the Administrative Assistant to the Dean of Allied Health (currently Jessica Applegate). If the administrative assistant is on vacation, etc., the documentation will be evaluated by the Director of Medical Imaging Programs.

2. The administrative assistant creates the master list for due dates of student medical/physical information. This administrative assistant will monitor due dates of student medical/physical information.
SUBJECT: Retention of Sonography Students

POLICY:

To identify early those students that may be at risk of administrative withdrawal and implement strategies to retain them.

PROCEDURE:

1. Instructors are required to complete an Academic Improvement Notice form by the fourth week of the quarter, or at any time, during the quarter when a student is doing unsatisfactory work (grade of 76% or less). If the course is a self-paced or non-traditional course, an Academic Improvement Notice form will be completed when the student is behind schedule in skill mastery. (A note to instructors: please be as discreet as possible to avoid embarrassing the student).

The Academic Improvement Notice form is available in the mailroom Forms Rack, Community Faculty Office, and also on the College Intranet and W: Drive, where it can be completed online and printed out.

2. When completing the form, it is important to offer both a diagnosis of the unsatisfactory performance and a prescription for success. Please be specific by stating which course objectives have not been mastered, which homework has been missed, and what the student can do to improve.

3. Discretely provide a copy of the form to the student and discuss the listed reason(s) for his or her deficiency.

4. Return the original completed form to the program administrative assistant; provide a copy to the Director of Student Resource Center and a copy to the student.

5. It is highly recommended that the student make an appointment to see their Radiography academic advisor (if the instructor is not their advisor).

6. Advisors will refer the student to the Student Resource Center (SRC), Room 183 of the Technical Education Center, for academic tutoring or other special assistance if needed.

7. Refer the student to the Student Resource Center (SRC) Director, Room 183 of the Technical Education Center, if there are other non-class problems to discuss.

__________________________
Director’s Signature

__________________________
Date
SUBJECT: Transducer and Equipment Usage Policy

POLICY: Transducer and Equipment Usage Policy

Only DMS students and DMS faculty are permitted to touch or operate the MTC ultrasound transducers and equipment. Under no circumstances is any person including patient volunteers or student or patient guests permitted to touch or utilize our transducers or equipment at any time. Any DMS student failing to follow these guidelines will result in disciplinary action.

June 2012
Subject: Clinical Site Log Book Procedure.

Policy:

Each clinical site shall have a log book provided by Marion Technical College. The purpose of the log book is to record procedures completed by MTC Students. Information that should be recorded in the log book.
1. Patient ID number
2. Procedure type
3. Date of procedure

Patient labels may be used if available.

If Marion Technical College staff members need to review a case for competency, please highlight the case. The MTC staff member will review the case and will notify the student of completed competency.

Patient information should never leave the clinical site. The Log Book should never leave the clinical site.

Confidential information includes, but is not limited to, patient information, accession numbers, on-line data, medical records, passwords, and access codes and key cards to computer systems. Confidential information includes information heard and obtained from others.

Please see Acknowledgement and Understanding of Confidential Information Policy.

__________________________________________  _________________  ___________
Signature  SS #  Date

______________________________  ____________________  ___________
Director’s Signature  Date

Debra/Jessica: Policy and Procedure Manual/Acknowledgement and Understanding of Confidential Information June 2016
MARION TECHNICAL COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY EDUCATION

DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES

Date Issued: 07-08-16

SUBJECT: Special Procedures Policy tubes, drains, and catheters.

POLICY:

Students are not permitted to insert, manipulate, or remove any type of tube, drain or catheter. A technologist must be present in the room during this type of procedure. If a student is competent in this type of procedure a technologist is required to manipulate or remove the tube, drain or catheter.

__________________________________________  ______________________
Signature  SS #  Date

__________________________________________
Director’s Signature  Date

Debra/Jessica: Policy and Procedure Manual/Acknowledgement and Understanding of Confidential Information
June 2012
SUBJECT: CLINICAL COORDINATOR CODE OF CONDUCT

PURPOSES: Identify appropriate Clinical Coordinator conduct associated with the Medical Imaging Programs.

Policy:

Expected Conduct:
Clinical Coordinators are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Radiography Program and Marion Technical College. The Program recognizes its responsibility to the healthcare professions it represents and to the consumers of health care. Therefore any action by a Clinical Coordinators considered unprofessional or unsafe conduct shall be deemed cause for disciplinary action.

Clinical Coordinators of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Allied Health Care program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinical/practicum experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Radiography department within the classroom and laboratory as outlined in the Radiography Student Handbook and course syllabus.
- Respect the rules and regulations of the clinical/practicum site as outlined in the orientation process provided by the clinical/practicum site.
- Clinical Coordinators are representatives of Marion Technical College. Their role is to observe student's preforming exams, not act as a staff technologist.
- Clinical Coordinators are unable to sign off on exams or access of medical health records of a patient.

Policy Statements:

1. Professionalism. A Clinical Coordinator shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A Clinical Coordinator is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, respect for students and instructors, and behavior that preserves the safety of others.

2. Confidentiality. The Clinical Coordinator must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality”. A Clinical Coordinator shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.

Authorization
Debra Myers, RT(R), RDMS, RDCS, RVT, BS, M.Ed
Director Medical Imaging Programs

Jessica/Deb: Clinical Coordinator Conduct Policy December 18, 2015
SUBJECT: Clinical Expectation & Student Responsibilities Policy

POLICY:

The following is a list of clinical expectations and student responsibilities required throughout the student’s entire clinical education. This also includes laboratory scan times. Failure to adhere to this policy will result in progressive disciplinary action.

Clinical Expectations

1. Report to lead sonographer/clinical instructor on time at clinical site and record time of arrival and departure in HanDBase system.
2. Comply with the student dress code.
3. Wear proper name tag.
4. Refrain from sitting on counter tops, floors, and desks.
5. Cell phones are prohibited during class and clinical assignments.
6. Keep voice tone low so patients and visitors will not be disturbed.
7. Use equipment and supplies with concern for patient safety, operator safety, and cost containment.
8. Provide a neat, clean, and orderly work area.
10. Maintain a good rapport with students, staff, physicians, supervisors, instructors, patients, and visitors.
11. If there is a question or concern regarding clinical assignments, call the clinical coordinator or program director.
12. Demonstrate confidentiality concerning the patient’s right to privacy.
13. Students should remain in their assigned area/room during their scheduled clinical hours. Students are to assist with and perform exams during clinical time. This includes, but is not limited to, preparing patients, performing scans, and reviewing images.
14. If rooms are clean and stocked, students may review notebooks/textbooks that are related to clinical knowledge.
15. Remain current with the applicable semester clinical competency completion schedule.
16. After competency testing, continue to produce quality scans.
17. Students are required to have clinical notebook with them during scheduled clinical hours. They must have pertinent information listed and organized in clinical notebook.
18. Clinical notebooks will be randomly checked by faculty.
Student Responsibilities

1. Learn with observation and hands-on experiences.
2. Set up the room for each scan, prior to bringing patient into room.
3. Review previous study prior to scanning, if applicable.
4. Assist with, or perform, all scans in the assigned room.
5. Instruct and speak to the patient professionally and confidently.
6. Input patient demographics; choose proper transducer and exam type.
7. Assist in dismissing the patients.
8. Review the scan with the sonographer and identify pertinent anatomy.
9. Prepare the room for the next patient.
10. Ask for assistance or information when necessary (not where the patient would overhear).
11. Become familiar with equipment, knobology, registration, and other areas of the hospital.
12. Participate in quality improvement activities.
13. When not scanning patients, the following activities are recommended:
   a. Stock the room.
   b. Clean the room and other equipment.
   c. Update clinical notebook.
   d. Practice scanning with another student.
   e. Assist or observe in another room.
   f. Assist in the office or with other related activities.
   g. Review clinical information.
   h. Review knobology and advanced machine features.
14. Record attendance properly and have sonographer verify through HanDBase system.

__________________________________________
Director’s Signature

__________________________________________
Date

Debra/Jessica: Policy and Procedure Manual/Advanced Placement of Students
November 16, 2017