

Santa Fe College

DMS Program Student Handbook

2016-2017

DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT HANDBOOK

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DIAGNOSTIC MEDICAL SONOGRAPHY STUDENT HANDBOOK

FOREWORD

The following outline of Program requirements, ethical standards, and regulations has been formulated as a guide for the sonography student. It is the student's responsibility to carefully review this handbook in order to understand what is expected of him/her and what can be expected from the program.

It is the responsibility of the College to provide instruction and to advise and counsel students regarding Program requirements, graduation, and requirements to take the national certification examinations by the American Registry of Diagnostic Medical Sonographers and the American Registry of Radiologic Technologists. It is the student's responsibility to see that these requirements are met. Failure to meet the requirements may result in termination of a student from the Program or delay graduation and eligibility to take the Registry examination.

Program policies must meet the requirements for accreditation at the professional and institutional level and the rights of the students and faculty, individually and collectively, must be preserved. Suggestions regarding policy may be offered to the Program at any time. We continue to seek to improve the Program and welcome input from students, clinic affiliations, the faculty and the Advisory Committee. It must be realized, however, that all policy changes cannot be implemented immediately, as some may require approval by the College as well as by the accrediting bodies.

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MISSION STATEMENT

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The Diagnostic Medical Sonography Program's goal is to develop competent and professional sonographers who, by virtue of theory and practice, are proficient in general sonography. A further aim is to promote qualities of leadership and to assist in developing a credentialed imaging professional with a high degree of adaptability.

It is the hope of Santa Fe College that through the Diagnostic Medical Sonography Program, a sense of pride in the profession will prevail and that the importance of continuing education will become a lifelong process.

The Diagnostic Medical Sonography Program further maintains that the patient is, and shall remain, the primary focus of the sonographer.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM DESCRIPTION

Sonographers are integral members of a team of professionals dedicated to providing patient care. Their primary role is to perform the technical procedures in producing sonographic examinations for the diagnosis of disease and injury.

The curriculum is designed to meet the criteria of the Joint Review Committee on Diagnostic Medical Sonography (JRC-DMS) and the Florida State Department of Education and fulfills the recommendations of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Registry of Radiologic Technologist (ARRT). The curriculum and the Program policies also follow the guidelines stated in the Santa Fe College Handbook.

Students complete a twenty month program of combined academic study and clinical experience. The academic program consists of professional courses. All professional courses have listed course goals, objectives, and competencies that must be satisfied before the student graduates. Students who successfully complete the DMS Program will be awarded an Associate of Science Degree in Diagnostic Medical Sonography and will be eligible to sit for the sonographic examination for national certification given by the American Registry of Diagnostic Medical Sonographers and the American Registry of Radiologic Technologists.

CURRICULUM SEQUENCE

-Course numbers subject to change by the Florida Department of Education-

TERM 1 (12 credit hours) Spring

SON 1100 Principles and Protocols of Imaging	3 credit hours
SON 1113 Sonographic Cross Sectional Anatomy (L)	2 credit hour
SON 2111 Abdominal Sonography I	3 credit hours
SON 2111 L Abdominal Sonography I Lab	1 credit hour
SON 2211 Medical Sonographic Physics (L)	3 credit hours

Term 2 (12 Credit hours) Summer

SON 2006 Professional Aspects of Sonography	1 credit hour
SON 2112 Abdominal Sonography II	3 credit hours
SON 2112 L Abdominal Sonography II Lab	1 credit hour
SON 2121 Obstetrics/Gynecology Sonography I	3 credit hours
SON 2121 L Obstetrics/Gynecology Sonography 1 Lab	1 credit hour
SON 2150 Neurosonology and Superficial Structures	2 credit hours
SON 2150 L Neurosonology and Superficial Structures Lab	1 credit hour

Term 3 (13 Credit hours) Fall

SON 2962 Sonographic Physics and Instrumentation Review	1 credit hour
SON 2122 Obstetrics/Gynecology Sonography II	3 credit hours
SON 2122 L Obstetrics/Gynecology Sonography Lab II	1 credit hour
SON 2804 Clinical Education I (A term)	3 credit hour
SON 2171 Vascular Sonography	3 credit hours
SON 2171 L Vascular Sonography Lab	1 credit hour
SON 2804 Clinical Education II (B term)	2 credit hour

In clinic 3 days a week (8 hours x 3 days x 6 weeks = 144 hours)

Term 4 (12 credit hours) Spring

SON 2175 Vascular Sonography II	3 credit hours
SON 2175 L Vascular Sonography II Lab	1 credit hour
SON 2814 Clinical Education III	6 credit hours
<i>In clinic 3 days a week (8 hours x 3 days x 15 weeks = 360 hours)</i>	
SON 2961 Abdominal Sonography Review	2 credit hours

Term 5 (12 credit hours) Summer

SON 2824 Clinical Education IV	10 credit hours
<i>In clinic 5 days a week (40 hours x 15 weeks =600 hours)</i>	
SON 2930 Special topics/Seminars	2 credit hour

Program credit hours = 61

Prerequisite course credit hours = 16

Total credit hours = 77

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CODE OF ETHICS FOR THE STUDENT SONOGRAPHER

Sonography requires dedicated service of the student to the patient in assisting the physician in the diagnosis and/or treatment of disease or injury. The practice of sonography is based on ethical values that will result in restoring good health and wellbeing of the whole person regardless of race, creed, nationality or economic status. These ethical values are set forth in a professional code that you are obliged to observe. The student sonographers' duties and rights with respect to the patient, the physician, the clinical affiliate, the general public, the profession and their associates are here considered.

PATIENT

1. Student sonographers who render service to the patient shall measure the propriety of their actions and decisions by the primary consideration of their effect on the health and welfare of the patient, and shall display a spirit of kindness, patience and understanding.
2. Student sonographers shall keep confidential any and all information concerning the patient.
3. Student sonographers are responsible for the competent and efficient performance of sonographic procedures prescribed by the physician. Attempts to provide services for which they have not been properly educated must not be undertaken.
4. Student sonographers shall be discrete and tactful when dealing with patients. Actions or statements which may in any way be construed by the patient as criticism of the physician or other professional concerned with the patient's care is strictly prohibited. The student shall not make any statement to the patient or anyone else concerning the patient's diagnosis or prognosis.
5. Student sonographers shall avoid all extraneous conversation of a personal nature in patient areas.

THE PHYSICIAN

1. Diagnosis and the prescription of sonographic procedures shall remain the sole responsibility of the physician. The student sonographer may in no way attempt to perform the function of a physician or to encroach on that portion of the practice of medicine, regardless of the circumstances.
2. Student sonographers shall competently meet their responsibilities to all physicians with equal respect, courtesy and interest.

STUDENT SONOGRAPHER PROFESSIONAL RESPONSIBILITIES

THE CLINICAL AFFILIATE

1. Student sonographers when seeking employment shall state truthfully their credentials of professional education and experience.
2. Student sonographers shall not accept or solicit gratuities or gifts from patients or others for services rendered.
3. Student sonographers shall become fully informed of and comply with all policies, procedures and regulations of the clinical affiliate.
4. Student sonographers shall execute all responsibilities assigned by the affiliate so long as such responsibilities are within the scope of practice and within the limits of competencies.
5. Student sonographers shall exhibit conduct in such a manner as to gain the confidence and respect of all other health care professionals.

THE PUBLIC

Student sonographers are obliged to understand and uphold the law of the land and perform the other duties inherent to good citizenship. Students are also expected to accept responsibility where their knowledge will be of value and to support all constructive efforts on behalf of the public health and welfare.

THE PROFESSION AND ASSOCIATES

1. In addition to applying the techniques of the Sonographic profession to the best of their ability, the student should constantly strive to perfect and enlarge knowledge and proficiency by keeping informed regarding professional matters. This may be accomplished by reading pertinent literature and attending meetings, seminars, and other educational programs.
2. To promote advancement in the knowledge and practice of sonography, the student should contribute to the scientific progress of the profession thereby encouraging research and investigation by participating in educational programs that promote the development of the profession.
3. Student sonographers should seek to attract to the profession persons of good character and intellectual capacity and aid in their education.
4. Student sonographers shall accord colleagues respect and cooperation.
5. Student sonographers should have an appreciation of the aims and ideals of related professions in order to maintain harmonious relations with other professional groups and persons who contribute cooperation and efficiency of delivering quality patient care.
6. Student sonographers shall guard against conflict of professional interest and shall not solicit or accept compensation in any form from a manufacturer or dealer for suggesting any product or service.

PATIENT'S RIGHTS

The American Hospital Association presents a Patient's Bill of Rights with the expectation that observance of these rights will contribute to more effective patient care and greater satisfaction for the patient, the physician, and the hospital organization. Further, the Association presents these rights in the expectation that they will be supported by the hospital on behalf of its patients, as an integral part of the healing process. It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes on a new dimension when care is rendered within an organizational structure.

1. The patient has the right to considerate and respectful care.
 2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his behalf. He has the right to know, by name, the physician responsible for coordinating his care.
 3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment in emergencies, such information for informed consent should include but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternative for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
 4. The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.
 5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.
 6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.
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ACADEMIC STANDARDS AND PROCEDURES

I. GENERAL INFORMATION

- A. All students follow schedules prepared by the Program Faculty.
- B. The entire curriculum is listed by term and is included in this Handbook.
- C. The Program maintains progress reports of student academic and clinical education.
- D. Students having difficulty with course work resulting from academic or personal problems should seek help early. Assistance is available from faculty and/or tutoring is available from fellow students. Appointments with faculty should be made in advance to be sure they are available at a specific time.
- E. Students considering withdrawing from the DMS Program should discuss their reasons with a faculty member and the Program Director before terminating their clinical or classroom attendance.
- F. Any student who wishes to officially withdraw from the DMS Program **must** make an appointment with the Program Director to discuss proper withdrawal procedures.
- G. Students are responsible for purchasing the required texts and any other course materials and/or electronic devices that may be required for the program.
- H. Students in the NMT Program are enrolled in a course load that is deemed full time. It is highly recommended that students abstain from working full time during their tenure in the Program. Students are expected to spend ample time outside of the prescribed class schedule researching, reading and studying course materials.
- I. Students are responsible for all classroom assignments and content missed during **any** absence.
- J. Updated copies of the Essentials and Guidelines of an Accredited Educational-Program for the Sonographer, (Joint Review Committee on Diagnostic Medical Sonography), and the Curriculum Guide are available for reference.
- K. Students are required to attend certain field trips, lectures and other special events scheduled by the Program Faculty outside of normally scheduled classroom hours. Any such activity will be scheduled in advance and the students will be notified of the time, date, and nature of the event.
- L. All students are required to meet an **Oral Competency Standard**. This requirement is met through successful completion of specifically designated “oral competency” courses. Students must demonstrate the ability to effectively convey material in an organized manner, use appropriate language and terminology, and respond to questions in an appropriate dialogue. They will be evaluated on delivery, content, and presentation of material, the use of verbal and non-verbal communication, and effective listening and responding to the audience. Students must demonstrate minimum competency or they will not be allowed to progress through the program.

II. STANDARDS OF ACADEMIC ACHIEVEMENT

- A. Students must maintain an overall 2.0 grade point average or above, as published in the College's Standards of Progress to remain in good standing with the College.
- B. The passing grade for all Sonography academic tests and courses is 75%. Final academic grades are based on daily assignments, quizzes, tests, laboratory assignments, and class participation. See class syllabus for specific methods of instruction and their point values.
- C. Students are not allowed to remain in the DMS Program if they fail to meet the minimum course requirements.
- D. If a student receives an "F" grade in a course, he/she will not be allowed to remain in the DMS Program. If space is available, the student may be permitted to repeat the course the next time it is offered and then continue with the Program.
- E. If the student is absent from the classroom on days quizzes or tests are administered, the student will be allowed to take a "make up" only if the following criteria are met:
 - 1. The student must have been absent from all classes or clinic for that day.
 - 2. The student **must** phone in advance and identify a legitimate reason (illness, financial aid, registration, etc.) for being absent.
 - 3. The student must make up **all** missed quizzes and tests the day of return to avoid a penalty (exceptions will be made for extended illness).
 - 4. A penalty will be associated with all unexcused absences for tests or quizzes as follows:
 - a. All tests must be taken on the day of return and the grade obtained may be awarded for the first absence, if the absence is approved.
 - b. The maximum test or quiz score for the second incidence will be 85%.
 - c. The maximum test or quiz score for the third and **all subsequent** absences may be no greater than the minimum passing score for the course (75%).
- F. Honesty and integrity are essential to professionalism. **Any student observed cheating shall receive an "F" grade for the course.** Cheating includes, but is not limited to, using cheat sheets on a test or quiz, looking at another student's test or quiz to obtain answers, providing another student the opportunity to observe your paper for obtaining answers, any conversation with peers during or after a test while testing is in progress, falsifying the test results, and falsifying time records in the clinic. It is the responsibility of the students to conduct themselves in such a manner that no question of their integrity is raised. Students are encouraged to report cheating or Program policy violations to the appropriate faculty or the Program Director.

- G. Cell phones must not be used during class or lab. Text messaging or other use of the phone is not permitted when class and lab are in session. Students may check messages and/or return calls during break times only. All phones must remain on silent/vibrate mode at all times. Students who disregard this directive will have a drop in their grade.
- H. Students enrolled in the DMS Program are expected to behave in a manner that is respectful of others including faculty, staff and other students. This holds true for behaviors on the SFC campus as well as in the clinical setting. Specific definitions and penalties for inappropriate behaviors are outlined in the SFC Handbook.
- I. Any scan time missed in lab beyond the attendance policy in the syllabus is required to be made up to meet the JRC-DMS standards.
- J. The Sonography Program is supportive of and in compliance with Santa Fe College policy and equal access laws as well as the Americans with Disabilities Act. The Program Director and program faculty are available to discuss appropriate academic accommodations that students may require as a student with a disability or special needs. Request for academic or clinical accommodations must be made during the first week of the semester, except for unusual circumstances, so that arrangements can be made. Students must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic and clinical accommodations.

CLINICAL STANDARDS AND PROCEDURES

I. CLINICAL EDUCATION PHILOSOPHY

The clinical education process is an integral component of the curriculum requirements of the Joint Review Committee on Education in Diagnostic Medical Sonography as published in the *Essentials and Guidelines to Accreditation*. The importance of clinical instruction and clinical experience in the education of competent professional sonographers cannot be overemphasized. A quality clinical experience, that is measurable over its course, is required by the DMS Program to ensure the student's preparedness for competency examinations. Clinical rotations will be assigned by Santa Fe College Faculty. The program is designed to provide the student with didactic and clinical experience in all facets of general sonography in an attempt to meet accreditation and certification criteria. **Clinical rotations are based on many factors to ensure a well-rounded clinical experience and are not assigned based on student preference, proximity, or financial limitations. Students may be required to complete multiple out of town clinical assignments.**

A. MEASUREMENTS OF COMPETENCIES AND PROFICIENCIES IN SKILLS

The primary reason for clinical instruction is to provide the student with professional skills and to measure the student's proficiency in them. The Clinical Coordinator shall assign performance objectives to be completed in the clinical area. An objective is only a statement of what the student will be able to perform as an outcome of clinical instruction.

It does not tell the student “how” to learn the skill; it simply describes the **result** of that learning.

B. SUPERVISED CLINICAL EXPERIENCE

If competencies in professional skills are to be measured, the student must be provided with educationally supervised practical experiences. Practice of skills and testing of objectives are two separate entities. Practice should be accomplished prior to competency testing. The student should continue to practice the tasks after competency testing to assure the refinement of his/her professional skills. Students will be supervised and instructed in the clinical setting by the College Clinical Coordinator, the College Clinical Instructors, the affiliate Clinical Preceptor, affiliate supervising sonographers, and the affiliate staff sonographers. Through individualized instruction and evaluation, the student’s clinical progress and competency will be measured by the College Clinical Coordinator and Instructors and the affiliate Clinical Preceptor and staff sonographers.

The use of clinical facilities is a privilege granted by the clinical affiliates rather than it being a right of the College to use the facilities. While learning and practicing skills, students ultimately contribute to easing the workload of the department just as the affiliate sonographers contribute time and knowledge to enhance the learning process of the student. In this manner the student is prepared to enter the profession upon graduation as a competent, skilled, and responsible sonographer.

C. PERSONNEL

Individuals including students, staff of the clinical affiliate and faculty of SFC will be referred to by titles. These are:

1. **Student** - an individual enrolled in the SFC Program of Diagnostic Medical Sonography.
2. **College Clinical Coordinator** – an employee of SFC acting as a liaison between SFC and the affiliate, a resource person for the affiliate, a problem solver for clinical education, and evaluator of students for competency.
3. **College Clinical Instructor** – an employee of SFC acting as a liaison between SFC and the affiliate, and evaluator of students for competency.
4. **Clinical Preceptor (CP)** – an employee of the affiliate who is responsible for the supervision of the student while in the clinical setting. The CP will act as an avenue of communication between the affiliate and SFC.
5. **Supervising sonographer/staff sonographer** – an employee of the affiliate who may be designated by the Clinical Instructor and/or Clinical Preceptor to supervise the student’s training.

II. CLINICAL REQUIREMENTS

Students are assigned to the clinical affiliates to provide a well-rounded and complete range of clinical experiences. Students are assigned to specific clinical areas by the Clinical Coordinator or Program Director in cooperation with the Clinical Instructor.

Students are directly responsible to the Clinical Preceptor or his/her designee while on clinical assignment.

A. **IMMUNIZATIONS, HEALTH RECORDS, HIPAA**

By **October 31, 2016**, students **MUST** show proof of -

1. Two (2) immunizations for measles and/or two MMR'S or titer. (Persons born prior to 1957 are exempt from this requirement).
2. A negative Tuberculin skin test must be submitted no later than October 31, 2014. Prior test must be no more than 3 months old.
3. The first and second of the three HBV series immunizations must be complete by October 31, 2014. Dose three must be completed no later than April 30, 2014. (Hepatitis-B series consists of three immunizations)
4. Immunization for chicken pox or titer.
5. HIPAA certificate.
6. Valid CPR card, BLS for Healthcare Providers.
7. 10 panel drug screen completed no later than the last day of the fall semester. See Clinical Coordinator for instructions.

B. **HIV AND HBV**

During the first term in SON 1000, didactic instruction will be given in the following areas:

1. Infectious Disease Control
2. Hepatitis-B
3. HIV

Students will sign a form to be kept in their folder, confirming that instruction has been received in the above areas.

C. **CPR REQUIREMENTS**

1. Documentation of CPR must be provided to the Program by the first day of classes.
2. Students must maintain a current CPR certification throughout the entire time they are enrolled in the Program.
3. Students are responsible for obtaining recertification if their CPR certification expires during the course of the Program. Students may not attend clinic with expired CPR certification. Personal leave time will be charged to the student if he/she is denied clinical involvement due to an expired certification. Program policy governing the use of personal leave will apply. It is wise to recertify long before your current card expires, as there may not be courses available when needed, or you may have other conflicts.

4. CPR must state BLS for Healthcare Providers and must be through the AHA.

D. ACCIDENTS TO PATIENTS

1. Immediately call the supervising Clinical Instructor or one of the physicians to check the patient.
2. Report all incidents or accidents, regardless of how minor they seem, to the supervising Clinical Instructor, the Clinical Coordinator, and the Program Director **immediately** and complete the appropriate documentation.

E. ACCIDENTS TO STUDENTS

1. In the event of an accidental needle stick in the clinic, the student is to call the Clinical Coordinator and Program Director **immediately**. The purpose of calling the listed college officials is to assist the student in receiving the care that is warranted. It is **imperative** that the student call, even in cases where the clinic might be taking all appropriate steps to administer first aid, dress the wound, first blood draw, AZT administration if warranted, counseling, etc. The faculty contact person must have you complete a SFC Incident Report Form within 24 hours of the incident. Depending on the policy of the clinic where the incident occurred, the faculty contacted will assist you with the appropriate protocol to follow. There is a blanket accident policy for students to cover such situations. Students must carry this card with them at all times while in clinic.
2. Immediately report **any** accident or injury to the supervising sonographer, the Clinical Coordinator, and the Program Director.
3. SFC does not provide medical insurance coverage for students who may be injured or become ill while participating in any clinical or Academic Programs conducted by the college. **Each student should make provisions for his/her insurance coverage.**
4. Students are required to carry professional liability insurance. The Lab fee charged to each student in the Fall Term is used for this purpose.

III. CLINICAL EVALUATION

A. GRADES

The clinical performance of the student is graded and discussed with the student each term. Grades are based upon demonstrated clinical competency, initiative, attitude, professionalism, and dependability. No clinical grade lower than a "C" is acceptable. A clinical grade lower than a "C" may result in dismissal from the Program. Counseling procedures will be implemented to determine any course of action deemed necessary.

B. CLINICAL BEHAVIORS

The welfare of patients and their families shall take precedent over the learning needs of the student. When a student demonstrates a course of conduct that is clinically unacceptable, unethical, or unsafe, the student may be denied further clinical involvement. This occurrence may be for a single severe incident or for a

repetitive pattern of behavior. The student denied clinical involvement has in effect earned an “F” grade for the clinical course. As previously stated in this Handbook, a student who receives an “F” grade may not remain in the Program.

Refer to Appendix A (Page 27) for definitions of unacceptable behaviors.

C. **CELL PHONE POLICY**

Student cell phones should not be seen or heard in the clinical sites. Cell phones must remain in silent/vibrate mode at all times. Students may check their messages and/or make calls during their scheduled break times only. Texting is also prohibited and should be limited to break times only. It is understood that there are emergency situations and unforeseen conditions in which you may need to be contacted. If such a situation should arise, notify your clinical preceptor. The preceptor will advise you as to how the situation will be handled.

IV. **STANDARDS OF ATTENDANCE**

A. **Hours of attendance**

1. Attendance is **mandatory** during all scheduled clinical hours. If the student is unable to report to his/her clinical assignment, the student shall notify the affiliate ½ hour prior to their scheduled arrival time. **The student will also call the DMS office and leave a message as well as notify the clinical coordinator of the absence by Santa Fe College email or through Canvas.**
2. The student shall report to his/her clinical assignment early enough to be ready to begin clinical education at the designated time.
3. Clinical assignments consist of eight-hour days. The assigned hours are typically 8:00 am until 4:30 pm with a 30-minute lunch break, unless otherwise arranged. The clinical instructor or their designee shall schedule lunch breaks.
4. The student is allotted 1 hour to travel between class and the clinical affiliate during applicable terms.
5. The student is responsible to the clinical instructor or his/her designee while in the clinical affiliate.
6. **No student** is allowed to select or change his or her clinical assignment without the permission of the Program Director. If the student adjusts his/her schedule without receiving permission to do so, the accrued hours will not be accepted for credit.

B. **CLINICAL ATTENDANCE RECORDS**

1. All hours of the student's clinical experience must be documented on the timesheet located in the student clinical portfolio. The student should document arrival time upon arrival and departure time upon departure. Unsigned sheets will constitute an absence.
2. Timesheets are reviewed for accuracy by the supervising Clinical Instructor and Clinical Coordinator. In all cases, recorded hours must reflect the actual hours of clinical attendance. Any evidence of falsification of clinical time records will be

considered academic dishonesty and will be dealt with according to the process outlined in the SF College Handbook. This includes recording anticipated departure time and faxing a timesheet early. The result may be denial of clinical education privileges.

3. It is the student's responsibility to fax the time sheets on a bi-weekly basis to the Clinical Coordinator. Due dates for timesheets will be posted.
4. It is the student's responsibility to turn in all timesheets, clinical evaluations, competency sheets and scan logs at the designated due date. Failure to do so will result in a drop in grade. It is **not** the responsibility of Santa Fe College faculty, Clinical Instructors, or other students to turn in paperwork or ensure its arrival.

*All clinical documentation **MUST** be written with ink!!*

C. Attendance Policy for Clinical Rotations

1. When assigned to clinic 3 or more days a week. The maximum number of absences while assigned to the clinical setting may not exceed 3 clinical days (24 hours total) per semester. If you have accumulated more than 3 clinical absences (or 24 hours total) in a semester, you may be dropped from the course.
2. Time away from clinic may only be taken in 4 hour blocks. *For example, if you are 30 minutes late to clinic, it will count as a 4 hour block of time. If you leave clinic 2 hours early, it will count as a 4 hour block of time.*
3. The student will be notified if they have reached their established limit for absences, and additional absences may jeopardize the successful completion of the course. If a student is going to be absent from a clinical assignment, he/she must do both of the following:
 - Call the assigned clinical site at least 30 minutes prior to the start of his/her clinical assignment.
 - The student is to speak directly to a clinical instructor or supervising technologist or must obtain the name of the person taking the message. It is the responsibility of the student to make these calls – not parents, friends, or relatives.
 - Notify the clinical coordinator email by email or through Canvas.
4. Any student who does not call the clinical site supervisor and Clinical coordinator before the start of the clinical assignment will be put on probation for the remainder of the program and will receive written warning of the violation. Two incidents of “no show, no call” will result in exit from the program.
5. Students who leave the clinical site early without prior approval by the clinical coordinator will be considered absent for the entire day.
6. A tardy is defined as being more than 5 minutes late. Any time missed beyond 10 minutes will count as a four hour absence.

- 1st offense: verbal warning
- 2nd offense: written warning
- 3rd offense: dismissal from the program

Holidays

Students are entitled to holidays designated by Santa Fe College and the VA hospitals, and they will not be required to attend class or clinic on those days.

D. EMERGENCY LEAVE

Time off will be allowed in the event of the death or critical illness of a close relative (father, mother, sister, brother, wife, husband, child) upon notification of the Program Director. The amount of time will be determined on an individual basis.

E. MAJOR ILLNESS/MAJOR INJURIES/PREGNANCY

1. Students are responsible for immediately notifying the Clinical Coordinator and Program Director regarding pregnancy and when situations occur that may cause extended absences.
2. The status of students having long term absences beyond their control will be individually evaluated by the faculty based upon how realistically a viable education can be provided under existing conditions. Conditions which prevent students from participating in clinical and/or didactic education may result in the student's total withdrawal from the Program.
3. Conditions which only prevent the student from participating in clinical education may result in graduation being delayed until all clinical time and competency requirements are met.
4. At the time illness occurs, any leave time accumulated to date is frozen for use in subsequent terms. The faculty will meet with the student who has encountered extenuating circumstances due to major illness, injury or pregnancy in order to discuss the situation and set forth the conditions that must be met if the student is to continue in the Program.
5. Pregnant students may continue involvement following the policy of the clinical site to which they are assigned and with the approval of their personal physician so viable clinical experiences can be obtained. **NOTE:** Following delivery, students must have a physician's documented approval to return to clinical education.

F. COMMUNICABLE DISEASE POLICY

The goal of the Program's communicable disease policy is to conserve available manpower and provide a safe environment for students, employees, and patients through the achievement and maintenance of an optimal standard of health for all. A copy of each affiliate's communicable disease policy is also available at each clinical site. The students will be made aware of the communicable disease policy in a generic sense during the introductory clinical course. Applicable rules to a specific clinic will be discussed with the student, Clinical Coordinator, and supervisory Clinical Preceptor as deemed necessary to ensure that the institution's policy is being carried out. Absences occurring due to communicable diseases will be handled as previously described in the Student Handbook addressing sickness and/or leave.

G. EDUCATIONAL MEETINGS

1. Local professional society meetings of an educational nature may be held monthly and students are urged to attend.
2. Students who attend meetings/seminars are sponsored by the College. They must provide documentation of the fact that they have attended the appropriate lectures, meeting, workshop or seminar. The appropriate meetings and method of documentation will be defined by the faculty before departure for the event. Students who do not comply with this standard will be subject to the Program's policy which governs required attendance of field trips, lectures and other special events. Additionally, students who do not comply will lose clinical leave time at the rate of two hours for each hour of lecture time that is missed at the meeting, workshop or student seminar, and the time will be made up at the end of the Program.

H. JURY DUTY

Students who are called for jury duty should take their summons to the Program Director or appropriate faculty member on the next class day after receipt of the summons. The Program Director will give consideration to writing a letter supporting the student's request to be excused from jury duty if said jury duty interferes with classroom lecture or clinical assignments. Delay in bringing the summons to the attention of the Program Director may jeopardize the chances of being excused by the court, and ultimately create academic hardships by missing programmatic scheduling.

V. STANDARDS OF PROFESSIONAL APPEARANCE AND ATTIRE

Patients and employees of the health care field view sonographers as professional health care team members and therefore expect them to look professional. Inappropriate dress may interfere with the ability to interact with patients and other health care providers. The sonography student is expected to conform to a standard of dress and grooming as set forth in the DMS Program Student Handbook. The following standard of dress is applicable to all clinical sites and shall be worn when the student is on clinical assignment. Failure to comply with this rule will result in the student being denied clinical involvement until the standards are met.

A. ACCEPTABLE ATTIRE

A standard uniform has been adopted for all students in the DMS Program. These uniforms are to be clean and presentable at all times. *Only the SFC DMS Program's stated uniform will be acceptable.*

Failure to comply with the standards will result in the denial of clinical involvement until the standards are met. Lost time from the clinical site shall be made up at the end of the program.

1. Uniforms
 - a. The uniforms for both male and female students is a scrub-type uniform.
 - b. Acceptable scrubs are available in pants and tops, dresses, skirts, and lab jackets.
 - c. Uniforms must be solid color scrubs in the designated color.
 - d. Scrubs should always be free of tears, holes, stains, and wrinkles.
 - e. Santa Fe College tee-shirts in designated colors are allowed with scrub pants in lab but not in clinic.
2. Shoes
 - a. Appropriate professional or athletic shoes are acceptable. No cloth shoes are permitted. Shoes must be clean.
 - b. All shoes shall have an enclosed heel and toe; low heels only, boots or ankle-high shoes are not permitted.
3. Badges
 - a. Santa Fe student ID badge must be worn in clinic at all times.
 - b. Badge may be worn on lanyard or clip of your choice and must be readable at all times.
 - c. Students not wearing their badge will be sent home immediately to obtain badge. Any missed clinic time will be deducted from personal leave time.

B. GROOMING

Dress and grooming are important factors in the student's ability to interact effectively with patients and medical health care providers and to maintain a safe environment for patients and themselves.

1. Hair shall be clean and neat. Long hair should be pulled back and secured. Hair color should be natural. Bold or unnatural colors are not permitted
2. Fingernails shall be clean and appropriately short. Polish may be light in color. **Students are not permitted to wear any form of artificial nails at any time during their clinical assignments.**
3. Jewelry shall be kept to an absolute minimum, to reduce risk of injury to self and patients. No more than two small stud earrings may be worn each ear. No other jewelry may be visible in parts of the body that have been pierced, including the tongue.
4. Males with beards and mustaches shall keep them clean and well groomed.
5. Strong perfume, cologne, and after-shave should be avoided.
6. Gum chewing does not look professional and is not allowed at the clinical sites.

7. Tattoos that are visible when students are dressed in the prescribed clinical uniform must be covered by appropriate clothing. Tattoos on arms must be covered by tee-shirt worn under the scrub uniform top. Tattoos on forearms may require a long sleeve tee-shirt.

STUDENT COUNSELING AND DUE PROCESS

Student counseling serves to promote, assist, and maintain superior student performance. The main purpose is to provide feedback to the students regarding their performance and specifically identify areas of strength, performance deficiencies, and/or behavior affecting their status as a sonography student.

COUNSELING PROCEDURE STEPS

- A. Suggestions made by the faculty to the student regarding deficiencies and non-compliance with the standards outlined in this manual. These suggestions will be signed by both student and faculty and placed in the student's file.
- B. If the student does not conform to the informal suggestions made in Step A, a meeting will be held with the student and one or more academic/clinical faculty members. The following will be decided at the meeting.
 1. Identification of the deficiency and the plan of action to be taken to correct it.
 2. Establish a time limit for completion of plan of action.
 3. Consequences of not meeting the criteria set forth in steps 1 and 2.
 4. The content of the meeting will be documented and signed by all involved parties. The student will receive a copy and a copy will be placed in his/her file. Additionally, it may be necessary to complete the Academic Probation Documentation form.
- C. At the completion of the deadline or time limit, one of the following two things will happen:
 1. If the criteria are met, the student will be allowed to continue in the Program.
 2. If the criteria are not met, the deficiencies still existing will be noted and the student will be dismissed from the Program.
- D. **APPEAL IN COUNSELING**
Although the Program policy as stated in this Handbook may not be appealed, students who wish to verify the **accuracy** of the administration of a specific program policy must follow the steps outlined in the document that follows on 10a and 10b, *Health Sciences Programs Procedure/Policy Appeal Process*.
- E. **PERSONAL COUNSELING**
If students desire further counseling for academic or for personal matters, they are encouraged to contact SFC's Counseling Center at 395-5508.
- F. **GRIEVANCE POLICY**
For a formal grievance procedure see College Rule 2.8P located in the Santa Fe Rules manual. <http://www.sfcollege.edu/rules/>

**SANTA FE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
STUDENT AGREEMENT**

I certify that I have received a copy of the Santa Fe College Diagnostic Medical Sonography Student Handbook. I further certify that I have read and agree to follow the standards outlined within the Handbook and realize that any deviation from these standards will be cause for counseling procedures to be implemented. I understand that these standards apply to each and every course within the Diagnostic Medical Sonography Program. I understand that I am responsible for providing my own medical insurance if I desire coverage, maintaining a current CPR certification, and acquiring the series of Hepatitis B vaccinations.

Student' Signature _____ **Date** _____

Additionally, I give my permission to be photographed by the Program/College for faculty and/or clinical affiliate purposes of identification. If needed, I agree to participate in College/Program promotional activities, which might include a photograph or video.

Students' Signature _____ **Date** _____

**SANTA FE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
CONFIDENTIALITY AGREEMENT**

Professional standards and norms for all health care providers include areas of professional behavior, confidentiality, patient's rights, informed consent, privileged communication and health care settings, standards and norms (Kozier, 2000).

Additionally, federal laws (including HIPPA, 1966 and FERPA), state regulations, licensure requirements and practice acts detail use of specific information related to health care settings and professional behavior. As a student in the SFC DMS Program, it is the student's responsibility to adhere to any and all of these standards and regulations.

The relaying discussion, transferring or use of any privileged information or knowledge of events or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), SFC faculty and staff, fellow SFC students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and may include immediate dismissal from the program. If the student has a question or concern, or is unclear regarding this issue/topic should: contact their instructor, refer to syllabus/course materials and referenced materials, review orientation materials of the health care agency, and/or contact the Director. Please sign and submit the Confidentiality Agreement found in the attachment section.

Print Name

Signature

Date

NOTE TO THE STUDENT: Please sign and return this Confidentiality Agreement to the DMS Program instructor. This agreement form will be filed in your DMS Program student file. Thank you!

**SANTA FE COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
CLINICAL EDUCATION AGREEMENT**

A major part of the student's educational process in Diagnostic Medical Sonography consists of clinical rotation.

In order to provide the student the highest standard of clinical education, Santa Fe College has developed a clinical schedule which allows each student to observe, practice and acquire the necessary skills to become a professional sonographer.

Various clinical sites have been provided throughout the area. Some sites are not within the city limits and the student must be prepared to drive to these distant locations.

The DMS Clinical Coordinator shall make assignments of clinical rotation. Assignments shall be made in the best interest of the student, the program and the participating clinical affiliates.

I am aware that I will be assigned one or more clinical rotations outside the Gainesville area for a portion of my clinical education. I will be prepared to attend any and all clinic sites.

Print Name

Signature

Date

**Santa Fe College
DMS Program
Bioeffects Release Form**

I have am aware of the potential for biological effects and have made the choice:

_____ To scan and to be scanned.

_____ NOT to scan or be scanned.

(Print Name)

(Signature)

(Date)

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APPENDIX A

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REASONS and DEFINITIONS of UNACCEPTABLE BEHAVIOR

A. DIDACTIC

1. Habitual lateness or absence from class/lab.
2. Disruption of class or lab time.
3. Use of cell phones in class or lab.
4. Inappropriate treatment/respect for others, including classmates and instructors.
5. Failure to meet course requirements.
6. Emotional or physical incompetence as documented by the appropriate medical authorities.
7. Failure to comply with classroom/lab rules

B. CLINICAL

1. Habitual lateness or absence from clinic.
2. Failure to notify the clinical site and clinical coordinator of intent to be late or absent.
3. Unsafe practices which are actually or potentially harmful to patients due to, or as a result of, a student's actions.
4. Conducting personal business while at a clinical site.
5. Use of cell phones while at clinic.
6. Abandoning his/her clinical assignment (leaving the site without permission).
7. Providing a patient with a diagnosis, advice regarding tests, or any other medical information regarding care.
8. Failure to comply with the rules and procedures of the clinical affiliate.

NOTE: ANY student suspected of performing classroom, lab, or clinical duties under the influence of alcohol or drugs will be escorted to the Emergency Department or other facility and will be required to submit to a blood test immediately. The student will be responsible for the cost of the test.

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APPENDIX B

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PROFESSIONALISM/PARTICIPATION GRADE:

CLINICAL

Each clinical practicum has a 10% professionalism/participation grade. This grade is based primarily on, but not limited to the following:

1. Following and adhering to appropriate clinical behaviors.
2. Following standards for attendance.
3. Maintaining clinical portfolio; time sheets*, check-offs, competencies, evaluations. *MUST be completed in ink.
4. Complying with the acceptable attire and proper grooming guidelines.

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APPENDIX C

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MISDEMEANOR/FELONY GUIDELINES:

Any student involved in a misdemeanor and/or felony must notify the program director immediately. Termination of the student's clinical rotations will be effective indefinitely until the student provides proof that any sentencing and/or probationary actions are completed in full.

Be advised that eligibility of any federal funding the student receives will also be revoked. Refer to the financial aid handbook regarding specific ineligibility periods and specific schedules for convictions.