

STUDENT HANDBOOK

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INSTITUTIONAL HISTORY AND PROGRESS

United Hospital Center is the result of the merger of two well established Clarksburg hospitals, Union Protestant, which dates its beginning to 1898, and St. Mary's Hospital which was founded in 1901. The two institutions merged on August 24, 1970, to improve the health care delivery services, avoid duplication of services and control combined operating costs. At the time of merger, the bed capacity of the two hospitals was 322 beds.

St. Mary's was located on the corner of Washington Avenue and Chestnut Street, and was originally founded by a group of Clarksburg business and professional men as the Harrison County Hospital. The Sisters of St. Joseph purchased the hospital in 1905, and the name was changed to St. Mary's Hospital. Hospital additions followed in 1910, 1911 and 1942. St. Mary's Hospital School of Nursing, opening in 1905, was the first nationally accredited nursing school in West Virginia.

Union Protestant Hospital was started by Dr. A. K. Kessler in a frame building at what is now the corner of Washington Avenue and Water Street. It expanded into new downtown facilities on Washington Avenue in 1917 under the management of the Mason Hospital Company, and was purchased by the Union Protestant Hospital Company in 1933. New suburban facilities on Route 19, south of Clarksburg, were completed in 1960 and United Hospital Center was formed at the former location of Union Protestant Hospital. The complex included a Family Practice Center, a Physician's Office Building, United Transitional Care Facility, the E. Wayne Corrin Emergency Department, United Home Health, United Health Foundation, United Cancer Center, United Summit Center and the Health Connection.

On October 3, 2010, United Hospital Center relocated into a 681,440 ft², eight level structure adjacent to Interstate 79 at Exit 124/Jerry Dove Drive. The new United Hospital Center includes 292 private inpatient rooms and 24 observation rooms, in addition to a nationally accredited and comprehensive cancer center, emergency department and invasive cardiology suites. The new United Hospital Center designed an environment that focuses on enhanced patient privacy and a high level of technology integration.

From its inception and through today, United Hospital Center has provided clinical and didactic support of educational programs including Certified Nurse Anesthetist, Registered and Licensed Practical Nursing, Radiologic Technology and Respiratory Therapy. The School of Radiologic Technology represents a merger of two successful, hospital-based radiologic technology training programs from St. Mary's and Union Protestant and has trained 332 radiologic technologists with a first attempt, registry pass rate of 98.4 percent. UHC School of Radiologic Technology has earned an excellent reputation within the community and graduates are heavily recruited by area healthcare providers.

To satisfy the demand for diagnostic medical sonographers, both regionally and nationally, United Hospital Center Diagnostic Medical Sonography Program was opened in July of 2000. This program is designed as an advanced discipline of study for graduates of an accredited educational program in Radiologic Technology. UHC Diagnostic Medical Sonography Program incorporates clinical and didactic experiences to prepare individuals for professional practice in general medical, obstetric/gynecologic and vascular sonography.

UNITED HOSPITAL CENTER

MISSION, VISION AND VALUES

1) HOSPITAL MISSION PURPOSE:

The mission and purpose of United Hospital Center is to **enhance the health status of the citizens of North Central West Virginia** by pursuing spiritual, charitable, scientific, and educational goals in providing quality care and treatment without discrimination as to gender, race, color, religion, age, national origin, disabilities, or financial status.

2) VISION STATEMENT

“UHC will be the focal point of a high quality and cost-effective healthcare delivery system serving the citizens of North Central West Virginia through integration of home, physician office, outpatient, ambulatory, subacute and acute care settings, and professional and health promotion educational programs.”

This vision acknowledges the following key requirements for UHC’s future:

- 1) United Hospital center will be recognized as the community hospital of choice, which respects human life and enhances human dignity.
- 2) It is committed to high quality health and cost-effectiveness in response to both the external market place and its own internal values.
- 3) Its service area will include North Central West Virginia.
- 4) It will not be a “stand alone” entity, regionally or by provider type.
- 5) It no longer focuses only on on-campus acute inpatient and outpatient services.

3) VALUES STATEMENT

In recognition of the need for an organization’s employees and agents to clearly understand and comply with its value structure, particularly during times of substantial upheaval and change, UHC has adopted the following clear set of values:

- 1) Dedication to quality and cost effectiveness;
- 2) Maintenance of charity care;
- 3) Commitment to understanding and meeting the needs of the purchaser of healthcare;
- 4) Respect and care in our approach to every individual;
- 5) Commitment to community health enhancement;
- 6) Maintenance of our traditional presence as a healing service in the community, generating and nurturing holistic wellness;
- 7) Provision of access to health care for as many as possible.
- 8) Recognition that the delivery of healthcare depends upon many partnerships, particularly with physicians;
- 9) Dedication to the education of health care professionals;
- 10) Commitment to high personal standards of honesty and integrity of employees and representatives, and;
- 11) Dedication to proactive leadership in seeking to carry out the mission and purpose of UHC and compliance with its values.

Program Mission

United Hospital Center's Diagnostic Medical Sonography Program is committed to delivering a sound educational experience to prepare individuals for entry level performance in general medical and vascular sonography.

Program Information

United Hospital Center, Inc. offers an 18-month certificate program in Diagnostic Medical Sonography as an advanced discipline of study for graduates of an accredited educational program in Radiologic Technology. UHC Diagnostic Medical Sonography Program integrates clinical and didactic experiences to prepare individuals for professional practice in general medical and vascular sonography through clinical rotations at UHC and the VA Medical Center. Although not accredited, our curriculum is designed to adhere to the Commission on Accreditation of Allied Health Education Programs Standards & Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer recommended by the Joint Review Committee on Education in Diagnostic Medical Sonography. More information may be found at <http://www.jrcdms.org/standards.htm> and <http://www.jrcdms.org/policies.htm>.

PROGRAM PHILOSOPHY

The philosophy of United Hospital Center Diagnostic Medical Sonography Program is to provide an educational atmosphere that instills in students a desire for learning, excellence in clinical performance and intellectual curiosity. The program is maintained with the highest standards of excellence. The faculty is committed to providing the student with basic and advanced knowledge in the art and science of diagnostic medical sonography as well as developing in them a spirit of understanding and compassion for the patient.

The program provides the learning resources that enable students to attain both the problem solving knowledge and the technical ability necessary to be competent diagnostic medical sonographers. We recognize our obligation to contribute to the development of the profession; therefore the Diagnostic Medical Sonography Program is pursuing accreditation by the Joint Review Committee on Education in Diagnostic Medical Sonography.

To maintain high academic standards of its students, the School of Diagnostic Medical Sonography places emphasis on admission prerequisites, consistent grading practices, student evaluation of courses and programmatic self-evaluation.

It is the policy of United Hospital Center Diagnostic Medical Sonography Program to provide equal opportunities to prospective and current students solely on the basis of individual quality and merit, without regard to race, religion, age, sex, national origin, or disability, and in full compliance with all federal and state laws.

Diagnostic Medical Sonography Program Objectives

United Hospital Center Diagnostic Medical Sonography Program will deliver a sound educational experience to prepare individuals for entry level performance in general medical and vascular sonography.

In fulfilling this purpose, United Hospital Center Diagnostic Medical Sonography Program will:

- ◆ Design an educational experience reflecting the Standards for an Accredited Educational Program in Diagnostic Medical Sonography as published by the Joint Review Committee on Education in Diagnostic Medical Sonographers and the Commission on Accreditation of Allied Health Education Programs.
- ◆ Provide learning experiences to adequately prepare the student for certification in general medical and vascular sonography.
- ◆ Provide adequate resources including, but not limited to, dedicated and experienced program faculty and clinical staff, sufficient volume and variety of sonographic procedures, high quality ultrasound and noninvasive vascular equipment, reference library and other instructional aids.
- ◆ Publish and distribute well-defined student objectives, curricular and competency requirements and graduation requirements.
- ◆ Participate in ongoing outcome assessments of all educational components and systematically correct any deficiencies or weaknesses, which may exist.
- ◆ Deliver all components of the educational program in a fair and consistent manner including student and faculty recruitment, admission processes and operational policies.

It is the intention of UHC Diagnostic Medical Sonography Program to provide learning experiences in all educational domains, including cognitive, psychomotor and affective. Didactic course syllabi and clinical assignments integrate theory and critical thinking skills with practical tasks and ethical, moral and social beliefs. This holistic approach to sonography education enables students to better function in the health care arena where the emphasis is on customer service and performance improvement in all aspects of patient care delivery.

Consortium Sponsorship- VA Medical Center

In an effort to provide comprehensive didactic and clinical medical imaging experiences to prepare sonography students for entry level employment, United Hospital Center Diagnostic Medical Sonography Program maintains a consortium relationship with the Louis A. Johnson VA Medical Center in Clarksburg, WV.

The Louis A. Johnson VA Medical Center is located on a 16-acre site adjacent to the Veterans Memorial Park and the West Virginia State Nursing Home in the city of Clarksburg, West Virginia. The facility was initially dedicated on December 7, 1950 and was enhanced with the clinical addition in 1989. Named after Louis A. Johnson, Secretary of Defense under President Truman, this medical center has been an active teaching facility since 1960 by participating in residency and academic affiliations with West Virginia University, Fairmont State University, Alderson-Broaddus University and other nearby institutions of higher education.

As a teaching hospital, Louis A. Johnson VA Medical Center provides a full range of services, with state-of-the-art technology as well as education and research. Louis A. Johnson VA Medical Center also maintains accreditation by The Joint Commission and offers general, gynecologic and vascular sonography procedures.

PROGRAM GOALS

United Hospital Center Diagnostic Medical Sonography Program will deliver a sound educational experience to prepare individuals for entry level performance in general medical and vascular sonography.

Goal 1: Each student will demonstrate effective patient care skills and competency in exam performance.

STUDENT LEARNING OUTCOMES	LEARNING DOMAIN	Facilitator	Time Frame
A. Each Level I sonography student will score $\geq 90\%$ on clinical proficiencies in Great Vessels, Gall Bladder and Non-OB Endovaginal.	Cognitive, Psychomotor and Affective	Maynard	Level I - end of 3 rd Period
B. Each Level II Sonography student will earn a score of ≥ 3 on item "Patient Perception" on six randomly chosen Weekly Evaluations from Level II, 2 nd period.	Cognitive, Psychomotor and Affective	Trupo	Level II - end of 2 nd Period

Goal 2. Each student will demonstrate critical thinking and problem solving skills.

STUDENT LEARNING OUTCOMES	LEARNING DOMAIN		
A. Each Level I sonography student will score $\geq 90\%$ on the Chapter Two Acoustic Physics Exams including calculations of attenuation coefficients for multiple transducers at varying tissue depths.	Cognitive	Maynard	Level 1 - end of 1 st Period
B. Each Level II sonography student will achieve a score of ≥ 5 on "Possible Differentials" segment of the initial Case Review.	Cognitive and Affective	Maynard	Level II - end of 1 st Period

Goal 3. Students are prepared for professional certification and entry-level employment.

STUDENT LEARNING OUTCOMES	LEARNING DOMAIN	Facilitator	Time Frame
A. Level II students will express satisfaction with educational offerings and clinical resources by scoring ≥ 4 on question 5 of the Exit Interview.	Affective	Trupo	Level II completion
B. Level II students will pass the ARDMS SPI examination on first attempt when taken upon completion of the related course and prior to program graduation.	Cognitive, Psychomotor	Trupo	Level II – end of 1st Period
C. Level II students will demonstrate 0% assistance on all Abdomen exams performed during Level II, 3 rd period as reflected in their Log Books.	Cognitive, Psychomotor and Affective	Maynard	Level II - end of 3rd Period Nine months post-graduation for data collection & analysis
D. All employers will express satisfaction with graduate performance by scoring 3 or “Excellent” on question 5 of the Employer Survey distributed six months post-graduation.	Cognitive, Psychomotor and Affective	Trupo	

PROGRAM EFFECTIVENESS DATA

<u>Program Performance (July 2007 - May 2015)</u>	
Number of enrolled students	21
Number of students completing program	20
Percentage of attrition	5%
Number of program graduates pursuing ARDMS credentials within one year	20
Number of program graduates obtaining ARDMS credentials within one year	17
Percentage of program graduates obtaining ARDMS credentials within one year	85%
Number of program graduates actively seeking employment within six months	20
Number of graduates employed in sonography or related fields within six months	20
Percentage of graduates employed in sonography or related fields within six months	100%

STUDENT OBJECTIVES

While enrolled in the program, the student shall be able to:

- Apply knowledge of anatomy, physiology, sonographic scanning techniques and protocols to correctly demonstrate anatomical structures for an ultrasound exam and evaluate the images for accuracy and quality.
- Provide patient care and comfort, with high regard for patient rights and dignity, as well as utilizing universal precautions, as required.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life support procedures.
- Evaluate the performance of sonographic equipment and imaging system and report malfunctions to the proper personnel.
- Exercise independent judgement and discretion in the technical performance of medical procedures and prioritize procedures when necessary.
- Demonstrate competency achievement in the areas of cognitive, psychomotor, critical-thinking and problem solving.
- Satisfy all graduation requirements as published in the Student Handbook, and Master Plan of Education including satisfactorily accomplishing all didactic and clinical responsibilities, and satisfying all attendance requirements.
- Participate in clinical and didactic instruction regarding technologies; educate the patient about various imaging procedures; instruct the patient in any needed preparation, and provide other health information so as to ensure the patient's cooperation in obtaining optimum results; utilize information in planning professional pursuits.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
TUITION POLICY

United Hospital Center Diagnostic Medical Sonography Program requires a student tuition of \$3000 for the eighteen month program.

The tuition charge is reviewed annually through a joint effort of Program Officials and Hospital Administration.

The tuition is payable in full at the onset of each curriculum calendar year, or may be paid in installments of \$500 during each of six curriculum calendar quarters. These calendar quarters are scheduled annually as follows:

Level One:	1st Period	July – 2 nd week of September
	2nd Period	3 rd week of September – 3rd week of December
	3rd Period	1 st week of January – 3rd week of March
Level Two:	4th Period	4th week of March – 2 nd week of June
	5th Period	3 rd week of June – 3rd week of September
	6th Period	3 rd week of September – 2 nd week of December

Tuition payments must be made to the cashier's office, United Hospital Center, which is open from 0730 - 1600 daily. The student will be given a receipt for payment, and is required to submit a copy of this receipt to the Education Coordinator. Documentation of payments will be made in the Student's Personal File in the Program Office, and will be credited by the Staff Accountant in the Finance Department.

Personal or corporate checks and/or money orders are recommended for tuition payments; cash payments are discouraged.

The UHC Accounting Department will mail monthly statements to the students and should be consulted when payment information is required at 681-342-3166.

All tuition fees must be paid prior to graduation.

Tuition is non-refundable.

FINANCIAL AID POLICY

United Hospital Center Diagnostic Medical Sonography Program does not participate in Title IV Federal Financial Aid. Students, if qualified, may apply for scholarships from private organizations including the United Hospital Center Auxiliary. Additionally, student loans from independent agencies may be secured by the student. All required documentation will be provided by the program director to assist the student in their pursuit of financial aid.

SERVICE WORK

The Diagnostic Medical Sonography Program neither, endorses or discourages students who seek employment during their enrollment in the training program. Clinical and didactic schedules related to this training will not be altered by the demands of such employment.

United Hospital Center Inc., the sponsoring institution, may employ Diagnostic Medical Sonography students in capacities other than Diagnostic Medical Sonography, but do so independently of any program affiliation.

Employment as a Diagnostic Medical Sonographer by this institution or another institution, private office, or other provider will result in dismissal from this program and forfeiture of all student records. Program faculty WILL NOT provide documentation attesting to student's clinical and didactic experiences for the purpose of meeting ARDMS examination prerequisites.

ADVANCED PLACEMENT POLICY

United Hospital Center Diagnostic Medical Sonography program does not utilize advanced placement or award course credit for experiential learning or for previous education or work experience. The components of the didactic and clinical education are very structured and coordinated, therefore, advanced placement would be detrimental to the goals and objectives of the program.

STUDENT TEXTBOOK PURCHASING POLICY

The Diagnostic Medical Sonography Program makes available the Pro Forma Invoice System from Rittenhouse Book Distributors. Subscribers to this service receive a discount on the purchase price of their textbooks.

Following student selections, a roster of new students is sent to Rittenhouse by Program officials and a list of required textbooks. Rittenhouse will provide an instructional letter to each student with which the student will use a program access code to select the desired textbooks for online ordering or may call/mail textbook orders. Multiple payment options are available and shipping and handling charges are reduced. Upon receipt of payment, Rittenhouse will ship textbooks directly to the student's home. (Students utilizing Post Office Boxes for receipt of mail may be asked to provide a street address for the delivery of textbooks.) A student may elect to purchase one, some or all books from Rittenhouse or pursue from other resources, as long as the titles and editions meet faculty requirements.

Students are counseled regarding the purchase of used textbooks from graduating students. Additionally, other purchasing sources, including Internet web addresses, are provided for the students' convenience such as Amazon, Barnes and Noble, and Borders.

STUDENT DRESS CODE

1. Student sonographers will always appear in proper student uniform when present at the hospital for clinical or didactic education as follows:
 - ◆ Landau hunter green (GHP) or Cherokee hunter green (HUNW) scrub tops and pants will be worn.
 - ◆ A white turtleneck or round neck shirt may be worn under the scrub top.
 - ◆ Similar hunter green or White Warm-up Jackets may be worn
 - ◆ White hose, white knee highs or white crew socks may be worn
 - ◆ White leather, white rubber-soled shoes will be worn with all uniforms:
 - ◆ No open-toe or canvas shoes
 - ◆ No high-top tennis shoes
 - ◆ Shoes will be cleaned and polished at all times
2. **STUDENTS MUST DISPLAY THEIR HOSPITAL I.D. AT ALL TIMES** in a visible, upper chest or neck location.
3. Uniform attire will be cleaned and pressed at all times; and legs will be neatly hemmed with no rolling or cuffing of unfinished hems.
4. No perfume, aftershave or cologne is permitted to avoid allergic reactions.
5. Jewelry shall be limited to the following:
 - engagement and wedding rings may be worn; only one additional ring per hand
 - no bangle-type wrist bracelets
 - no visible body piercing except ear lobes, with only two earrings per ear permitted.
6. Fingernails will be clean and well-groomed. Light fingernail polish is permitted.
7. Hair will be neat and clean at all times. Longer than shoulder length hair will be pulled back or up with conservative clips. Beards and/or mustaches must be well-groomed; students without beards and/or mustaches must be clean-shaven.

PARKING POLICY

United Hospital Center

Sonography students will be assigned to the front, left surface parking lot of United Hospital Center adjacent to the flag poles. When reporting for didactic or clinical assignments. Entry to the hospital may be gained through the main entrance or via the Healing Gardens to the lower level entrance by Stairwell 1. Sonography students, who are employed as OPT Radiographers by United Hospital Center, may park in Lot B and access the building through the first floor entrance at Stairwell 3.

VA Medical Center

Parking for sonography students while participating in clinical education at the VA Medical Center Parking is available at the Nathan Goff Armory on Route 19 South in Clarksburg. Bus transportation from the Nathan Goff Armory is provided by Centra and is complementary via a prepaid parking pass provided by the Clinical Instructor. This is required while a parking garage is being erected on campus.

Locker Policy

Lockers are designated for student use within the work area of the Ultrasound Department. Students using a locker are responsible for providing his or her lock.

Lunch Policy

Forty-five minutes - one hour lunch breaks are provided for Diagnostic Medical Sonography students.

Students may bring their lunch or purchase cafeteria food at a discounted (associate) price.

Students are asked to notify program faculty in the event that they leave the hospital property during their designated lunchtime.

HOLIDAY POLICY

United Hospital Center Diagnostic Medical Sonography Program recognizes the following holidays:

- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Friday following Thanksgiving
- ◆ Christmas Day

Clinical and didactic assignments will be suspended on all holidays and weekends.

VACATION POLICY

1. Five weeks of vacation are awarded to DMS Students.
2. The vacation weeks are scheduled to correlate with the Radiologic Technology students and occur at approximately 12 week intervals with the exception of the first and last curricular quarter, which are of varied length.
3. The five vacation weeks will be scheduled as follows:
 - a. Fall Break I: approx. the 3rd week of September, Level One
 - b. Christmas Break: approx. the 4th week of December, Level One
 - c. Spring Break: approx. the 3rd week of March, Level One
 - d. Summer Break: approx. the 3rd week of June, Level Two
 - e. Fall Break II: approx. the 3rd week of September, Level Two

During these weeks, no clinical or didactic assignments will be scheduled.

DISABILITY LEAVE POLICY

1. Twelve disability leave days will be allotted each student during the training program.
2. These days may be used only when the student is unable to report to school because they are ill.
3. Disability days will not be granted during vacation, for scheduled days off, nor for any holiday recognized by the United Hospital Center. Disability days will not be granted for scheduled medical or dental appointments. Such appointments should be arranged on days off, if possible. In the event of extenuating circumstances, the student should coordinate arrangements through the Program Director or Clinical Instructor.
4. In the event of illness, the student will contact the Program Director or Clinical Instructor no later than thirty minutes before their scheduled report time.
 - a. In the absence of a Program official, a School of Radiologic Technology Clinical Instructor should be notified.
 - b. If the student fails to make proper notification as required, disciplinary action will be taken.
5. The student is responsible for all didactic assignments missed. Any test missed due to disability must be completed by the second day after returning to school, unless waived by the course instructor.
6. If the student should exceed the allotted amount of disability leave, those days in excess of the allotted time will be made up after completion of the original formal course of education. This time will be assigned in the clinical rotation area that was missed.
7. A student will be considered as misusing disability leave, when expending more than **SIX occurrences** of disability during the training period. An occurrence of disability involves consecutive days of disability, not to exceed the allocated maximum of twelve total disability days.
8. Progressive disciplinary action will be applied when students are felt to be abusing disability time. While program officials have discretion in applying disciplinary action, the guidelines for these actions, as proposed by the Program Advisory Committee, are as follows:

a. Up to SIX occurrences of disability Reprimand	Verbal Counseling/Written
b. SEVEN occurrences of disability	SUSPENSION FROM PROGRAM
c. EIGHT occurrences of disability	DISMISSAL FROM PROGRAM
9. The Program Director or Clinical Instructor may require appropriate proof of disability where they deem it justified to prevent abuse of this policy.

LEAVE OF ABSENCE POLICY

A leave of absence is defined as an authorized absence from the program for an extended period of time as outlined below. All leave of absence requests must be presented in writing by the student to the Education Coordinator as far in advance as possible. Approval of the request will depend on the reason for the request.

1. Leaves of absence may be considered for the following reasons:
 - Military- for enlistment during national emergencies
 - Health including maternity- provided the student may be expected to return to the program at the end of the leave
 - Extenuating personal circumstances
2. All leaves must be approved by the Education Coordinator.
3. Unusual circumstances which merit extending the leave must be submitted in writing to the Education Coordinator. Two weeks advance notice is requested, if possible.
4. Failure to return at the expiration of the leave will result in immediate dismissal from the program.
5. Students who have taken a leave of absence, will have to make up missed clinical and didactic assignments in order to satisfy all graduation requirements.
6. The program is under no obligation to offer didactic or clinical education beyond the published instructional schedule.

PERSONAL TIME POLICY

1. Two personal days will be allotted to each student per academic level, which may be taken at their discretion upon the approval of the Program faculty.
2. These days are cumulative. Personal days may be taken at student discretion, subject to Program Faculty approval.
3. Personal Days may be taken in whole days or fractions thereof, with the smallest unit of scheduled time being one (1) hour.
4. Requests for Personal Time must be presented in writing, and three days advance notice is requested unless waived by the Educational Coordinator.
5. The student is responsible for all classwork missed as a result of expended Personal Time. Any test missed must be made up on the first day that the student returns to school.

COMPENSATORY TIME POLICY

In the event a student voluntarily elects to remain in a didactic or clinical area to complete an assignment, observe a rare procedure being performed, etc., the student will be issued Compensatory Time equal to the instructional time that exceeds the designated eight hour day. This policy is utilized to maintain forty hour per week limit on clinical and academic involved as described in the Standards of an Accredited Educational Program in Radiologic Sciences (Diagnostic Medical Sonography).

The student is responsible for recording the amount of compensatory time on the appropriate form in the Student Sign-In Book, located within the central area of the Diagnostic Medical Sonography Department. Any compensatory time accrued must be verified by the Program faculty or supervising staff sonographer.

The student may request time-off in an amount, which does not exceed the current compensatory time balance. Requests will be permitted at the discretion of Program faculty and must be recorded by the student and verified by Program faculty.

Accumulated compensatory time cannot exceed (3) full days, and will not be granted for voluntary time spent in diagnostic or clerical areas unless authorized by a program official.

FUNERAL LEAVE

Up to three (3) days of absence will be granted in the event of death of an immediate family member as defined:

Student: spouse, parent, brother or sister, son or daughter, son-in-law or daughter-in-law, grandparent or grandchild, or step-relative of similar relationship.

Student's spouse: parent, brother or sister, son or daughter, son-in-law or daughter-in-law, grandparent or grandchild, or step-relative of similar relationship.

The student is not required to make-up clinical assignments missed due to the funeral leave, but is responsible for didactic assignments. Any tests missed due to a funeral leave are due on the second day following the student's return to clinical assignment.

Extended time off, or time off for the death of a distant relative or close friend not covered by this policy may be granted at the discretion of the Educational Coordinator, and will be handled on an individual basis.

SCHOOL CANCELLATION POLICY

Attendance during instances of inclement weather and/or hazardous road conditions is ALWAYS at the discretion of the individual student.

In the event a student chooses not to attend, he/she must report off by contacting the Education Coordinator or Clinical Instructor at least thirty minutes prior to the scheduled shift. All clinical assignments which are missed due to the student's absence must be rescheduled through a program official. The student must pursue arrangements for missed didactic assignments through each specific course instructor. The scheduling of tests which have been missed due to the student's absence is at the discretion of each course instructor. Make-up tests *may* be required on the day the student returns, but *must be taken by the second day following the student's return.*

Students may elect to expend accumulated Compensatory or Personal Time to offset weather-related absences; however the student is still responsible for didactic assignments.

PHARMACY DISCOUNT POLICY

United Pharmacy will accept prescriptions for medication or requests for the purchase of limited non-prescription items stocked by the pharmacy. These items are sold to you at hospital cost plus a nominal service charge. This service is extended to all UHC associates, retired UHC associates, and students. Only in cases of emergency will prescriptions be filled at a time other than that specified by the Pharmacy Department.

1. Pharmacy services to associates will be limited to those drugs on the approved UHC pharmacy formulary.
2. New prescription services are provided routinely between the hours of 7:00 a.m. to 7:00 p.m. on Mondays through Fridays and 10:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
3. Refill prescription services are provided routinely between the hours of 7:00 a.m. to 7:00 p.m. on Mondays through Fridays and 10:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
 - a. Refill prescription must be authorized by the physician.
 - b. The original container must be returned to the pharmacy for refill prescriptions.

INSTRUCTIONAL SCHEDULES

LEVEL ONE- DAYSHIFT ROTATION

	<u>CLINIC</u>	<u>SCAN LAB*</u>	<u>CLASSROOM</u>
MONDAY:	0700 - 1030	1030 - 1130	1230 - 1530
TUESDAY:	0700 - 1530		
WEDNESDAY:	0700 - 1030	1030 - 1130	1230 - 1530
THURSDAY:	0700 - 1530		
FRIDAY:	0700 - 1130		1230 - 1530

LEVEL TWO- DAYSHIFT ROTATIONS (UHC clinicals only) through Sept. 2015

	<u>CLINIC</u>	<u>SCAN LAB*</u>	<u>CLASSROOM</u>
MONDAY:	0700 - 1530		
TUESDAY:	0700 - 1030	1030 - 1130	1230 - 1530
WEDNESDAY:	0700 - 1530		
THURSDAY:	0700 - 1030	1030 - 1130	1230 - 1530
FRIDAY:	1230 - 1530		0830 - 1130

LEVEL TWO- DAYSHIFT ROTATIONS (UHC AND VAMC clinicals) after Sept. 2015

	<u>CLINIC</u>	<u>SCAN LAB*</u>	<u>CLASSROOM</u>
MONDAY:	0700 - 1530		
TUESDAY:	0700 - 1030	1030 - 1130	1230 - 1530
WEDNESDAY:	0700 - 1530		
THURSDAY:	0700 - 1030	1030 - 1130	1230 - 1530
FRIDAY:	0700 - 1530		

TARDINESS POLICY

1. Excessive tardiness is not permitted and will result in disciplinary action. Excessive is defined as five (5) instances in any one quarter of the training period.

2. Upon arrival in the Diagnostic Medical Sonography, each student will report to the Quality Assurance area. Reporting in the clinical site will begin as the students arrive in uniform, and are prepared to assume clinical duties. Any time after those designated will be considered tardy. The Educational Coordinator or Clinical Instructor will verify student attendance each day, unless other arrangements have been specified.

3. ALL tardy time must be made up. ALL tardy time is cumulative.
 - a. Tardy time will be made up within five (5) days of the occurrence.
 - b. This time will be made up at a time designated by the clinical instructor.
 - c. Tardy time MAY NOT be made up during lunch or break time.
 - d. Excessive tardiness as described above will result in a five(5) point penalty in the student's quarterly clinical grade average. Each instance in excess of five will result in an additional point deduction from the quarterly clinical grade average.

4. If you realize you are going to be tardy, you must call the Educational Coordinator or Clinical Instructor.

RULES AND REGULATIONS

BEHAVIOR

1. Students are expected to remain in the Diagnostic Medical Sonography Department and not visit other departments except on business.
2. Students must always inform their immediate supervisor (Educational Coordinator, Clinical Instructor, Staff Sonographer) when leaving the clinical or didactic area.
3. Professional, yet cordial, conduct is expected from students at all times around patients, visitors, and co-workers.
4. All students should remember that an atmosphere of quietness should prevail in and around the hospital at all times.
5. No chewing gum or eating in front of patients is permitted.
6. Personal conversations with technologists and other department employees are discouraged when in the presence of patients.
7. Socializing with friends or visitors while participating in clinical or didactic education is not permitted.
8. Students are given a clinical education schedule designating the supervising sonographer and locations of their clinical assignments. Any changes to this schedule should be discussed with the Educational Coordinator or Clinical Instructor.

CONFIDENTIALITY

9. A patient's condition or personal affairs are not to be discussed with anyone except hospital employees who require such information to perform their functions.
10. Every patient at United Hospital Center has the right to the utmost privacy which students are expected to respect.
11. Students quite often have access to confidential information concerning hospital operation. Discuss this only with those persons within the hospital who need to know such information, and do not discuss it outside.

TELEPHONE

12. Hospital lines must be kept free for hospital business. Consequently, students are to make personal telephone calls on their own time.
13. Incoming personal calls are discouraged.
14. When answering the department phone, the students will identify themselves.
15. The use of cellular phones within the hospital is limited to non-clinical areas and, therefore, cellular phone use is NOT allowed in the Diagnostic Imaging Department. Cellular phones must be turned off or placed on silent mode, so as not to inadvertently interrupt the performance of a patient exam. The use of cellular phones is prohibited in the classroom.

BREAKAGE, LOSS, AND THEFT

16. Valuable and fragile equipment should be handled with care and properly maintained. The Diagnostic Imaging Manager or Supervisors should be notified immediately of any breakage, loss, or malfunctioning of equipment.

OTHER

17. Students are not permitted to accept gratuities from patients.
18. Students may never leave incompetent patients unattended.

PROBATION/DISCIPLINARY POLICY

Initial Probation

A student appointment is conditional until six months of program participation have been satisfactorily completed. United Hospital Center Diagnostic Medical Sonography Program officials utilize this time for orientation and development of new students, but reserve the right to dismiss a student at any time for demonstrated lack of qualifications, any breach of program rules and regulations, or generally determined as unsuitable for the position.

Disciplinary Action

In order to assure fair and equitable treatment for all students, it may become necessary to impose disciplinary action.

Disciplinary action includes probation, suspension, or dismissal from the program. The Educational Coordinator has the right to discipline for just cause as described in the Student Handbook.

If a student has been placed on probation, suspended or dismissed, and the student believes that the action was unjust, the student may follow the Grievance Policy.

Differing degrees of disciplinary action may be applied as follows:

Probation:

- All new students automatically serve a six month probationary period, however, the Educational Coordinator may, for just cause, extend the probationary period to a maximum length of nine months.
- Current Students may be placed on probation by the Educational Coordinator for reasons of disciplinary action. This probationary period should be documented in the student's personal file, and discussed with the student; the maximum length of the probationary period should not exceed ninety (90) days.

Suspension:

A student may be suspended for periods varying from one (1) to ten (10) days according to the gravity of the offense and the student's previous record. Such suspension may be applied in cases of first serious offenses or repeated minor offenses when, in the judgement of the Educational Coordinator, proper conduct can be secured without resorting to dismissal. Any clinical or academic assignments missed due to the suspension will be completed prior to graduation from the Program.

Dismissal:

Dismissal shall be effected through the Educational Coordinator in all cases of flagrant or willful violation of Program rules, policies, standards of accepted behavior or performance, and where a thorough investigation proves the student concerned to be in clear violation of policy.

Prior Written Warnings:

Written warnings on "Conference Forms" or in the context of Quarterly Evaluations shall be given to the student when the Educational Coordinator feels it is warranted based on the nature of an action(s). These warnings shall become a part of the student's file, however, review by all parties involved may alter any imposed probationary/disciplinary action and written qualifications will be reflected. Dismissal may be imposed for offenses after two(2) written warnings have been given to the student.

JUST CAUSE FOR DISCIPLINARY ACTION

JUST CAUSE FOR DISCIPLINARY ACTION SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

1. Reporting to either clinical or academic assignments under the influence of alcohol or narcotics, or partaking thereof while on clinical or academic assignment.
2. Malicious destruction and/or theft of United Hospital Property, its visitors, patrons, employees, or students.
3. Any action jeopardizing the well being of the patient.
4. Abandonment of position for any reason.
5. Falsifying records, reports, or information.
6. Refusing to comply with program rules, regulations, and policies.
7. Disobedience and/or insubordination.
8. Dishonesty ; cheating
9. Sleeping while in the clinical or academic assignment.
10. Habitual absences from the program without permission or proper explanation.
11. Failure to maintain performance standards in both clinical and academic areas.
12. Conviction of or charged with the use, distribution, or possession of drugs or controlled substances.
13. Any illegal activity, misuse of illegal drugs or abuse of prescription drugs.
14. Unprofessional or unethical conduct.

ADDENDUM: Employment as a Diagnostic Medical Sonographer by this institution or another institution, private office, or other provider will result in dismissal from this program and forfeiture of all student records. Program faculty WILL NOT provide documentation attesting to student's clinical and didactic experiences for the purpose of meeting ARDMS examination prerequisites.

Student signature

Date



SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY GRIEVANCE POLICY

United Hospital Center Diagnostic Medical Sonography Program (UHC/DMSP) recognizes the student's right to express their grievances, and to seek solutions for disagreements arising from program relationships, conditions, practices, or differences that normally arise, as well as to resolve questions about interpretation or application of operational policies.

By taking appropriate action to conform with this policy and procedure, program officials will demonstrate to you that problems, complaints, and grievances can be exposed without affecting student position. There shall be no punishment resulting from such exposure, and resorting to this procedure shall not affect your security in the program.

The UHC/DMSP grievance policy and procedure is not intended to be adversarial or confrontational in nature, but rather it is meant to be conciliatory and problem solving. Therefore, no participant will have a right to: legal representation, audio or video tapes of proceedings, or confronting and cross-examining witnesses, except members of the Review Board, whom reserve the right at any time to interview any individual(s) alleged to have relevant information concerning the grievance.

GRIEVANCE PROCEDURE

Step One

In order to minimize the possibility of misunderstanding, students are required to discuss any problem or complaint with the Education Coordinator or Clinical Instructor within five days of the occurrence of the problem creating the grievance. The student filing the grievance will have the option of choosing a representative from a student appointed grievance board comprised of Diagnostic Imaging Associates. The chosen representative will accompany the student through the grievance procedure. The Education Coordinator or Clinical Instructor will investigate and obtain all pertinent and factual information, and provide a solution or written explanation within seven calendar days, explaining any reasons for the decision. In most cases, grievances can be settled at this level with mutual satisfaction to all concerned.

Step Two

If the student is not satisfied with the results following Step One, the grievance may be submitted in writing to the Diagnostic Services Department Manager within seven calendar days after receiving the written response from the Education Coordinator or Clinical Instructor. The Manager will request a meeting of the student, Program Faculty, and Medical Advisor(s) within seven calendar days after the grievance has been received. This committee will review all facts involved in the grievance, and the Department Manager will issue a written opinion to the student within seven calendar days of the meeting date.

Step Three

If the student is not satisfied with the results following Step Two, a request may be submitted in writing to the Vice-President of the Human Resource Department that the grievance be placed before the Review Board for final review. The Vice-President, or his/her designee will act as coordinator, recorder and fact finder during the Step Three proceedings, and within seven calendar days following receipt of the request, will assemble a Review Board to conduct a grievance hearing. The five-member panel will include two associate volunteers from the Diagnostic Services Department, one management and one non-management member of the Associate Advisory Board not affiliated with the Diagnostic Services Department, and the Human Resource Vice-President or designee. The Review Board will conduct a hearing with the student and Program Faculty, and apply existing UHC School of Radiologic Technology rules, regulations and pertinent information necessary in formulating a decision. A majority decision will constitute the findings and recommendations of the Review Board.

The Human Resource Vice-President, or designee, shall prepare a written response reflecting the majority decision. All participating review board members will sign and acknowledge the majority decision which will be forwarded to the grievant within ten calendar days of the grievance hearing. The decision will be binding, and is the final step in the UHC/DMSP grievance procedure.

If at any time during the grievance procedure, the necessary participants are unavailable, the five or ten calendar day rule may be waived by the Human Resource Vice President or designee.

COMPLAINT PROCEDURE

UHC Diagnostic Medical Sonography Program respects the rights of students to seek resolution for program-related complaints that may not justify invoking the grievance procedure. : Complaints may be submitted verbally or in writing to a faculty member; the student must be clear in stating that the complaint is formal.

Upon receipt, a faculty member will log onto a spreadsheet that is maintained on a shared drive of the UHC computer network, so that all faculty will have access. A brief description of the complaint, the anticipated response and time frame for action will be entered. Student complaints and related activity will be discussed as a regular agenda item at each quarterly student meeting. However, the time frame for reporting results may be altered based upon the nature and severity of the complaint.

Additionally, faculty will utilize this procedure as a mechanism to track ongoing problem areas. When necessary, issues will be discussed with department administrators as a means of seeking solutions.

**Diagnostic Medical Sonography Program Policy
Student Health and Safety**

Review/Approve Date
R. Trupo/ Nov. 11, 2013
R. Trupo/ May 21, 2014
R Trupo/ April 15, 2015

BASIC PURPOSE: To promote the health and safety for the students, patients and general public.

Student admission into UHC Diagnostic Medical Sonography Program is predicated on the successful completion of the following student health services performed by agents of UHC and at no cost to the potential student.

- | | |
|----|--|
| 1. | Employee Health Screening including serum testing and urinalysis |
| 2. | Hepatitis B Series and titers |
| 3. | Mumps, Rubella and Rubeola Titers |
| 4. | Varicella (chicken pox) Titers |
| 5. | Physical Exam (performed by a Family Medicine Physician or Resident) |

Additional testing provided to the student following admission may include:

- | | |
|----|--|
| 1. | Seasonal Influenza Vaccination(s) |
| 2. | TDAP (adult dose of Tetanus/Diphtheria Toxoids, and Acellular Pertussis) |

Students may be required to obtain additional vaccinations at their own expense following evaluation of health records by the UHC Associate Health Coordinator.

UHC Diagnostic Medical Sonography Students may pursue medical care for any educationally-related injury or illness by registering in the Emergency Department at their own expense.

Students requiring hospitalization at United Hospital Center or any of its clinical affiliates will be charged the regular rate of admission.

Neither the program nor the institution provides health insurance for students. Students are responsible for the cost of their own medical care including injuries that occur during clinical or didactic assignments.

UHC Diagnostic Medical Sonography Students admitted via a college or university are encouraged to check with the enrolling institution about health services and coverage that may be provided.

The undersigned acknowledges understanding of the student health stipulations above.

STUDENT SIGNATURE:	DATE:
PROGRAM DIRECTOR SIGNATURE:	DATE:
CLINICAL INSTRUCTOR SIGNATURE:	DATE:
CLINICAL INSTRUCTOR SIGNATURE:	DATE:

ALCOHOL AND SUBSTANCE ABUSE POLICY

Policy:

The use, manufacture, distribution, dispensing, sale or being under the influence of unauthorized drugs by UHC sonography students while on hospital premises, or while engaging in program-related activities is expressly prohibited. UHC Diagnostic Medical Sonography Program may, at its discretion, impose discipline, up to and including dismissal, for a violation of this policy. UHC Diagnostic Medical Sonography Program encourages sound treatment efforts, and where feasible and subject to the limitations described herein, will assist students striving to overcome substance abuse.

Purpose:

Due to the accessibility of controlled substances at UHC, and UHC Diagnostic Medical Sonography Program's vital interest in maintaining the safety and well-being of its patients, as well as providing a safe and healthy work environment that is free from drug-related misconduct, this substance abuse and drug-testing policy is being implemented.

When Testing Will Occur:

UHC Diagnostic Medical Sonography Program may request that a drug test and evaluation be performed at the program's expense in the following circumstances:

- When a reasonable basis exists to believe that a student has engaged in drug usage; or
- When a student's clinical responsibility involves public safety or the safety of others; or
- As a condition of continued enrollment *or re-enrollment* after an incident of drug usage.

How Testing Will Be Performed:

7. Testing will be coordinated through the Human Resource Department, and specimens collected by the UHC laboratory, when possible.
8. The student will be identified using a photo I.D. and shall sign a consent or release form.
9. The student must sign a medication form listing all prescription or over-the-counter medications in use or recently in use by the student.
10. The student shall provide a specimen for testing at a designated site, following a collection by a person of the same sex. Mechanisms may be established to insure the validity of the sample, such as blinding, etc., and shall be sealed and labeled immediately under the surveillance of the student and collector. The sample shall be refrigerated until testing, and only appropriate personnel shall have access. Any specimen that is identified as positive during the initial testing, must be confirmed using gas chromatography/mass spectrometry (GC/MS).

How Will Program Respond To Test Results:

If the results of testing and investigation demonstrate that a student in the UHC Diagnostic Medical Sonography Program is experiencing a substance abuse problem, then action will be taken following discussion by the Program Director, Clinical Instructor, Diagnostic Imaging Manager, and Human Resource Department Manager. As medical consultation is required, the Medical Director to the Diagnostic Medical Sonography Program may be contacted. Specific disciplinary action may include suspension, or dismissal, but recommendations will be made on an independent basis. The student's level within the training program will be considered, along with information regarding possible treatment options.

If after investigation it is determined that the student was not involved in drug usage, all documentation relating to the incident will be purged from the student file, however results of testing and investigation will be maintained in the student's health file in the Human Resource Department.

Additional Procedural Information:

- A. For the purpose of this policy, a drug is defined as any of the following:
- Any over-the counter medication or prescribed medication which adversely affects clinical performance or is abused or not used as intended.
 - Any illegal medication or substance or any alcoholic beverage.
 - Any substance causing adverse psychological behavior.
- B. Reasonable suspicion of drug usage shall include, but not necessarily be limited to, the following:
- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug; or

- A pattern of abnormal conduct or erratic behavior, including personality and behavior changes and job performance changes; or
 - Arrest or conviction for a drug-related offense, or the identification of a student as the focus of a criminal investigation into illegal drug use, possession or trafficking; or
 - Information provided either by reliable and credible sources or independently corroborated; or
 - Newly discovered evidence that a student has tampered with a previous drug test; or
 - Failure to submit to drug testing when any of the criteria listed above are present.
- C. UHC sonography students are required to notify the Program Director or Clinical Instructor if, when reporting for clinical duties or in the course of their clinical rotations, the use of any drug may adversely affect their performance.
- D. Any UHC associate or student who has a reasonable basis to believe that another UHC associate or student is involved in drug usage should:
- Notify an available program official;
 - Secure any evidence in a safe location;
 - Gather documentation or obtain a statement from any individual who has observed or reported relevant incidents which corroborate reasonable suspicion of drug usage.
 - With the concurrence of the Manager of Human Resources, request that the student accompany the program official to a site to be designated by the program official for evaluation and/or appropriate testing. The student will have one hour to comply with the request and produce the requested sample. Failure to comply with the above time limits will result in a presumptive positive result for the substance(s) in question, and will result in dismissal of the student.

Special Situations:

- Should a student refuse to cooperate with an investigation, and choose to withdraw from the program, an entry will be made into the student's file with an appropriate notation of the refusal.
- Any student convicted (by plea or otherwise) under a criminal drug statute of a violation must notify the Program Director or Clinical Instructor within five calendar days of the conviction. As required by law, these convictions will be reported to the American Registry for Diagnostic Medical Sonography and can affect the student's eligibility for the certification examination.

BLOOD - BORNE PATHOGEN EXPOSURE POLICY

IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION STANDARDS ADDRESSING OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS, **UNITED HOSPITAL CENTER DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM** WILL PROVIDE THE FOLLOWING TO STUDENTS:

1. A WRITTEN EXPOSURE CONTROL PLAN WHICH CAN BE FOUND IN THE OFFICE OF THE EDUCATION COORDINATOR AND IN THE ULTRASOUND SECTION, DIAGNOSTIC SERVICES DEPARTMENT.
2. HEPATITIS-B VACCINATION SERIES AT NO COST.
3. ANNUAL EDUCATION IN UNIVERSAL PRECAUTIONS INCLUDING DOCUMENTATION REQUIREMENTS.
4. USE OF WARNING LABELS TO IDENTIFY POTENTIAL HAZARDS.
5. PERSONNEL PROTECTIVE EQUIPMENT INCLUDING GOWNS, GOGGLES, GLOVES, ETC. AT NO CHARGE.
6. MAINTENANCE OF CONFIDENTIAL RECORDS FOR STUDENTS RECEIVING OCCUPATIONAL EXPOSURE.

ANY EDUCATION OR TRAINING IN THE IMPLEMENTATION OF OSHA STANDARDS WILL BE A JOINT EFFORT BETWEEN PROGRAM FACULTY, THE INFECTION CONTROL NURSE AND THE SAFETY DEPARTMENT MANAGER.

COMMUNICABLE DISEASE POLICY

A student shall be determined as infected or infectious if he/she has any of the following:

1. Nausea, vomiting, and/or diarrhea
2. Fever
3. Skin conditions such as boils, carbuncles, scabies, and/or infectious rash on hands.
4. A diagnosed communicable disease such as TB, hepatitis, measles, etc.
5. Positive culture findings.

A student with the above conditions will be reviewed by the Infection Control Nurse and if it is determined that the student does have a communicable disease, that student will be sent home.

When a student has been removed from attending the Program by the Infection Control Committee and proof documented that it was a hospital acquired infection, the student will remain home and will only return to the training program following negative test(s) and clearance with the Infection Control Committee.

Refer to Personal Leave Policy for determination of allotted time and refer to Leave of Absence Policy for extended time.

CLINICAL NARRATIVE

United Hospital Center Diagnostic Medical Sonography Program is committed to delivering a sound educational experience to prepare individuals for entry level performance in general medical and vascular sonography. In order to achieve this goal, the United Hospital School of Diagnostic Medical Sonography has adopted an educational program that integrates didactic and clinical experiences. The Program faculty and staff sonographers teach the basic concepts of ultrasound scanning, ultrasound physics, and normal and abnormal sonographic anatomy. These basic concepts are conveyed to the students through formal lecture, scan labs, and direct scanning supervision. Lecture effectiveness is measured through classroom discussion, quizzes, assignments, and written examinations. This knowledge is then applied and reinforced in a clinical setting.

In the clinical setting, the DMS students follow the performance standards for ultrasound exams as adopted from the ACR guidelines and implemented by the sponsoring institution, United Hospital Center. These performance standards are reviewed with the student during Scan labs. These Scan Labs are designed to review and emphasize important points of the performance standards so the student develops a consistent level of scanning. The DMS students practice and refine the skills they have learned during the Scan Lab in the clinic under the direct supervision of the Program Faculty and Staff sonographers.

A clinical rotation schedule is designed to provide the DMS student with one-week assignments with a specific registered sonographer. This rotational schedule exposes the DMS student to a variety of scanning styles to enhance their individual scanning ability. The registered sonographer provides direct and indirect supervision to the student, under the guidance of the Clinical Instructor. Weekly clinical evaluations are completed by the supervising sonographers and provide a mechanism for measuring student performance. Components of the Weekly Clinical Evaluation reflect the students' ability to successfully apply didactic principles and affective behaviors to achieve quality sonographic examinations.

Students maintain a log book to document the variety and volume of the exams that they observe. As the student progresses in the program, their degree of participation in the performance of procedures increases. The Log Book reflects the exam type, increased level of participation - observed vs. performed, and presence of pathology.

The Clinical Instructor also monitors the DMS student's clinical progress by reviewing exams with the students on a weekly basis. During this review, three exams are evaluated in which the image quality, orientation, labeling, and measurements are assessed. Normal, abnormal, and relational anatomy is identified, compared and discussed. The purpose of the exam review is to reinforce areas of strength, monitor the progression of the students, and identify areas of weaknesses so remediation efforts may be implemented. These could include direct supervised scanning with the Program Faculty in the clinic, additional Scan Lab, independent learning modules, re-examination.

Scan Lab

Scan labs are structured to provide time for the DMS student to learn what sonographic images they are responsible for obtaining during an ultrasound exam based on the performance standards. The Clinical Instructor demonstrates these images and provides time for the students to replicate these images in a controlled environment. To create a controlled environment, the scan labs are performed primarily on fellow students, instructors, or diagnostic service employees. Scan labs take place in the ultrasound exam room in the Diagnostic Imaging Department designated for the use by the Diagnostic Medical Sonography Program. The DMS student will learn to integrate the didactic information with their clinical scanning during scan lab.

Simulations

Simulations have been developed to evaluate the student's ability to follow the performance standards in a controlled environment. Once the current didactic instruction has been completed and the performance standards have been reviewed, the Program Faculty schedules a simulation. The simulation exams are performed on fellow students, DMS instructors, or diagnostic services employees. The Clinical Instructor evaluates the student's knowledge of the performance standards, ability to obtain appropriate images, and image quality. A simulation grade of 85% must be obtained in order to pass. In the event that a passing grade is not achieved, the protocol material is reviewed by the clinical instructor, a second simulation is

scheduled, and the two grades are averaged. (The simulation grading sheet is exam specific and found in the Student Handbook.)

Log Book

Each DMS student is required to document the variety of exams observed or performed in the Diagnostic Medical Sonography Department in a Log Book, that is kept in the clinic. The Log Book is divided into three sections consisting of: Abdomen, OB-GYN, and Vascular; the DMS student must identify the patient name, medical record number, exam type, pathology, and the estimated percentage of assistance during the exam. The percentage of assistance should decrease as the student progresses through the program and becomes more proficient in scanning. As the student performs an area of an exam/exam with 0% assistance, that exam can be recorded as a practice. Two practices are to be highlighted in the Log Book to be reviewed with the clinical instructor prior to pursuing proficiency in that area.

Proficiencies

Proficiencies provide a mechanism for the Program Faculty to measure the progress of the DMS student towards becoming an entry-level staff sonographer. The proficiencies are established to evaluate the DMS student's organization, scanning ability, recognition and recording of pathologies, and the student's interaction with the patient and radiologist. A grade of 85% or higher must be achieved to be considered proficient in an exam area. In the event that the student fails to achieve 85% when performing a proficiency, then the DMS student must re-simulate that exam with the clinical instructor and a second proficiency must be attempted. The two proficiency grades are averaged together and recorded in the grade book. Upon completion of the proficiency and obtaining a passing grade, the student may perform that ultrasound exam with indirect supervision.

Case Reviews

DMS Students in the second level are required to prepare case reviews. During a case review, the student selects an ultrasound study, which they may have performed with direct or indirect supervision. In an organized and structured manner, the sonography student identifies routine images obtained during the performance of the examination and includes patient history, symptoms, prior laboratory values, related testing, and descriptions of normal and abnormal anatomy. Patient outcomes are investigated and

discussed and may include information regarding treatment plans and/or further testing.

Case reviews are presented on a bi-weekly basis for evaluation by program faculty. Staff sonographers and sonography students may also be invited to participate in the case review. A case review grading sheet is completed by each participant; the average of all participant scores is recorded as part of the student's clinical grade.

Completed case review grading sheets serve as a format for discussion with the student and program faculty regarding methods to enhance performance. The student receives a copy of the completed sheets, while originals are maintained with the images.

During case reviews the students will also evaluate an ultrasound study that the Program faculty has selected. The students will identify normal and abnormal anatomy, evaluate scanning technique, critique recorded images, and determine if scanning protocols were followed. This enables second level Diagnostic Medical Sonography students to review anatomy, develop a discriminating opinion of recorded images and teach students of potential situations that may arise in their professional career.

Simulations and proficiencies are assigned per quarter, as indicated on the following pages for Level One and Two.

PROFICIENCY CHECKLIST			
Class of Dec. 2015			
1ST LEVEL		S	P
<u>1st Period</u>	Equipment		
7/14 -9/14	Aorta		
<u>2nd Period</u>	Pancreas		
9/14- 12/14	Spleen		
	Gallbladder		
	Pelvis		
<u>3rd Period</u>	Liver		
1/15 - 3/15	Renal/adrenal		
	Endovaginal		
	1st Trimester OB - Transabdominal		
	2nd Trimester OB - Measurements		
	2nd Trimester OB - Environment		
	Equipment II		
2ND LEVEL			
<u>1st Period</u>	1st Trimester OB - Endovaginal		
3/15- 6/15	2nd Trimester OB - Anatomy		
	3rd Trimester OB - Measurements		
	Retroperitoneum		
	3rd Trimester OB - Anatomy		
	3rd Trimester OB - Environment		

<u>2nd Period</u>	Breast		
<u>6/15 - 9/15</u>	Breast Localization		
	Thyroid		
	Scrotum		
	Interventional Procedure		
<u>3rd Period</u>	Carotid		
<u>9/15 - 12/15</u>	Lower Extremity Venous		
	Lower Extremity Arterial		
	Upper Extremity Venous		
	Upper Extremity Arterial		

All proficiencies must be completed as a graduation requirement of the DMS program.

In addition, DMS students must adhere to Departmental Policies and Procedures in the performance of all patient exams. These policies and procedures are established to maintain consistency regarding important issues that are frequently encountered in the clinical setting.

STUDENT SUPERVISION REQUIREMENTS

Until a sonography student achieves proficiency in a specific examination, clinical assignments specific to that examination will be undertaken with direct supervision from a registered diagnostic medical sonographer.

DIRECT supervision requirements would include the following:

The registered diagnostic medical sonographer will:

1. Review the request for examination in relation to the student's level of proficiency.
2. Evaluate the condition of the patient in relation to the student's abilities.
3. Remain in the room (lab) while the procedure is being performed by the sonography student.
4. Review and approve all sonographic images.

Upon achievement of clinical proficiency, students may be permitted to perform examinations with indirect supervision.

INDIRECT supervision requirements would include the following:

The registered diagnostic medical sonographer will:

1. Be immediately available to assist the sonography student, irrespective of the level of clinical proficiency, by being present within the ultrasound section of the Diagnostic Imaging Department.
2. Review and approve all sonographic images.

The sonography student to registered sonographer ratio of 1:1 will be maintained during all clinical assignments.

All Diagnostic Medical Sonographers are required to provide appropriate clinical supervision to sonography students under the guidelines of this supervision policy. The Clinical Instructor will provide a copy of this supervision policy to each registered diagnostic medical sonographer for annual review. The registered diagnostic medical sonographer is asked to confirm their intentions to abide by this policy through initialing an attachment, a copy of which is included within the Program Master Plan.

Diagnostic Medical Sonography and Vascular Technology examination participation by the student must be documented in the student Log Book. The student will indicate examination participation or performance by placing their initials in the ultrasound machine demographic page worksheet and the remote Syngo Dynamics workplace under the "Indications" category.

The student will distinguish their images from the supervising Sonographer or Physician by placing their initials on each image frame taken and by removing their initials prior to the acquisition of images by the supervising Sonographer or Physician.

Level One Curriculum

<u>COURSES</u>	<u>HOURS</u>
Introduction to Diagnostic Medical Sonography	
Hospital Orientations	8
Computer Training	4
BLS Retraining	4
Sectional Anatomy Review	10
Ethical Considerations/ Patient Care Overview	8
Acoustical Physics and Instrumentation	76
Ob/Gyn Sonographic Procedures and Pathology	140
Abdomen and Retroperitoneal Sonographic Procedures and Pathology	150
Current Trends/ Journal Review	<u>8</u>
 Total Didactic Hours	 408

Total Didactic Hours	408	33%
Clinical Hours	838	67%
 Total Level One Hours	 1246	

Level Two Curriculum

<u>COURSES</u>	<u>HOURS</u>
Vascular Physics and Instrumentation	20
Vascular Sonographic Procedures and Pathology	40
OB/GYN Sonographic Procedures and Pathology	36
Abdomen and Retroperitoneal Sonographic Procedures and Pathology	60
Superficial Sonographic Procedures and Pathology	20
Case Reviews	35
Current Trends/ Journal Review	30
Mock Registries	54
Registry Review	
Acoustic and Vascular Physics	20
Ob/Gyn	40
Abdomen	26
Vascular Procedures	20
Hospital Annual Required Education	4
Professional Responsibilities, CME, Career Counseling	<u>5</u>
 Total Didactic Hours	 410

Total Didactic Hours	410	32%
Clinical Hours	854	68%
Total Level Two Hours	1264	

**UNITED HOSPITAL CENTER
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY**

CALENDAR OF CLASSES

Level One

July 6, 2015 – March 18, 2016

<u>Course Title</u>	<u>Start Date</u>	<u>Instructor(s)</u>
Introduction to Diagnostic Medical Sonography		
Hospital Orientation	TBA	
Computer Training	TBA	Kovalch
CPR Retraining	TBA	Trupo/Maynard
Ethical Considerations/ Patient Care Overview	July 6 – July 15, 2015	Trupo
Sectional Anatomy Review	July 6 – July 22, 2015	Trupo
Sonographic Principles and Instrumentation	July 11 – March 18, 2016	Maynard
Ob/Gyn Sonographic Procedures and Pathology	July 25, 2015 – March 18, 2016	Trupo/Staff
Abdomen Sonographic Procedures and Pathology		
Abdomen and Retroperitoneum	July 25, 2015 – March 18, 2016	Maynard/Staff

**UNITED HOSPITAL CENTER
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY**

CALENDAR OF CLASSES

Level Two

March 28, 2016 – December 9, 2016

<u>Course Title</u>	<u>Start Date</u>	<u>Instructor(s)</u>
Ob/Gyn Sonographic Procedures and Pathology	March 28, 2016 – Oct. 13, 2016	Trupo/Staff
Abdomen Sonographic Procedures and Pathology		
Abdomen and Retroperitoneum	March 28, 2016 – Oct. 25, 2016	Maynard/Staff
Pediatric Head Procedures and Pathology		
Interventional Sonographic Procedures and Pathology		
Superficial Sonographic Procedures and Pathology		
Sonographic Principles and Instrumentation	March 28, 2016 – April 7, 2016	Maynard
Vascular Sonography Procedures and Pathology	April 12, 2016 – Nov. 29, 2016	Maynard
Registry Review		
Ob/Gyn	Oct. 18, 2016 – Dec. 9, 2016	Trupo/Staff
Abdomen	Oct. 27, 2016 – Dec. 9, 2016	Maynard/Staff
Mock Registry Examinations (computer & paper based)	June 20, 2016 – Dec. 1, 2016	Faculty
UHC Net Learning/ CPR/ VAMC Requirements	July, 2016	TBA
Case Reviews	June 30, 2016 – Dec. 1, 2016	Faculty
Professional Responsibilities, CME, Career Counseling	Dec. 8, 2016	Faculty

GRADING SYSTEM

Grading in the UHC Diagnostic Medical Sonography Program is as follows:

100 - 95	-----	A
94 - 90	-----	B
89 - 85	-----	C
84 - 0	-----	F

Students are required to maintain an 90% didactic grade point average in each academic course.

Students are required to maintain a 85% clinical grade point average in each clinical component per quarter.

If a student fails to meet these requirements in one academic course or clinical component, he/she will be placed on **ACADEMIC PROBATION**.

A student on **ACADEMIC PROBATION** will be offered counseling and remediation to assist them in raising the didactic course grade point average to 90% or the clinical component grade point average to 85% during the subsequent quarter.

Failure to raise the didactic or clinical grade average, as required, during the quarter of **ACADEMIC PROBATION** may be grounds for dismissal from the program. Program faculty reserve the right to determine the outcome on an individual basis, and based upon their professional observation of sufficient progress towards achieving the requirements.

Failure to achieve a passing grade ($\geq 90\%$) in two or more academic courses or a passing grade ($\geq 85\%$) in two or more clinical components in an academic quarter may result in dismissal from the Program.

INSTRUCTOR/COURSE EVALUATION

At the completion of each course, students are required to complete an Instructor/Course Evaluation Form for each instructor of that course. Students evaluate the course in areas concerning content and appropriateness. Instructors are evaluated in areas concerning delivery, utilization, availability, and preparedness. The evaluation also encourages student comments concerning the course and/or instructor to help recognize deficient areas so improvements can be made when necessary.

STUDENT QUARTERLY EVALUATION

The Diagnostic Medical Sonography Program curriculum calendar is segmented into six three-month periods referred to as academic quarters. For each quarter, a student conducts a self-assessment of performance objectives and a quarterly evaluation, which is completed by Program officials to document the student's academic and clinical performance.

Each student is given the opportunity to meet with the Educational Coordinator and Clinical Instructor privately for the purpose of discussing his/her progress, reviewing weekly evaluation forms and performance objectives, and receiving quarterly grade and attendance reports.

The student is provided time to offer verbal and written comments regarding program issues of interest. The evaluation is signed by the student and program officials, and placed in the student's permanent file; a copy of the student quarterly evaluation and quarterly grade report is presented to the student.

While this conference provides an informal setting for the exchange of ideas and comments regarding and/all aspects of the program, the Diagnostic Medical Sonography Program also feels that the system of Student Quarterly Evaluation is one method to assure compliance with the Standards of an Accredited Educational Program in Diagnostic Medical Sonography by providing periodic assessment of each student's progress relative to the effectiveness of instruction and course design.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 requires that the United Hospital Center Diagnostic Medical Sonography Program establish a school policy that would protect the rights of students of post-secondary schools in relation to the collection, maintenance, release, and disclosure of students' educational records. The program policy is available upon request at the office of the Educational Coordinator. The Buckley Amendment is included for student review in Appendix I of this Student Handbook.

This federal legislation provides that:

All Diagnostic Medical Sonography students have the right to inspection and review their education records in the office of the Educational Coordinator.

A reasonable time must be allowed following a written request to view the student's records.

Students have the right to file complaints concerning alleged failure by the Diagnostic Medical Sonography Program to comply with the requirements of the Act.

Students have the right to a hearing to challenge the contents of his or her records and opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Students have the right to response from the Program to reasonable requests for explanations and interpretations of the records.

Students have the right to obtain copies of the educational records.

The Program must have written consent from the student to release or disclose education records, personally identifiable information to third parties.

Any questions concerning this Act should be directed to the Educational Coordinator of the Diagnostic Medical Sonography Program.

Rosemary Trupo, M.B.A., R.T.(R), RDMS
Education Coordinator

INTERVIEWS FOR EMPLOYMENT

Second level, Diagnostic Medical Sonography students will be allotted three (3) days for employment interviews.

At least one week prior to the interview, the student will submit in writing to the Educational Coordinator, a request for time-off for this purpose. The request should include the date, time and location of the interview, as well as the person to whom the student will report for the interview.

EDUCATIONAL SEMINAR ATTENDANCE POLICY

Students are encouraged to attend educational seminars during their enrollment in the Diagnostic Medical Sonography Program.

Attendance at these educational seminars is not mandatory, and may be at the expense of the student.

Upon review of course content, program faculty may agree to adjust clinical or didactic schedule to permit attendance without requiring the student to use personal or compensatory time.

Any student attending an educational seminar must sign a "Travel Form," and return it to the Educational Coordinator to be retained in the student personal file.

GRADUATION REQUIREMENTS

A student must complete all aspects of the Diagnostic Medical Sonography training program in order to receive a certificate and qualify for participation in the ARDMS credentialing examination.

- Completion of all clinical proficiency and/or simulated proficiency evaluations.
- Provision for all clinical weekly evaluations.
- Completion of each academic course and clinical component.
- Accrual of a cumulative didactic grade point average, which is equal or greater than 85%.
- Accrual of a cumulative clinical grade point average, which is equal or greater than 90%.
- Documentation of completion of the required clock hours as published on sign-in sheets, and other attendance records.
- Meeting all financial obligations to United Hospital Center and the Diagnostic Medical Sonography Program.
- Demonstration of a sound moral character as described by the professional code of ethics, and attested to by quarterly and clinical evaluations.

ARDMS CERTIFICATION

Step One: Sonographic Principles and Instrumentation Examination*

The Sonographic Principles and Instrumentation Examination (SPI) is administered by the American Registry for Diagnostic Medical Sonography (www.ardms.org) and is a prerequisite for certification as a RDMS, RDCS or RVT. The SPI may be pursued following successful completion of a post-secondary sonography physics course with a grade of C or above per the ARDMS SPI Examination Requirement. A transcript will be provided by program faculty so that the SPI exam may be taken prior to program completion.

Step Two: Certification in a Specialty Exam

To achieve eligibility for credentialing by the A.R.D.M.S., graduates must successfully complete graduation requirements including all required proficiencies. Clinical Verification Forms will be provided to the graduate by the Clinical Instructor as an indication that appropriate exam volume has been achieved for each of three specialty examinations: Abdomen , Obstetrics and Gynecology and Vascular Technology. In addition, until such time that the UHC DMS Sonography Program achieves accreditation, graduates must also provide a copy of the DMS Program Transcript, a verification letter from the Program Director and a college transcript demonstrating, at minimum, an Associate Degree in Radiologic Technology has been earned. Multiple prerequisites for ARDMS certification exist and can be researched by faculty on an individual basis upon program completion.

*Students/Graduates may apply and take the SPI examination and the specialty examination(s) in any order. However, once the first examination is passed (either the SPI or specialty), you are required to take and pass the second examination within five years of passing the first examination. Both the SPI and a specialty examination must be taken and passed in order to earn an ARDMS credential.