

Diagnostic Medical Sonography

Student Handbook

Northeast Mississippi Community College

Cunningham Blvd.

Booneville, MS 38829

The program faculty reserves the right to make changes in the rules, regulations or curriculum contained in this manual if we feel that it is in the best interest of the program and its students.

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Welcome!

The administration, faculty and staff welcome you to the Diagnostic Medical Sonography Program. This student handbook will familiarize you with information relevant to your participation and ultimate success in the Diagnostic Medical Sonography Program. You are responsible for reading the contents of this handbook. If you need clarification, please don’t hesitate to ask, your success in this program will depend on the mutual commitment of you- the student- and your instructors (both on campus and at clinical).

Program Philosophy

This program is based on the philosophy that learning sonography is an active process involving both intellectual and clinical experiences. Learning is also a life-long process. Healthcare technology is constantly changing, and workers must be willing to adapt to better and quicker ways to provide quality diagnosis and treatment. Learning is accomplished best in an atmosphere where open communication exists between students and instructors. These instructors may be academic or clinical instructors.

It is the responsibility of the Diagnostic Medical Sonography program to teach the theory behind the processes involved in sonography. These concepts will be taught in a logical sequence and will help the learner in dealing with patients and producing quality diagnostic sonographic exams. Throughout the program, emphasis will be placed on sonographic physics, patient care, abdominal sonography, OBGYN sonography and advanced sonographic procedures and working effectively and efficiently with patients and other healthcare workers.

It is the responsibility of the student to take an active part in his/her education. Academic concepts and skills that are taught in the classroom must be transferred to use in a clinical environment. This requires assertiveness on the part of the student, especially in the clinical setting.

Program Mission Statement

The mission of the NEMCC Diagnostic Medical Sonography Program is to instill the value of lifelong learning and professionalism in students, graduates, and faculty and to provide the students with an education in Diagnostic Medical Sonography that prepares them for the ARDMS certification examinations and employment as a Registered Sonographer.

Our goal is to prepare competent, entry level sonographers in the cognitive (knowledge), psychomotor (skills) , and affective (behavior) learning domains of the abdominal sonography- extended and obstetrics and gynecology sonography concentrations as outlined by the Mississippi Community College Board and The Commission on Accreditation of Allied Health Education Programs.

Program Description

Diagnostic medical sonography is a multi-specialty profession comprised of abdominal sonography, breast sonography, cardiac sonography, musculoskeletal sonography, obstetrics and gynecology sonography, vascular sonography, and other emerging clinical areas. These diverse areas all use ultrasound as a primary technology in their daily work.

The diagnostic medical sonographer is an individual who provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent as a prerequisite to professional practice. Demonstration and maintenance of competency through certification by a nationally recognized sonography credentialing organization is the standard of practice in sonography, and maintenance of certification in all areas of practice is endorsed.
The diagnostic medical sonographer functions as a delegated agent of the physician and does not practice independently.
Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence.
Diagnostic medical sonographers use independent, professional and ethical judgment, and critical thinking to safely perform diagnostic sonographic procedures.
The diagnostic medical sonographer generally performs the following:

* Obtains, reviews, and integrates pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
* Performs appropriate procedures and records anatomic, pathologic, and/or physiologic data for interpretation by a physician.
* Records, analyzes, and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
* Exercises discretion and judgment in the performance of sonographic and/or related diagnostic services.
* Demonstrates appropriate communication skills with patients and colleagues.
* Acts in a professional and ethical manner.
* Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

The Diagnostic Medical Sonography program is a 12-month, full-time, health science program. When a student begins the program in the fall, only sonography specific courses and clinical rotations will be completed. **This is a full-time, in class/clinical, training program, and it is not recommended for those who cannot devote themselves as full time students. Because technologists are on their feet for long periods of time and may lift or turn disabled patients, physical stamina is important (US Dept. of Labor).**

The program is designed to prepare students for employment in hospitals or clinics as Diagnostic Medical Sonographers. Sonographers produce diagnostic images/exams of body structures as directed by supervising physicians. This program will focus on principles of sonographic physics and instrumentation, abdominal, obstetric & gynecologic, and advanced sonographic procedures in preparation for the ARDMS registry exam (a national certifying board examination).

Completion of the Diagnostic Medical Sonography program offers and Associate Degree of Applied Science

Program Goals and Student Learning Outcomes

Our goal is to prepare competent, entry level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of the abdominal sonography- extended and obstetrics and gynecology sonography concentrations.

**Students will develop competency as an entry-level sonographer. (Psychomotor)**

* SLO 1.1 Students will be able to perform routine abdomen exams.
* SLO 1.2 Students will be able to perform routine abdomen extended exams and
* SLO 1.3 Students will be able to perform routine OBGYN exams.
* SLO 1.4 Students demonstrate appropriate patient care.

**Students will be able to communicate effectively. (Affective)**

* SLO 2.1 Students will effectively communicate with patients.
* SLO 2.2 Students will demonstrate effective written communication.
* SLO 2.3 Students will effectively communicate exam findings using diagnostic descriptive terminology.

**Students will think critically and analytically. (Cognitive)**

* SLO 3.1 Students will demonstrate patient medical record interpretation.
* SLO 3.2. Students will adjust technical factors using ALARA principles.
* SLO 3.3 Students will adapt procedure protocol for non-routine procedures.
* SLO 3.4 Students will identify diagnostic quality images and correct non-quality images accordingly.

**The student demonstrates the values and ethics of a sonographer and an understanding of professional development and lifelong learning.**

* SLO 4.1 Students will demonstrate professional behavior.
* SLO 4.2 Students will demonstrate knowledge and understanding of the key professional organizations (ARDMS, JRC- DMS, SDMS,)

**Students will be prepared for immediate employment as a diagnostic medical sonographer.**

* SLO 5.1 Students will find employment in sonography.
* SLO 5.2 Students will pass a National Certification Examination
* SLO 5.3 Employers of sonography graduates will be satisfied with job performance.
* SLO 5.4 Students who start the program will finish the program.
* SLO 5.5 Graduates will feel that they were adequately prepared.

Description of the Profession

A Diagnostic Medical Sonographer is a highly- skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. The process involves placing a small device called a transducer against the patient’s skin near the body area to be imaged. The transducer works like a loudspeaker and microphone because it can transmit sound and receive sound. The transducer works like a loudspeaker and microphone because it can transmit sound and receive sound. The transducer sends a stream of high frequency sound waves into the body that bounce off the structures inside. The transducer detects sound waves as they bounce off the internal structures. Different structures in the body reflect these sound waves differently. These sounds are analyzed by a computer to make and image of the structure(s) on a television screen or that can be recoded digitally.

Sonographers have extensive, direct patient contact that may include performing some invasive procedures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill.

The professional responsibilities include but are not limited to:

1. Obtaining and recording an accurate patient history.
2. Performing diagnostic procedures and obtaining diagnostic images.
3. Analyzing technical information
4. Using independent judgement in recognizing the need to extend the scope of the procedure according to the diagnostic findings.
5. Providing an oral or written summary of the technical findings to the physician for medical diagnosis.
6. Providing quality patient care
7. Collaborating with physicians and other members of the health care team.

Sonographers must also be knowledgeable about the limit the risk from possible exposure to blood and body fluids. Many sonographers also assist in electronic and clerical scheduling, recording keeping and computerized imaging archiving. Sonographers may also managerial or supervisory responsibilities.

Code of Ethics for the Profession of Diagnostic Medical Ultrasound

Preamble

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

Objectives

To create and encourage an environment where professional and ethical issues are discussed and addressed. To help the individual practitioner identify ethical issues. To provide guidelines for individual practitioners regarding ethical behavior.

Principle I : In order to promote patient well-being, the diagnostic medical sonographer shall:

1. To provide information to the patient about the purpose, risk and benefits of the ultrasound procedure and respond to the patient’s questions and concerns.
2. Respect the patient’s autonomy and the right to refuse the procedure.
3. Recognize the patient’s individuality and provide care in a non-judgmental and non-discriminatory manner.
4. Promote the privacy, dignity, and comfort of the patient (relatives and significant others) by thoroughly explaining procedure protocols and implementing proper draping techniques.
5. Protect confidentiality of acquired patient information.
6. Strive to ensure patient safety

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

1. Obtain appropriate ultrasound education and clinical skills to ensure competence.
2. Achieve and maintain specialty specific ultrasound credentials. Ultrasound credentials must be awarded by a national sonography credentialing body recognized by the Society of Diagnostic Medical Sonography (SDMS) Board of Directors.
3. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
4. Acknowledge personal and legal limits, practice within the defined scope of practice and assume responsibility for his/her actions.
5. Maintain continued competence through continuing education and/ or recertification.
6. Perform only medically indicated studies, ordered by a physician or their designated health care provider.
7. Protect patients and or/ study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
8. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
9. Be accountable and participate in regular assessment and review of equipment, procedures protocols and results.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall.

1. Be truthful and promote appropriate and timely communications with patients, colleagues, and the public.
2. Respect the rights of patients, colleagues, the public and yourself.
3. Avoid conflicts of interest and situations that exploit others or misrepresent information.
4. Accurately represent his/her level of competence, education, and certification.
5. Promote equitable care.
6. Collaborate with professional colleagues to create an environment that promotes communication and respect.
7. Recognize that well-intentioned healthcare providers can find themselves in ethical dilemmas; communicate and collaborate with others in resolving ethical practice. Report deviations from the SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography to supervisors, so that they may be addressed according to local policy and procedures.
8. Engage in ethical billing and practices.
9. Engage only in legal arrangements in the medical industry.

**Sonographer Scope of Practice**

In May 2013, representatives of sixteen organizations came together to begin the process revising the existing Scope of Practice and Clinical Practice Standards. Thus began a process that engaged the participating organizations in an unrestricted dialogue about needed changes. The collaborative process and exchange of ideas has led to this document, which is reflective of the current community standard of care. The current participants recommend a similar collaborative process for future revisions that may be required as changes in ultrasound technologies and healthcare occur. Participating Organizations: The following organizations participated in the development of this documents. Those organizations that have formally endorsed the document are identified with the symbol “†”. Supporting organizations are identified with the “\*” symbol.

• American College of Radiology (ACR) \*
• American Congress of Obstetrics and Gynecologists (ACOG) \*

• American Institute of Ultrasound in Medicine (AIUM) \*
• American Registry of Radiologic Technologists (ARRT) \*
• American Society of Echocardiography (ASE) †
• American Society of Radiologic Technologists (ASRT) \*

• Cardiovascular Credentialing International (CCI) †
• Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) †

• Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) \*
• Society of Diagnostic Medical Sonography (SDMS) †
• Society of Radiologist in Ultrasound (SRU) \*

• Society of Maternal-Fetal Medicine (SMFM) † • Society of Vascular Surgery (SVS) †

• Society for Vascular Ultrasound (SVU) †
• Sonography Canada (formerly the Canadian Society of Diagnostic Medical Sonography) \*

• American College of Phlebology \*

Limitation and Scope

Federal and state laws, accreditation standards, and lawful facility policies and procedures supersede these standards. A diagnostic medical sonographer, within the boundaries of all applicable legal requirements and restrictions, exercises individual thought, judgement, and discretion in the performance of an examination taking into account the facts of the individual case.

This document is intended to set forth the standards in major areas of the diagnostic medial sonographer’s responsibilities. It does not cover all areas or topic that may present themselves in actual practice. In addition, technological changes or changes in medical practice may require modification of the standards.

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Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer

The purpose of this document is to define the scope of practice and clinical standards for diagnostic medical sonographer and describe their role as members of the healthcare team. Above all else, diagnostic medical sonographers act in the best interest of the patient.

Complaint/Grievance Procedure for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy that can be found in the Northeast Procedures Manual and the Northeast Student Handbook/Planner. The Northeast Mississippi Community College and its Board of Trustees, administration, faculty and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them by using the following procedures.

**Non-Academic Matters**

The student should first contact the faculty/staff member involved and attempt to resolve
the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed.

**Appeal Procedure for Non-Academic Matters**

1. The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the “failure to reach resolution.”

2. The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.

3. If the student is not satisfied with the immediate supervisor’s decision, the student may file a written grievance with the immediate supervisor’s supervisor within ten (10) workdays of the receipt of the supervisor’s response.

4. The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.

5. If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the student

8. If the student has not been satisfied by the above procedures, the student may contact the regional office of the Office of Civil Rights, U.S. Department of Education.

Academic Matters Grievance Committee
Student Grievance Committee for Non-Academic Matters

1. The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.

2. The appeal must be written and must be submitted to the chair of the grievance committee.

3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.

4. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.

5. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.

6. The Grievance Committee will respond in writing to the grievance within ten
(10) business days by certified mail. (Note: in the event a grievance is filed against the Executive Vice- President, the President of the College will name a
replacement/chairman.)

7. If the student remains unsatisfied, he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees’ Grievance Committee. In an attempt to resolve the grievance, the committee shall meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board’s Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting. All copies of documentation will be housed in the Dean of Student’s Office.

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

**Appeal Procedure for Academic Matters**

1. If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Dean of Instruction.

2. If the student is not satisfied with the decision of the Dean of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Grievance Committee.

**Student Grievance Committee for Academic Matters**

1. The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.

2. The appeal must be written and must be submitted to the chair of the grievance committee.

3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.

4. The student must be present when the grievance is heard. The student may have an adviser present during the hearing.

5. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.

6. The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. All copies of documentation will be housed in the Dean of Instruction’s Office.

7. If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will
be final.

**Disciplinary Process**

Northeast Mississippi Community College will address any incident, which is disruptive
to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgment will be determined fairly, reasonably, and in respect to due process. The aim of disciplinary action is to redirect the student’s behavior toward the achievement of academic goals.

The Dean of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student’s case shall be according to the due process regulations of the institution.
There are three steps to the discipline process at Northeast.

1. An initial interview is held with the Dean of Students for misconduct related to the incident.
2. The Dean may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee.
3. The action of the dean may be appealed to the Discipline Committee.

The Discipline Committee consists of faculty and staff representatives. The committee will hear evidence and recommend appropriate disciplinary measures to the Dean of Instruction or Dean of Students. Decisions of the Discipline committee may be appealed to the Executive Vice President.

The following procedures for initiating due process shall apply for all hearings:

1. The Dean of Students may temporarily suspend a student until such time as the charges brought against him/her may be heard. The suspension would occur when it is apparent that the student’s presence would negatively affect the well-being of the student body, the faculty, or the college property.
2. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be mailed to the student three (3) days prior to the hearing date. At a student’s request, a hearing may be held earlier.
3. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his behalf. The letter will also inform the student that an adviser may accompany them at their own expense.
4. The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.

The record of the hearing will be placed on file in the office of Dean of Students. The Dean of Students will notify the student in writing of the committee’s decision immediately after the decision is reached. Students may appeal a disciplinary action in writing through the Dean of Students office within three business days after notice of the action is received.

**Disciplinary Sanctions**

The range of disciplinary sanctions includes but is not limited to, the following:

**Category I:** These would include any violation of the Student Code of Conduct

**Warning:** Issued for minor infraction of policy. Further violations will result in more serious sanctions.

**Fine:** Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.

**Restriction:** Student is restricted from entering certain facilities or from specified student 11

privileges.

**Supervised Work:** Specified work hours with a campus office or community service. Mandatory Counseling/Educational Sessions: Behavioral counseling or educational sessions as deemed necessary by the Dean of Student Services or the discipline committee.

**Disciplinary Probation:** Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.

**Residence Hall Dismissal:** Required to vacate a residence hall for violations of
residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction.
Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.

**Modified Suspension:** All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

**Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Dean of Student Services.

**Category II:** These would include felonies or misdemeanor charges as described by federal and state laws.

**Modified Suspension:** All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

**Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Dean of Student Services.

**Withdrawal:** Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.

**Expulsion:** Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.

**Dismissal:** Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college

premises without permission from the Dean of Student Services.

**\*Interim Suspension:** Any student charged with or convicted of a violation of the law,
or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student’s conduct will be held as soon as practical in accordance with Northeast policies.

The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college’s policies
and procedures.

Critical Incident

A student must not threaten the physical and/or psychological well-being of a client/patient by her/his performance in the clinical area. Students are held accountable for any real and or potential threat to the client/patient. If an instructor prevents an error, the student is still in error. Should the clinical instructor, faculty and Division Head deem an incident serious enough, it will be defined as a "Critical Incident."

“CRITICAL INCIDENTS” are defined by the diagnostic medical sonography faculty based on their expertise, knowledge of the Standards of Diagnostic Medical Sonography Practice, the client's/patient’s history, the nature of the incident, and the potential liability incurred by all parties.

Examples of "Critical Incident" behavior(s) include, but are not limited to, the following:

•Functioning outside the Student Sonographer role.

•Failure to observe sonography ethics and legalities i.e., chemical impairment, breech of confidentiality, falsifying information, etc.

•Committing acts that harm or threaten the client/patient physically or psychologically FOR EXAMPLE, inappropriate communication, etc.

•Clinical sites do not allow student to come back to facility due to any of the above examples.

Critical Incident Procedure

“Critical Incident” will be documented on the Student Conference Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.

If the instructor is in doubt regarding the criticality of an incident, the instructor will
meet with the Academic Division Head and the clinical faculty and a decision will be rendered.

A student/instructor conference will be held after the "Critical Incident" behavior has been documented in order to review the behavior, make recommendations, and obtain the student's comments and signature.

Copies of the "Critical Incident" will be given to the student, instructor, clinical faculty, and the Assistant Academic Head.

When one (1) "Critical Incident” has been documented, the Academic Dismissal Procedure may be instituted.

Program Officials

President of the College Dr. Ricky Ford

Vice President of Instruction Dr. Michelle Baragona

Vice President of Health Sciences Mrs. Jennifer Davis

Program Director Mrs. Alison Goodwin

Clinical Coordinator Mrs. Lacey Nichols

Clinical Affiliates

Currently the NEMCC Diagnostic Medical Sonography Program affiliates with the following healthcare agencies: (additional clinical sites may be added)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Clinical Affiliate Phone # | Location | Number of students | Number of Students | Clinical Faculty  |
| Magnolia Regional Health Center 662-293-1463 | Corinth, MS | 2 | 150 Beds | Kelly Flurry Amy Briggs  |
| Baptist Memorial Hospital- Booneville 662-720-5030 | Booneville, MS | 1 | <100 Beds | Teresa BottsKrista Lewellen |
| Baptist Memorial Hospital Union County 662-538-2140 | New Albany, MS | 2 | 150 Beds | Ben Harrelson Heather MurphreeKayla Lyons |
| New Albany OBGYN Clinic  | New Albany, MSHolly Springs, MS | 1 | Clinic | Regina RussellRhonda Tucker |
| Advanced OBGYN | New Albany, MS  | 1 | Clinic  | Lindsy Spears |
| Jackson-Madison County General Hospital (731)541-5000 | Jackson, TN | 2 | 642 | Courtney Jeffreys |
| Baptist Memorial Hospital – North Mississippi  | Oxford, MS  | 1 | 217 beds  | Cade AustinBeverly Howard |
| Oxford Diagnostic Center  | Oxford, MS | 1 | Clinic  | Stephanie Bramlett Amber Patterson |
| Magnolia Women’s Clinic  | Corinth, MS | 1 | Clinic  | Anna Barnes Victoria Armstrong |
| NMMC- Clay County  | West Point, MS  | 1 | 60 beds  | Mark Jolly  |
| The Imaging Center- Tupelo  | Tupelo, MS  | 1 | Clinic | Angel Clark Angela Woods |
| Medical Imaging at Barnes Crossing  | Tupelo, MS | 1 | Clinic | Angel Clark Layla Darden |
| The Breast Care Center- Tupelo  | Tupelo, MS | 1 | Clinic  | Melisa Cole  |

Clinical Preceptor Responsibilities

1. Must be available to students whenever a student is assigned to a clinical setting, provide appropriate clinical supervision, and be responsible for student clinical evaluation.
2. Provide orientation and instruction to the assigned student.
3. Supervise the learning experiences of the student and provide assistance or correction if

necessary.

1. Provide continual feedback of the student’s performance by completing progress reports along with verbal interviews with the college faculty.
2. Evaluate the student’s performance by completing an evaluation form after the student

has finished the evaluation period (completed at midterm and end of semesters)

1. Notify the college faculty of any behavior that would result in a failing grade as soon as the instructor becomes aware of it.
2. Provide input to campus faculty on development of essential knowledge, skills and

attitude necessary to the student in the clinical setting.

1. Must have the appropriate credential in the concentration(s) for which they evaluate student performance and document required clinical competencies.

**Student Direct Supervision**

All diagnostic medical sonography students shall be under supervision of a registered sonographer of the American Registry of Diagnostic Medical Sonographers (ARDMS), American Registry of Radiologic Technologists (ARRT) to the specific practice at all times while attending clinical education courses.

Supervision is defined by CAAHEP as; “an ARDMS, ARRT, or CCI registered sonographer specific to the practice area physically present in the same room or departmental area as the student and the patient. This sonographer should review patient interactions, image acquisition, and image submission.”

Social Media

Under no circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (Facebook, Twitter, etc.). Doing so will be considered a breach of confidentiality and will be grounds for dismissal from the Diagnostic Medical Sonography program.

Dismissal from the Program

Dismissal from the program is usually a result of clinical misconduct. Dismissal may occur from a single violation or hospital or program policy. Dismissal from clinic is deemed dismissal from the program.

Class Attendance and Absences

Students are encouraged to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, jury duty, religious observances of faith, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. It is the student’s responsibility to check with instructors for missed materials. (Excused absences will not protect the student from the consequences of excessive absences.) Students who are absent from class more than 14% of the scheduled class meetings will be reported to the Records Office for excessive absences

Clinical Attendance and Absences

If you are unable to attend clinical rotations and are expected to be at one of these affiliates, you MUST notify both the clinical affiliate by phone AND notify the program faculty by email (lwnichols@nemcc.edu) no later than 30 minutes after the beginning of the clinical day. Failure to do so can result in dismissal from the program.

As part of your clinical education, you must learn to become a dependable employee.

* Unexcused absences are absences that are not reported to the program faculty and/or the clinical facility.
* Excused absences are absences that are reported to the program faculty and the clinical faculty within 30 minutes of the start of the clinical day. Any clinical absence can be excused if it is reported.
* Unexcused absences will not be tolerated. These days cannot be made up and will result in the reduction of the FINAL clinical grade (one letter grade per unexcused absence).
* Each student will be allowed (1) clinical sick day each semester. This is considered to be a ‘free-day’ and does not have to be made up. Any days that are missed beyond this (1) day (and are excused) must be made up at the end of the semester at the discretion of the clinical faculty; no more than 3 additional absences will be allowed. Each clinical absence that is *unexcused* or *excused days not made up* will result in the reduction of the FINAL clinical grade. If total absences exceed 3 (beyond the free day), the student will be withdrawn from clinical. Attendance makes up 25% of the clinical grade. The student will receive a ‘100’ for only missing the free day, a ‘90’ for missing free day+ one additional, an ‘80’ for missing free day+ two additional, or ‘70’ for missing free day+three additional. As stated previously, a student will be withdrawn on the 5th absence (past the free day+three). All excused clinical absences must be made up at the end of the semester.

Example: for the 25% attendance portion of the clinical grade- a student missing 1 day will receive a 100, a student missing 2 days receives a 90, a student missing 3 days receives an 80, a student missing 4 days receives a 70 and a student will be withdrawn upon missing the 5th day.

 Leaving Early

If a student leaves before 12 noon, the entire day must be made up. If a student leaves after 12 noon, 1⁄2 of a day must be made up. These absences will count towards your total absences. There are times when the clinical staff may give students permission to leave early; please do not make a habit of leaving early. When this starts to become a problem, the faculty will enforce stricter rules. Leaving early is defined as not leaving before 45 minutes until the end of clinical.

Signing In/Signing Out

Students will follow proper procedures for signing-in to clinical upon arrival and signing-out upon departure. The sign-in process should be treated as if the student were at a real job. Students will log-in through Trajecsys; by using GPS the system will document the exact location and time of the sign-in/sign-out. The clinical instructor will verify records weekly through the Trajecsys system. If a student fails to sign in or out for clinical, they are considered absent. If at anytime the student is found to be falsifying any of the clinical records, they can be dismissed from the program. The program faculty considers the sign-in, sign-out process extremely important in building good work ethics for future employment.

Example: for the 25% attendance portion of the clinical grade- a student missing 1 day will receive a 100, a student missing 2 days receives a 90, a student missing 3 days receives an 80, a student missing 4 days receives a 70 and a student will be withdrawn upon missing the 5th day.

Clinical and Classroom Tardies

Tardiness should seldom, if ever, occur. If you expect to be hired by any of the facilities in which you are training, you need to show them that you are dependable and be on time. Students who are not ready to start work (good personal hygiene and clean uniforms) at the scheduled beginning of the clinical day will be counted tardy. Each tardy counts as 1⁄2 of an absence. All tardies will influence your final clinical grade. Each tardy over three is 1⁄2 of an unexcused absence. Tardiness will be counted if you are later than 6 minutes into your scheduled day. Tardiness should also be kept at a minimum for on-campus courses. Three tardies will equal one absence.

Clinical Rotation Schedules

Clinical rotation days will be 8 hours. Monday, Wednesday and Friday during the Fall and Spring and Summer Semesters. Summer Clinical rotations will be 8 hours. Each student will be expected to be at the clinical facility for the entire time. This includes a 30-minute break which will be taken during the day and not at the end of the clinical day. As a student, you will not get credit for more than 40 hours per week in class or clinical; therefore, there will be no accumulation of extra clinical time. This policy may change with little prior notice.

There are not any “scheduled” breaks throughout the day. Take breaks as needed but do not let this become excessive (i.e., smoking breaks- which are mostly not allowed at the clinical sites due to smoking policies at those facilities).

Some of our clinical affiliates are rural hospitals and are limited on their variety of sonography exams. To give students as much varied experience as possible, we will rotate each student through several clinical facilities (small facilities, large facilities, and clinics). Each of these affiliates has its own specific rules. These may vary slightly from one facility to another. Students are required to abide by the rules of each individual facility.

Students will be required to perform non-technical duties (patient transport, stocking, and cleaning rooms, etc...) that are required to keep an ultrasound department running smoothly. These duties are especially important to prepare students to work in rural areas where hospitals often employ only one or two technologists on second and third shifts. These technologists are responsible for ALL duties performed during these hours.

Clinical Rotations may be subject to change at any time.

Clinical Competencies

**22 Mandatory 6 elective must be completed by the end of Summer clinical.**

**Multiple Competences may be demonstrated on one patient.**

**First Semester: A total of a mandatory competencies completed by the end of Fall clinical rotation.**

**Second Semester: A total of 10 mandatory competencies completed by the end of Spring clinical rotation.**

**Summer Semester: A total of 22 mandatory and 6 elective competences must be completed by the end of summer clinical.**

Students must log at least one performance on exams that are considered mandatory competencies.

Students must complete lab competency at scan lab in class with a satisfactory grade before completing clinical competencies.

Patient Confidentiality

Students are required to chart and check information on patient charts and will become aware of patient information. All patient records are confidential and are not to be discussed. Failure to respect patient confidentiality can lead to legal action against the student. Neither the school nor the hospital will be responsible for students who fail to respect patient confidentiality. Inquiries to students about confidential patient information should be referred to a clinical supervisor. Students will sign a confidentiality statement as part of the program orientation.

Pregnancy Policy

Diagnostic Medical Sonography Students are required to attend clinical in departments where radiation imaging is performed.

Although sonography students are not directly exposed to radiation, radiation exposure to the fetus, especially during 1 -15 weeks of pregnancy is dangerous. The embryo-fetus is allowed to receive 500 mrem for the entire duration of the pregnancy or 50 mrem in any one-month (NCRP #105). The rationale for this is: the National Counsel on Radiation Protection and Measurements (Report #116) views the exposure of the embryo-fetus to radiation as involuntarily subjected to radiation exposure as a consequence of the occupational exposure of the expected mother.

For this reason, the Effective Dose Equivalent (EDE) received by the fetus cannot exceed the amount of radiation a non-occupational individual may receive. Steps should be taken to minimize the amount of radiation received whenever possible.

Student Responsibilities:

All students who know, or suspect they are pregnant should take every precaution to protect themselves, applying information from didactic classes regarding safety in their radiography department. A student who becomes pregnant during the sonography program will be considered pregnant only upon voluntary written declaration of suspected or medically determined pregnancy regardless of the suspected obviousness of the student’s condition.

A student need not offer immediate proof of the pregnancy for the pregnancy policy to be initiated; she need only voluntarily offer a signed Statement of Declaration of Pregnancy.

Upon written declaration of pregnancy, a fetal radiation monitor will be provided for the student to wear at waist level during Clinical Education. The student will be given two options, which the Program Director will fully explain to the student. These options may be changed at any time during the pregnancy, upon written request by the student.

The student should understand the right to withdraw, in writing, the declaration of pregnancy.

Following delivery and the Post-Partum period, students will be required to bring a signed release to full duties at the Clinical Education Center.

Northeast Mississippi Community College

DEPARTMENT OF HEALTH SCIENCES

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM EVIDENCE OF UNDERSTANDING PREGNANCY POLICY

I, the undersigned have read and been informed of the danger of radiation to an embryo/fetus. Being fully aware of this, I am signing this document verifying that I am aware and understand the danger should I become pregnant while a student in the Diagnostic Medical Sonography Program.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEMCC Non-Discrimination Statement:

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of

1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of1973, as amended,

the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring

that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from

participating in, be denied the benefits of, or otherwise be subjected to discrimination in any

program or activity of the College. Northeast Mississippi Community College adheres to the principle

of equal educational and employment opportunity without regard to race, sex, age, color, creed, or

national origin. This policy includes the qualified handicapped and extends to all programs and

activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Lab Safety

* The classroom lab is for simulation only.
* No student is to use ultrasound machine without instructor permission.
* Students are only allowed in the lab with instructor permission.
* Lab Logbook should always be signed in and signed out. (Daily)
* No live subject/volunteer should be scanned without signing permission form.
* OB volunteer should not be scanned without written consent from a physician. (NEMCC waiver is provided)
* Volunteers should always understand that they are being used for sonographic simulation and not for diagnostic purposes.
* No Food or Drinks in the lab or near the control panel
* Always return lab accessories to their proper place.
* Students should understand that participation as a scanning model is voluntary. Participation or non-participation will not have an effect on his/her grade.

MRI Safety

Students will rotate through clinical sites that have MRI in their departments. While students are not directly involved with MRI, safety is of utmost concern. The program faculty have implemented a 2- video introductory safety course for all students. These videos are viewed, a test taken and certificates granted for completion during the first week of the fall semester. The certificates are then placed into the student’s permanent program file. Clinical site faculty also do an introduction and orientation to site-specific policies as they relate to MRI.

Link to training: located in Clinical Education Courses

Dishonesty and Cheating

Students will be asked to leave all personal belongings at the front of the room on test days. Only an iPad will be allowed on the desktop. Calculators will be provided when they are necessary. If a student is found cheating in any form or are observed not following proper testing procedures, they will be found in violation of the program policy on cheating and dismissed from the program at the instructor’s discretion. College policy will be followed in the event of an appeal (see NEMCC Student Handbook).

Apple Classroom is required for all quizzes, testing, and reviewing test and quizzes. It is the student’s responsibility to update I pad and Apple Classroom app to ensure that it is working properly before testing and quiz time.

This includes using a having access to secure network at the time of quizzes and testing

Canvas

The program instructors will utilize an online learning management system for course materials. Each student will be assigned a username and password. Students must utilize their NEMCC e-mail account. While access to a computer with internet capabilities at home would provide convenience for the student to complete assignments, it is not a mandatory requirement. There is a computer lab on campus for student use. Students should conduct themselves as honestly with online course work as they would in a traditional classroom setting. Dishonesty in any form will not be tolerated. Canvas will be discussed more in depth as courses require.

Program Curriculum Sequence for Diagnostic Medical Sonography

First Semester (Fall)

DMS 1114 Introduction to Ultrasound

DMS 1213 Sectional Anatomy

DMS 1313 Ultrasound Physics and Instrumentation I

DMS 1415 Clinical Experience I

DMS 1513 Abdominal Sonography

Second Semester (Spring)

DMS 1323 Ultrasound Physics and Instrumentation II

DMS 1426 Clinical Experience II

DMS 1524 Obstetrical and Gynecological Sonography

DMS 1533 Advanced Sonographic Procedures

Summer Semester

DMS 1612 Sonography Seminar

DMS 1622 Ultrasound Examination Critique

DMS 1435 Clinical Experience III

Student Employment

School hours include clinical rotation hours. Students may not be paid for time that is required for academic clinical rotations. Sonography students will not be allowed to work as the only staff sonographer at a facility on any shift during clinical hours. This is a special case that relates to this school since we affiliate largely with rural hospitals that have only 1 staff technologist on 2nd and 3rd shift. Students are too inexperienced to handle situations that may arise. We realize that employment experience is very helpful in learning. Students are not prohibited from working in ultrasound position outside of school hours.

Any students whose employment interferes with school will be discouraged from working. Students that call in sick or are absent from clinical rotation may not work at any affiliate on the day of the sickness. A student found working on a sick day can be dismissed from the program.

Cell Phones

Program faculty allow cell phones to be on the desk during class as long as they are on silent. Faculty reserve the right to ask a student to leave class if they are distracted by their phones. Cell phones should not be out or used during clinical hours (except on break times).

Inclement Weather

In cases of bad weather, the student must use his/her own judgment on clinical attendance. The student will inform the clinical coordinator or program director of any absence as soon as possible. If the college is closed, you are not allowed to attend clinical.

Student E-mail

Students are required to set-up and utilize their school email account for all program and school related correspondence. Email should be checked every day.

Tiger Alert

Students should set-up their Tiger Alert system when sent information from campus police. This will allow students to receive important safety and school closing information from the college.

Program Grading Scale

A = 95-100
B = 85-94
C = 75-84
D = 70-74
F = Below 70
Clinical competencies are graded on a pass/fail basis.
Students who receive a D, F, W in a Diagnostic Medical Sonography course cannot continue with the current class. Students who fail (D, F, or W) a course may reapply to the program the following year.

## Program Reentrance

Students who withdraw passing from the program may apply for readmission to the program. This student may be readmitted to the program if the space is available. Since we have a limited number of clinical spots, readmission is not guaranteed. The readmitted student will start at the beginning of the semester in which he or she dropped out. Deadlines to apply for readmission will be December 1 for the Spring semester, April 1 for the Summer semester and April 1 for the Fall semester. To be considered for readmission to the program the student must contact the Program Director and request that their file be reactivated. Students who withdraw failing must abide by the previously stated policies plus an interview by a review committee before they are considered for readmission.

Semester Breaks and Holidays

Breaks and holidays will be the same as those observed by the college. If the college is closed, then no clinical rotations are active at that time.

Affective Evaluation

For each class in the program, an affective evaluation will be completed. The instructor will fill this out at midterm and at the end of the semester. It will count 10% of the final grade.

Affective evaluations will be available for review in Trajecsys. Affective evaluations will be reviewed with the student at midterm and end of the year student and instructor counseling and advising meetings.

Transportation

You are responsible for your transportation to clinical rotation facilities. You may be required to drive over an hour each way to some clinical rotation sites. Please do not ask to be switched from one site to another due to the distance from your home, car issues, etc.

Student Health Policies

Each student that participates in clinical education must submit proof of health status to the program director. The requirements to meet are as follows

1. Physical exam
2. Immunizations- Students are required to document proof of Rubella, Diphtheria-Tetanus, Poliomyelitis, and Varicella vaccinations. Documented proof of a positive varicella titer or proof of having varicella (chicken pox) in the past will be accepted.
3. TB skin test (to be updated every year)
4. Hepatitis B vaccine is mandatory
5. Nine Panel Drug Test
6. Flu Vaccine (updated every year)

All required immunizations (except, FLU) must be completed before the first clinical day. Failure to do this may result in dismissal from the program. Students must also be certified in CPR. Student is responsible for CPR certification prior to the first day of class. Student is responsible for maintaining CPR certification throughout the program.

Contagious Diseases

Students entering the Diagnostic Medical Sonography program must be aware that they and all healthcare workers in direct patient contact will be exposed to various contagious diseases. This exposure may happen at any time during their training or career. They may or may not be aware of the patient’s infection with this disease. Precautions must always be taken. These will be outlined in the Introduction to Sonography course taught in the Fall semester prior to beginning clinical. Protective attire (gloves, masks, gowns, etc.) will always be available when needed for use in the clinical facilities. Additional information on various contagious diseases is available at the school and at the clinical facilities. If you are or should become a carrier of a contagious disease, you must contact the director immediately. A temporary suspension of training may be necessary for the protection of you and your patients.

Each student will receive training in standard precautions. Each student and faculty member who is involved in direct patient care will receive information about HIV infection based on current guidelines.

Malpractice (Professional Liability) Insurance

Students are required to purchase professional liability insurance. Currently the cost is approximately $15.00 a year. You will be given information on this by the program director and are required to purchase it before the first clinical day.

Health Insurance

You are responsible for any personal injury that occurs at the clinical affiliate. Cost for medical treatment at a clinical facility is the responsibility of the student. Purchase of Health & Accident insurance is encouraged.

Competency Retraction

NEMCC Diagnostic Medical Sonography Instructors reserve the right to implement an educational retraction. If a student shows proficiency/competency in the classroom setting but is unable to perform that proficiency in the clinical setting the instructor may pull the proficiency/ competency and request that the student meet the requirements for proficiency after guided instruction.

Dress Code

When a student is on campus, they are to follow the guidelines in the student guide in the college catalog. At the clinical facilities each student is to dress in program uniform with Northeast ID attached. Pants must be worn at waist level and under garments should not show. Good personal hygiene and clean uniforms are mandatory. Hospital dress codes may supersede policy established by the school.

All students are expected to practice good personal hygiene. Use of cosmetics, especially colognes, must be kept conservative. Heavy scents are often offensive to sick patients. If there are complaints about a problem with hygiene it will be discussed with you, and you will be given an opportunity to correct it.

* ALL tattoos MUST be covered.
* Girls are only allowed to wear 1 pair of stud earrings in ear lobes. No hoops or dangles are allowed.
* No tongue, nose, or eyebrow jewelry, etc.
* NO Artificial Fingernails
* Wedding ring ONLY
* NO necklaces
Student should at all times enhance a professional image through the practice of good body and oral hygiene. Makeup and hairstyle should be conservative. Hair should be neatly arranged so that it is prevented from falling forward. Beards, mustaches, and/or sideburns should be well groomed and short. Hair must be a “natural color” as required by the clinical agencies. This means no blue or pink, streaks or coloration, etc. Individuals may dye or tint the hair blonde, auburn, brown, black, gray, etc. Hair that is dyed or tinted must be maintained.

Professional Behavior

Patient clinical information will not be discussed in public areas, and patient confidentiality will be of utmost importance. Your personal life should not be allowed to interfere with your clinical performance.

Volunteer Lab Participants

**Clinical Laboratory Volunteer Participation**

**SCOPE:** This Policy applies to all Northeast Mississippi Community College Diagnostic Medical Sonography faculty, instructors, employees and students in the NEMCC DMS programs who are involved in clinical simulation laboratories using volunteers for training purposes.

**PURPOSE:** The purpose of this Policy is to specify the procedures to be followed when students enrolled in NEMCC DMS Program participate in laboratory educational experience activities involving demonstration and practice of sonography skills using Volunteers. The use of Volunteers in the Diagnostic Medical Sonography laboratory allows students to gain additional review with continued improvement of general tactile skills including instrumentation and positioning that will enhance hands-on and experiential learning while developing proficiency.

**POLICY:** It is the policy of the NEMCC DMS to allow students enrolled in the Diagnostic Medical Sonography Programs to gain additional review and continued improvement of ultrasound skills, including instrumentation and optimization for images to prepare Students to develop proficiency, thus allowing NEMCC DMS graduates to have the skills needed to serve the community, and to ensure that Program faculty and students will follow specific guidelines and protocols, including obtaining consent, when NEMCC DMS students enrolled in Programs utilize volunteers during DMS scan lab to practice performance of non-diagnostic ultrasounds for education and training purposes.

**DEFINITIONS:** For purposes of this Policy, a “Volunteer” is an individual who voluntarily consents, without compensation, to participate in clinical lab training conducted by NEMCC DMS students enrolled in the Programs. A Volunteer must be at least 18 years old. NEMCC faculty, and NEMCC students and volunteers are not eligible to participate in non-diagnostic training (ultrasound or medical imaging) if they have any clinical symptoms (if any abnormal signs or symptoms, volunteer will be deferred at appointment time and referred to family physician).

**PROCEDURE:**

1. Volunteers
	* Volunteers may be used for scanning by students in the Diagnostic Medical Sonography (“DMS”) lab.
	* Before any non-diagnostic training ultrasound is performed by a student a DMS lab, the volunteer must be informed of the anticipated lab practices and how this compares with normal diagnostic practice and will sign a consent form.
	* The volunteer must have a family physician.
	* The volunteer cannot as any questions regarding any findings during or after the scan session.
2. Ultrasound equipment. The ultrasound units used in the sonography lab are standard diagnostic sonography machines and cannot be modified. The volunteer’s total scan time will be approximately one hour or less.
3. Permissible ultrasound that may be performed by students on volunteers in the DMS lab. The ultrasound scanning procedures that may be performed on volunteers are the following:
	* Abdomen
	* Thyroid
	* Carotid
	* Obstetrical imaging on volunteers who have had an anatomical ultrasound,

(Greater than 18 weeks) during which no abnormalities were noted. Obstetrical

* + Excluded ultrasounds: Students will not perform the following: (1) breast imaging; (2) scrotal imaging; (3) transrectal imaging; and/or (4) endocavity imaging.
1. Ultrasound scanning is done for in class demonstration only under the supervision of a registered diagnostic medical sonographer and is not diagnostic. No diagnosis will be provided to the volunteers at the time of completion of the non-diagnostic training ultrasound.
2. Obstetrical volunteer ultrasounds. All obstetrical volunteers who will receive non-diagnostic obstetrical ultrasounds. There must a program faculty member present who is a registered sonographer.

a. If a volunteer is pregnant, the volunteer must provide a waiver from the volunteer’s physician stating that the Volunteer may consent to participate in the DMS lab and receive a non-diagnostic OB ultrasound.

b. Students in the DMS lab may not perform first trimester obstetrical scans.
c. Students in the DMS lab may perform only second and third trimester scans only after the volunteer has received a full anatomical scan as ordered by their physician.

d. No fetal gender will be determined during scan lab.

1. Schedule of appointments will be based on student lab schedule and will be subject to change each semester.

**Coordination of Volunteers in the Clinical Laboratory Setting:**

1. Interested Volunteers or students requesting a scanning experience with a volunteer should e-mail the DMS Instructor for an appointment.
2. The DMS Instructor will schedule the date and time based on the DMS lab schedule. The DMS Instructor will also inform the volunteer of any preparations needed for the ultrasound exam.
3. Upon arrival to the DMS lab, the ultrasound procedure will be explained to the volunteer to allow for any questions regarding the process of the ultrasound scanning.
4. The “Clinical Lab Volunteer Consent to Participate and Waiver of Liability” form must be signed by the volunteer prior to participating in the ultrasound scanning clinical educational experience activity.
5. DMS students will scan the volunteer for the scheduled time frame under the supervision of a registered diagnostic medical sonographer.
6. Upon completion of the scanning practice, the volunteer will be escorted from the DMS lab by the DMS student.

**Assurance of Patient Confidentiality:**

All students in the NEMCC DMS Program are bound by strict obligations to protect Volunteers’ rights of privacy. Students will be required to have on file a copy of the signed “Lab Volunteer Confidentiality” form.

**Northeast Mississippi Community College Division of Health Sciences**

**Substance Screening Policy**

The misuse or abuse of substances is inconsistent with the ideals of health care.

Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study.

The NEMCC ideal is a drug free educational and work environment.

Health Science Program policies indicate that when asked to comply with substance screening, a student must comply or the student be dismissed from the program of study.

Results of screening may result in the dismissal of a student from the program of study.

A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

**ALL DIVISION OF HEALTH SCIENCE PROGRAMS WILL INCLUDE THIS STATEMENT OR ONE INCORPORATING THIS STATEMENT IN THE PROGRAM STUDENT HANDBOOK OR COURSE POLICIES. STUDENTS WILL SIGN A COPY OR A STATEMENT THAT THE POLICY HAS BEEN READ. THE SIGNED STATEMENT WILL BE KEPT IN THE STUDENTS FILE.**

**SCREENING FROM THE CAMPUS**

---Faculty will document behaviors which indicate the need for screening on the division form and will share with this documentation with the division head or designee.
----The Program Director will discuss the documented behaviors with the Division Head, Dean of Instruction and/or the Dean of Students.

----The student will be informed in writing and verbally witnessed by two college employees of the need for, the process of, and the timeline for the screening.
A copy of this document will be given to the student and the original kept.
---The Program Director or designee will call the clinic to notify personnel that the student will be reporting there for screening. 662-728-2071

---If the student is to be screened from the campus and is deemed able to provide her/ his own transportation, the student *should report to* the North Mississippi Medical Center Clinic located at 1301 North Second Street, Booneville, Mississippi where the student will comply with screening. This may include urine and/or blood screening. The cost per screening and will be billed to the Health Sciences Division and taken from the appropriate budget. If the student is deemed to be so impaired as to make driving unsafe, transportation to the clinic will be arranged by the Dean of Instruction or the Dean of Students.

**SCREENING AT THE CLINICAL AGENCY SITE**

If the student reports to the clinical agency and is impaired or seems to be impaired, the faculty member or facility staff member who has observed behaviors of concern will call the Academic Division Head and will report the need for the screening. The faculty member will consult the agency supervisor of the department in which the student is seeking clinical experience of the need for the screening and will ask this supervisor to call the lab and arrange for the student to be screened. The faculty member will inform the student in the presence of another faculty member (or the supervisor) of the screening requirement. The faculty member will escort the student to the lab. The student should identify on the documents used by the facility that the report is to be released to the Division of Health Sciences. The faculty member should dismiss the student from the clinical experience for that day and should require that the student arrange for transportation home (the student should not drive). The cost will be billed to the Division of Health Sciences and taken from the appropriate program budget.

**FOR EITHER PROCESS PENDING SCREENING RESULT**

Until the report is received and reviewed, the student may not participate in any clinical experiences. The student may also be prohibited from classroom attendance pending the receipt and review of the screening.

Once the initial report and any subsequent reports have been released to the Division of Health Sciences Academic Head, these will be shared with the Dean of Instruction, the Dean of Students, the Program faculty, and the student.

Action will be taken in accordance with division and college policies.

Actions may consist of, but are not limited to, the following:

* Dismissal from the program of study.
* Recommendation of drug and/or alcohol rehabilitation programs.
* Requirement of follow-up screenings as directed by the college at the student’s expense.
* Notification of appropriate campus officials.

It is preferred that screening be conducted from the campus rather than from the clinical facility.

**Northeast Mississippi Community College Division of Health Sciences Behavior Documentation**

**Date and Time Class/Clinical Site Behavior(s)**

**List all prescribed medications you are taking and all “over the counter” drugs you are using at the present time.**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Faculty/Staff Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Northeast Mississippi Community College Division of Health Sciences**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Based on behaviors observed by the faculty in your program of study, you are requested to comply today with a substance screening process.**

**Failure to comply with this process will result in dismissal from the program of study.**

**You must report to the North Mississippi Medical Service Clinic at 1301 North Second Street in Booneville, MS today before 11:00 am or between 1:30 and 4:00 pm to be screened. (on Fridays report before 11:00 am)**

**You must sign the release of information form attached to release the result of the screening to the Division of Health Sciences of the NEMCC.**

**This request was presented to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of student)**

**on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) (faculty member)**

**and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
(Division of Health Sciences or NEMCC Administrator)**

**You may return to classroom but not to any clinical experience pending the return and evaluation of the report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**You may not return to classroom or clinical experiences pending the return of and evaluation of the report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Northeast Mississippi Community College Division of Health Sciences Substance Screening Release Form**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My permission is given to the NMHS Clinic located at 1301 North Second Street, Booneville, MS 38829 to release the result of the urine substance screen report collected on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to:**

**(date)**

**Division of Health Sciences Academic Head Northeast Mississippi Community College 101 Cunningham Blvd
Booneville, MS 38829**

**Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please bill the cost for the urine drug screen to the above individual and address.)***

Registry Exam

RDMS- awarded credentials document personal achievement of recognized professional standards and are widely accepted in the medical community by sonography and vascular professional organizations

To earn the RDMS, RDCS, RVT and RMSKS credentials you must pass the Sonographic Principles and Instrumentation (SPI) examination and a corresponding specialty examination within a five-year period.

ARMDS offers these specialty examinations.

* Abdomen
* Adult Echocardiography
* Breast
* Fetal Echocardiography
* Musculoskeletal Sonographer
* Obstetrics and Gynecology
* Pediatric Echocardiography
* Pediatric Sonography
* Vascular Technology

Conferences

Students will be highly encouraged to attend ESP Ultrasound Physics and Instrumentation Ultrasound Conference. Dates and prices vary. Instructors will update you on dates and prices.

Clinical Guidelines/Policies
Suggested Objectives for all Clinical Rotations:
Apply sonographic principles in the clinical setting with respect to program levels.

a. Demonstrate skills in assessment and evaluation of psychological and physical changes in the patient’s condition, and carry out appropriate actions.
b. Manage interaction with the patient and family in a manner that provides that desired psychosocial support.
c. Provide patient and family education appropriate to comprehension level of patent/family.
d. Apply radiation protection principles.
e. Discuss basic ultrasound production and interactions.
f. Operate medical imaging equipment and accessory devices.
g. Position the patient and medical imaging system to perform examinations and procedures.
h. Apply knowledge of human structure, function, and pathology.
i. Evaluate the performance of medical imaging systems.
j. Evaluate medical images for quality.
l. Operate equipment within safety limits.
n. Apply knowledge and skills relating to verbal, nonverbal and written medical communication in patient care intervention and professional relationships.
o. Demonstrate safe, ethical, and legal practices.
p. Abide by the profession’s code of ethics and comply with the recognized scope of practice.
q. Practice standard precautions at all times.

**Basic Guidelines for Students:**

• You must always verify patient identification
• Prepare ultrasound rooms (clean and stock the room at the beginning of your shift)

**Clinical Rotations**

Each student will be given a clinical assignment prior to the start of the semester. Each student must be prepared to travel to any of our clinical affiliates. The clinical coordinator determines the clinical assignments based on specific criteria: previous clinical assignments and what procedures the student needs to see (students are rotated equally through small and larger facilities). Students should not ask to be moved once a clinical assignment has been made. The program faculty may switch a student from one site to another at any time during the semester if they feel it necessary for any reason; the instructor does not have to disclose the reason.

**Required Equipment for Clinical**

Students will be using the Trajecsys system for all of their clinical documentation. It is an online system that the student will purchase access to; once paid ($150.00 one-time fee for use during the program), the student will receive log-in information that will allow them to keep track of attendance, competencies, daily work, evaluations, etc. Students will need to use their iPads for this purpose as clinical sites are already accustomed to those being used. Students will also need scrubs, comfortable shoes.

**Clinical Grading**

The clinical grade will be comprised of 4 items: attendance (25%), competencies (25%), clinical evaluation scores (25%), and weekly tracking (25%).

**Clinical Evaluations**

Students will be evaluated on clinical performance twice a semester- (mid-semester, and end of semester). Usually, the clinical instructor completes the evaluations; in some cases, a technologist you work closely with will complete the evaluations. You will be informed of who will complete the evaluations at each clinical site. These evaluations will be done through the Trajecsys system, and the student will be allowed to view the results upon them being completed. Students will evaluate their clinical sites/clinical instructors after each clinical rotation.

Mid-term and final clinical evaluations will be reviewed during student/instructor meeting for counseling and advising at mid semester and end of semester.

iPad Usage

Because our college has undergone an initiative to put iPads in the hands of all students in an attempt to make education more accessible and affordable the Radiologic Technology program will be utilizing eBooks for all courses. All students are required to have a functioning iPad with all textbooks loaded onto it for class and clinical. Malfunction of the iPad is the student’s responsibility. There is a help desk located inside the student union for help with technical problems. The student will be required to replace their device as quickly as possible if it is lost, stolen or destroyed. Failure to have the proper equipment/text/clinical software will result in dismissal from the program. The iPad will also be used at clinical to access the Trajecsys system. The device should ONLY be used for clinical tracking purposes. That means no playing games, no talking on phone, no camera, no texting, no accessing the internet, etc. The device should not be used for clinical purposes until patient contact is over. Wait until you can enter information in work area without calling attention to the device. DO NOT use the device in the patient or physician’s presence. Failure to follow any part of this policy may result in dismissal from the program. There will be no warning given for the 1st offense. We must maintain the professionalism of using electronic devices for clinical tracking.

EVIDENCE OF UNDERSTANDING iPad policy

I, the undersigned have read and been informed of iPad policy that is in place in the Diagnostic Medical Sonography Program at Northeast Mississippi Community College. Being fully aware of this, I am signing this document verifying that I am aware and understand the policy and the actions that are listed within it.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Acknowledgement of Policies and Procedures

I have read and reviewed the student handbook and clinical guidelines/policies of the Diagnostic Medical Sonography Handbook Northeast Mississippi Community College. I understand all of the policies of the program. All of the information has been explained to me and my questions have been answered by the program faculty. A copy of all the clinical requirements has been provided to me.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Annual Disclosure Form**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attest to the following **(select one):**

**\_\_\_\_\_\_\_\_** I have not been charged with, or convicted of, a criminal offense nor have I become the subject of any criminal proceedings in any manner whatsoever.

\_\_\_\_\_\_\_\_ I have disclosed in writing to the Program Director any charges or convictions that I have been the subject of, and any instance in which I have been the subject of any criminal proceeding.

Furthermore, I attest that I am a student in good standing at Northeast Mississippi Community College. I understand that I must inform the Program Director in writing within 48 hours if at any time I am convicted/charged with a criminal offense, have become the subject of any criminal proceedings or if I am no longer considered a student in good standing at Northeast Mississippi Community College.

I understand agencies and clinical facilities may refuse my access to patients based on information obtained in my background screening reports or my status as a student at Northeast Mississippi Community College. The agencies and clinical facilities’ criteria for students may differ from the criteria of NEMCC’s Health Sciences Programs.

I release Northeast Mississippi Community College from any liability or damage in connection with the release of a criminal background check.

If at any time during the course of my participation in the health sciences program, I am either arrested, charged, or convicted, I must disclose such event to the Program Director in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my dismissal from the program.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(This document will be placed in your student file)*

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NEMCC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**101 Cunningham Blvd. Booneville, Mississippi 38829 | Telephone: 662-720-7396 or 800-555-2154 Fax: 662-720-7215 | www.nemcc.edu | #GrowNortheast**