Collins Career Technical Center

Diagnostic Medical Sonography
General/Vascular
Program Guidelines

Main Campus:
11627 State Route 243
Chesapeake, OH 45619
Phone: 740-867-6641

Revised: 03/06/2017

The Collins Career Center Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).
JRD-DMS 6021 University Blvd, Suite 500 Ellicott City, MD 21043 443-973-3251
CAAHEP 25400 US Highway 19 North Suite 158 Clearwater, FL 33763 727-210-2350
Dear (Enrolled Student):

Welcome to the Collins Career Technical Center Diagnostic Medical Sonography Program!

The Admission Committee has reviewed your credentials and qualifications and selected you to become enrolled as a student in the DMS program in the belief you will benefit from the program and as a graduate you will be able to better serve your community as a person, citizen, and as a Registered Diagnostic Medical Sonographer.

The Program Director, the Faculty, the Assistant Superintendent of Schools, the Superintendent and the Board of Education are happy to extend a warm welcome as we look forward to a pleasant and successful two years. We challenge you to make the most of the time you spend with us and the opportunities made available to you for your continued growth in the field of Diagnostic Medical Sonography.

As a sonographer, you will be able to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. Sonographers are well versed in human anatomy and pathology and work closely with physicians and other health care providers. Sonographers are routinely involved in direct patient contact and deal with individuals ranging from healthy to critically ill. A successful sonographer is a knowledgeable, resourceful and caring individual who serves in the best interest of the patient. A sonographer must be committed to life-long learning to maintain competency, knowledge and expertise in a rapidly growing health care profession.

Upon completion of the 22-month program you will be eligible to take national certifying examinations and then work as a sonographer.

If you have any questions, please, don’t hesitate to call, 740-867-6641, extension 354, 550, or 526. Staff will reply to any email communication within 24 hours.

Sincerely,

Tracie Runyon, Program Director
Zachary Foster, Clinical Coordinator
In keeping with the mission of Collins Career Technical Center and the Lawrence County Board of Education policy, the Sonography Program is committed to providing its students with a well-rounded education in the General, Vascular, or Cardiac Learning Concentrations of Diagnostic Medical sonography principles. Included as well are the opportunities for the student to develop advanced medical imaging skills to prepare the graduate for employment in the field of Medical Sonography. The faculty members of the Sonography Program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

Statement of Philosophy Diagnostic Medical Sonography Programs

Individual: is unique, worthy of dignity and has decision making abilities. Each individual has basic needs, though out the life cycle, which in a hierarchy. The individual is viewed as a holistic being. Each individual has basic rights and responsibilities in relation to self, family, and social groups. The individual exists in, affects, and is affected by the environment.

Environment: includes, biological, social and physical environment. It is the aggregate of people, thing, conditions, and influences surrounding the individual. Any environmental condition that interferes with the individual’s well being is a threat when the individual is no longer able to cope with it sufficiently.

Health: is a fundamental right of every human being without regard to creed, color, age, sex, and economic or social status. Health, fluctuating along a health-illness continuum, represents physical, mental and social well-being. The individual strives to maintain a balance along the health-illness continuum through the life cycle. The individual has the right and responsibility to participate in personal health care planning.

Diagnostic Medical Sonography (General/Vascular & Cardiac): is an art and a science. It is a deliberate human action designed to assist people, through the life cycle, with health related needs. Sonographers recognize the abilities of individuals and their right to distinguish health care goals and to make decisions regarding their own health care. Sonographers bring benefits and obligations to both the receiver and the giver of care and involves the making of choices by both. Sonographers are responsible and accountable to medical direction, the public, and their peers.
Society: is a complex organization composed of individuals, families, groups and communities that share a common environment, values and ideas.

Learning: is a life long, dynamic process which results in observable changes in behavior, attitudes, skills, and appreciation and understanding; taking one beyond their present state of skill and understanding. Motivation, readiness, and interest are essential for learning. These elements come from within the learner and can be enhanced by the teacher. We believe that learning proceeds from the known to the unknown and from simple to the complex and occurs best in an atmosphere, which provides for co-operative pupil-teacher relationships.
Collins Career Technical Center
Diagnostic Medical Sonography: General/Vascular & Cardiac
Organizational Chart

Stephen K. Dodgion
Superintendent

Advisory Committee
(Communities of Interest)

Jaime Chafin
Director, Post-Secondary Education
Brandon Bennett
Allied Health Associate Director

Medical Director –
General/Vascular
Eric Fraley, MD

Medical Director - Cardiac
Mehiar El-Hamdani, MD

Tracie Runyon
Program Director
Instructor

Zachary Foster
Clinical Coordinator/Instructor

Clinical Coordinator/Instructors –
Vary by Clinical Site

Clinical Affiliates
(Staff Sonographers)
**CODE OF ETHICS**  
**Principles of the DMS program**

The goal of this program is to educate sonographers that will 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.

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

**Principles**

**Principle I:** We will provide education to future diagnostic medical sonographers that will be promoting patient well-being by:

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

**Principle II:** Future diagnostic medical sonographers will receive training through this program that will enable them to promote the highest level of competent practice. They will be instructed to:

1. 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.
2. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
3. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
4. Maintain continued competence through continuing education and/or recertification.
5. Perform only medically indicated studies, ordered by a physician or their designated health care provider.
6. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
7. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
8. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results.

**Principle III:** The future diagnostic medical sonographer will be prepared to promote professional integrity and public trust:
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 practices.
9. Engage only in legal arrangements in the medical industry.

**FAQ**
This “Question and Answer” page will answer many of the common questions about the program. We encourage students to contact us with any questions regarding the DMS Program.

**Q & A**

**What is ultrasound?**
Ultrasound or ultrasonography is a medical imaging technique that uses high frequency sound waves and their echoes. The technique is similar to the echolocation used by bats, whales and dolphins, as well as SONAR. In ultrasound the following events happen:

- The ultrasound machine transmits high-frequency sound pulses into your body using a probe.
- The sound waves travel into your body and hit a boundary between tissues.
- Some of the waves get back to the probe, while some travel on further until they reach another boundary and get reflected.
- The reflected waves are picked up by the probe and relayed to the machine.
- The machine calculates the distance from the probe to the tissue or organ (boundaries) using the speed of sound in tissue and the time of each echo’s return.
- The machine displays the distances and intensities of the echoes on the screen, forming a two dimensional image.
What is ultrasound used for?
Ultrasound is a useful way of examining many of the body’s internal organs, including but not limited to the heart, liver, gallbladder, spleen, pancreas, kidneys and bladder. Because ultrasound images are captured in real time, they can show movement of internal tissues and organs and enable physicians to see blood flow and heart valve functions. This can help to diagnose a variety of heart conditions and to assess damage after a heart attack or other illness.

Millions of expectant parents have seen the first “picture” of their unborn child with pelvic ultrasound examinations of the uterus and fetus. Ultrasound imaging is used extensively for evaluating the eyes, pelvic and abdominal organs, heart and blood vessels, and can help a physician determine the source of pain, swelling or infection in many parts of the body. Because ultrasound provides real-time images it can also be used to guide procedures such as needle biopsies, in which needles are used to sample cells from organs for laboratory testing. Ultrasound is being used to image the breasts and to guide biopsies of breast cancer.

Ultrasound is also used to evaluate superficial structures such as the thyroid gland and scrotum (testicles). Doppler ultrasound is a special technique used to examine blood flow. Doppler images can help the physician to see and evaluate blockages to blood flow, narrowing of vessels, tumors and congenital malformation.

If I enter this program will I be able to perform all aspects of ultrasound?
This program will prepare the graduated student to perform all aspects of ultrasound with the exception of adult echo (studies of the adult heart; separate program for that area). Each student will be eligible to apply for specialty certification examinations in all other ultrasound fields.

Can I work while I am in the program?
A general College guideline indicates that students taking 12 or more hours (full-time) may find it difficult to work while going to school. The curriculum of this program is considered a high degree of difficulty. However, it is not the practice of the school to deny a student seeking employment as long as the student is able to complete the course requirements successfully as stated in the Program Requirements for Graduation. Please be advised that time management and commitment are a must in this program. Study time, homework and or time for clinical log sheets will be done on your own time.

During the final semester of the program, if a clinical site wishes to hire a student and if the work schedule does not interfere with the student’s ability to successfully complete their class work to obtain graduation, it will be permitted. Students may be employed by a clinical site at which they are completing a clinical rotation; however, students may not be paid for clinical hours.

What happens if I become pregnant during the DMS Program?
A student may proceed through the program if she becomes pregnant. Any restrictions indicated by her physician must be provided in writing to the Program Director. After delivery, a release note must be provided from her physician, identifying any activity restriction or stating when the student is permitted to resume normal activity. If the restrictions (during the pregnancy or post-delivery) are determined to be too limiting for the student to meet the course requirements (outcomes), she may be counseled to withdraw from the DMS program. Additionally, if complications with the pregnancy/delivery occur and she is not able to fulfill the course requirements, the student
will be counseled to withdraw. Any pregnant student, who withdraws from a DMS course due to her pregnancy, will be allowed to re-enter the following year in the DMS course from which she withdrew, subject to the re-entry policy.

The student must make up all clinical time missed, complete all course requirements and clinical competencies not completed as a consequence of the pregnancy in order to complete a DMS course.

**How long will it take before I can start the clinical portion of my program?**
The length of course time prior to clinical rotation is 8 weeks.

**Can I re-enter the program if I withdraw?**
Yes. The student must meet with the faculty to determine level of readmission.

**What facilities are used for the DMS clinical experience?**
The sonography program at CCTC has 10-15 clinical sites to employ all aspects of the program. These departments are located in hospitals, medical imaging clinics, mobile ultrasound, as well as doctor offices. For more precise information, please contact the DMS office, extension 354 or 550.

**Will I do all my training at one hospital?**
No. The vast majority of your training will normally take place at one facility, but special rotations to other facilities are used. This means that you will be assigned to another facility for a period of time and this may occur more than once during your training.

**How far do students have to travel for their clinical rotations?**
Clinical rotations will be divided equally among all students based on the type of rotation needed, and the experience available in different departments. It is the responsibility of the Program Director and/or the Clinical Coordinator to assign clinical rotations for all students. Students must expect to have a few rotations that require some distance to travel (approximately 2-3 hours one-way).

**Is transportation provided to the clinical site?**
No. Students must provide their own transportation.

**How does CCTC’s sonography program differ from other sonography programs?**
CCC’s DMS Program offers study in areas of general sonography as well as vascular sonography, without the students needing to make a choice, providing a well rounded education. Students will gain both classroom and clinical experience in three areas and be eligible for the national ultrasound board exams in all areas. This will make the student more marketable to area medical facilities. We have also joined with Mountwest Community and Technical College so that our students can be eligible for an Associates Degree. (extra classes may be needed)

**How long does it take to complete the medical sonography program?**
It takes approximately 2-3 years to complete CCTC’s sonography program, considering required pre-requisites. The pre-requisite courses are taken prior to acceptance into the medical sonography program. These courses include Anatomy and Physiology, Algebra, Conceptual Physics, English, and Medical Terminology. Once the pre-requisites are successfully completed, with at least a C average, an additional two (2) years will be required for program certification.
Can I attend the program part-time?
No. Unfortunately, the program requires the combination of classroom instruction and clinical instruction in each of the sonography specialties.

Will I need to update vaccinations?
Yes. Students will need annual drug screens, TB shots with negative reading, and a flu vaccination. If a positive drug screen is returned, the student will be subject to dismissal from the program. Students may also need to update criminal background check depending on clinical site admission policy.

What type of ultrasound equipment does the lab have?
CCTC currently has 4 GE logiq 7 BT09 machines. These have software updates that are available to us each year. We also have a Toshiba for the adult echo program to use and a vasoguard segmental pressure machine for vascular technology.

Collins Career Technical Center
DMS Programs
Program Objectives

Graduates from the Collins Career Technical Center Diagnostic Medical Sonography program will:

1) Value the individual as a holistic being that has basic rights and responsibilities in relation to self, family, and social groups.

2) Assess the society for commonalities among the environment, values, and ideas.

3) Provide educational and related services without regard to race, color, national origin, religion, gender, age, handicapping condition, academic disadvantage or economic disadvantage.

4) Effectively utilize information technology in providing safe, effective, and confidential care to the individual.

5) Participate in scholarly activities with appreciation and understanding that provides an environment for continuous education.

6) To serve as a resource for the clinical agencies in the geographic area.

7) Design a framework for learning with appreciation and understanding that provides a continuous environment for education.
Collins Career Technical Center  
Diagnostic Medical Sonography  
Program Outcomes

Graduates from the Collins Career Technical Center Diagnostic Medical Sonography Program will:

1) Assume an active responsibility to assist in the promotion of health and wellness, and the maintenance and provision of sonography care to individuals with commonly occurring health problems within a structured health care setting.

2) Actively participate in professional organizational activities.

3) Dynamically seek ways to maintain the health of the community via community service activities.

4) Seek continuing educational opportunities with appreciation and understanding of traditional and online learning.

5) Generate graduates eligible to take and pass the American Registry of Diagnostic Medical Sonographers certification exams upon completion of the program.

PROFESSIONAL ORGANIZATIONS

- ARDMS American Registry of Diagnostic Medical Sonographers
  - National organization formed to provide credentialing to sonographers, creating a standard of professionalism within the career of sonography.
  - www.ARDMS.org

- SDMS Society of Diagnostic Medical Sonographers
  - Organization to provide support to sonographers, providing continuing education opportunities and to promote-represent the sonography profession. The society’s purpose is to “promote, advance, and educate its members and the medical community in the science of Diagnostic Medical Sonography, and as a consequence, contribute to the enhancement of patient care.
  - www.sdms.org

- SVU Society of Vascular Ultrasound
  - Organization dedicated to the advancement of noninvasive vascular technology. It offers educational programs, publications, networking opportunities, and government representation.
  - www.svu_net.org

- AIUM American Institute of Ultrasound in Medicine
Provides educational opportunities to participate in the growing field of diagnostic ultrasound. It is a multi-disciplinary organization dedicated to advancing the art and science of ultrasound in medicine and research through its educational, scientific and professional activities.

- www.aium.org

- **JRC-DMS Joint Review Committee on Education in Diagnostic Medical Sonography**
  - this organization develops standards for ultrasound schools, performs inspections of those schools through accreditation site visits and review of Accreditation Self Studies and reports its recommendations to CAAHEP.
  - www.JRCDMS.ORG

- **CAAHEP commission on Accreditation of Allied Health Education Programs**
  - Accredits programs representing 18 allied health professions recognizing over 1800 allied health education programs in more than 1000 institutions. These institutions include universities and colleges, academic health centers junior and community colleges, vocational technical schools, hospitals, clinics, proprietary institutions, and government institutions and agencies.
  - www.caahep.org

- **ASE American Society of Echocardiography** www.asecho.org

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**Collins Career Technical Center**

**Diagnostic Medical Sonography**

**Progression and Completion**

**Progression:**

Students must maintain a passing score in each course and in clinical/lab in order to remain in the DMS program and progress to the next succeeding semester. Tutoring, study skills, and reading & math assessments can be provided upon request.

**Program Completion:**

- Students must meet all attendance requirements for their program of study.

- Students must successfully complete all courses with an 80% or above and pass all clinical and lab experiences.

- Each student is required to participate in computerized practice learning registry review exams and examinations for all courses

- Students must complete all assigned practice learning registry review exams and focused reviews on missed questions by the established date for completion.

- Students are encouraged to participate in ALL types of specialty examinations available.
• Students are required to obtain instructor signature on each practice learning registry review exam taken. Progress should be made each week in obtaining a passing score in both physics and a specialty exam. The instructor of the course will be monitoring students to validate participation.

• All Students will be required to successfully complete an exit exam with an 80% or better to be eligible for completion of this course. The exit exam will be proctored and given during class time. The student may choose which specialty exam to take.

• Any student not achieving an 80%, on the exit exam must do remediation within one (1) week. The student must build a customized focused review on all questions missed and any other specific remediation assigned by instructor.

• After completion of remediation, the student will be given a second chance to pass the same exam. If an 80% is not achieved after the second attempt, student will be required to meet with the program director for course of action. The final passing grade of 80% or greater is required on the proctored 220 registry review exit exam in order to graduate from the DMS program.

• Students must complete all clinical hours required proficiencies and submit the required documentation.

• Students must successfully pass the proctored registry review computerized exam with at least an 80%.

• Students must take the SPI ARDMS exam before graduation

• Students must take one specialty exam through the ARDMS before graduation

• Students must meet all financial requirements of the school.

• Students must meet all of the program outcomes.

  o For a student to obtain National Registry through the American Registry of Diagnostic Medical Sonography (ARDMS), he or she must pass physics (SPI) and one specialty area that is given by the ARDMS organization. For example: cardiac, abdomen, ob/gyn, or breast imaging PLUS pass physics to obtain ARDMS credentials.

** Students will not be considered graduates of the program and documentation will not be submitted to ARDMS until the exit exam has been successfully completed with at least an 80% within four weeks of last day of attendance. All transcripts will show students did not complete the diagnostic medical sonography program.**
**Students will be allowed to attend graduation ceremonies and walk across the stage, but this in no way infers that the student has completed all requirements for completion of the diagnostic medical sonography program.**

Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy for Admission

Steps for admission:

In order to receive an application, students must have an ACT score of 21 or higher within the last three years or have taken the WorkKeys exam with scores of at least a 5 in Math, a 4 in Locating Information, and a 5 in Reading. Work Keys testing information can be obtained by visiting our website at www.collins-cc.edu.

Applications must be submitted by the last Friday in May.

Each student must submit a completed application for the scoring process for selection. Points are given for high school and college GPA (3.0 or better), an essay, college level Psychology (optional), and a passing grade of C or better in the following pre-requisite courses:

1. College Algebra, Statistics or Higher
2. College Physics (within the last 5 years)
3. Human Anatomy and Physiology (within the last 5 years)
4. Communications (written, speech, or English)
5. Medical Terminology (within the last 5 years)

*A $10.00 application fee is required.

The selection process for the Sonography Program consists of a point system, selecting the highest scores first and proceeding down until all slots are filled. In the event all qualified candidates have been selected and positions still remain available, the same selection process will continue until all vacancies are filled. In the event that a candidate is unable to be contacted for admission, either by US mail or telephone, they will be eliminated and the next available candidate will be considered for admission. Once selection process has been made, there is a $100.00 deposit towards tuition (non-refundable) to be paid.

Special requirements for DMS program: Acceptance into the program is dependent upon a federal background check, a two-step TB screening, A Hepatitis C screen, a 10 panel drug screen, a signed acceptance form into the program and a signed clinical rotation policy form.

Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy for Readmission

Applicants who have previously been admitted to the DMS program operated by the Collins Career Technical Center and have withdrawn from the program, may be considered for readmission to the program as space is available.
If a student receives a failing grade in any subject or withdraws from the program with failing grades, remediation must be completed before reenrolling into the next year’s program. Failing students must complete the entire semester they failed in. For example, if a student fails a class in the first semester, the entire semester of classes must be repeated due to the “building” of information based on sonography. It would be a disservice for a student to repeat just the failing class. The student will have one (1) opportunity to re-enroll when there is an available space in the program. If a student fails to complete the program for any reason on the second attempt in the DMS program, the student will not be eligible for re-admission into the program.

Once remediation has been completed, an appointment must be made with the Director of Diagnostic Medical Sonography program to determine steps for reenrollment.

If the student has been out of the program for longer than a year then the entire program must be completed from the beginning.

Placement in the program will be determined by the DMS Director after a review of completed courses and comparison to program curriculum. Readmission fees and tuition will then be determined by the financial aid officer based on contact hours. *All prior fees must be paid to be considered for readmission.*

If readmission with advanced standing is requested; the policy for admission with advance standing will apply.

**Student dismissed for cheating will not be considered for readmission.**

**Student must meet curriculum requirements effective at time of readmission.**

**Student will follow the DMS guidelines and policies for the year they are entering.**

### Process for Returning Students

Students can only re-enroll into the DMS program once.

The process for re-enrollment is as follows:

1. The termination/transfer form will be completed by the instructor at the end of the term in which the student failed a course. All grades must be entered by the instructor on the form. (instructors are to pull grades from gradpro/achademix).
2. The student must complete remediation with ABLE program and submit the form to the admissions officer, Amanda Gartin.
3. Once the admissions officer receives the remediation form, she will start the process of readmission by sending a copy of the remediation form and a transcript of grades to the Director of DMS, Tracie Runyon.
4. Students will then make an appointment with the Director of DMS to determine the next available opening that will suit their needs. Students will be told they must meet with the admissions officer at least one month prior to returning to prepare for re-entry into the program.
5. The admissions officer will be notified and the transfer sheet will be completed and faxed to her. She will notify financial aid of the return date.
Collins Career Technical Center  
Diagnostic Medical Sonography Programs  
Policy: Program Completion

Upon completion of the DMS programs the graduate will:

1. Prioritize decisions and act quickly in the best interest of the patient.

2. Able to function independently at optimum level in a non-structured environment that is constantly changing.

4. Utilize the principles of interpersonal communications in working with both individuals and groups when planning the delivery of care and conveying pertinent information to other members of the health care team.

5. Assume the role and responsibility of the sonographer.

6. Accept responsibility for continued development of emergency knowledge.

Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy: Appearance and Personal Hygiene

A. Classroom Dress Code

Each student is to be neat, clean and well groomed at all times during school hours. Dress for the classroom is clinical uniform attire as described below.

B. Uniform Dress Code

1. Uniform

   A. Regulation uniform selected for the school must be worn in the classroom, laboratory, and clinical settings. Name badge must be worn all times. Student will not be allowed to remain at clinical without the appropriate attire.

   B. White undergarments must be worn with the uniform. Male students must wear a plain, white T-shirt under the uniform jacket.

   C. A Freshly laundered, wrinkle free, neatly mended uniform must be worn each day on the clinical unit.

   D. Hoodies and sweaters may not be worn with the uniform at any time.
E. Hosiery is limited to plain white hose, free of runs, or white socks. Male students must wear white or navy socks.

F. Regulation type of white leather shoes must be worn. Shoes and laces must be clean and well-polished at all times.

G. Fingernails must be kept short (even with ends of fingers). Only clear fingernail polish is allowed so long as it is intact (not chipped or peeling). Artificial fingernails or tips are not to be worn.

H. Use of cosmetics while in uniform.
   1. A harsh or artificial look is to be avoided.
   2. Perfumes are not to be worn.
   3. Deodorants are a must.

I. Hair should be neatly arranged according to the following limitations:
   1. Hair must be clean.
   2. Hair must be cut, fastened or arranged in such a manner that is does not fall in the face of the student, interfere with his/her work or touch the patient.
   3. Hair must be restrained so that it is above shoulder level.
   4. No “fancy” or “extreme” hairdos will be allowed in uniform or on duty. No distracting hair color.
   5. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
   6. Facial hair of male students must be kept short, neat, and well trimmed.
   7. Use of any clips for securing hair must meet approval of instructors.

J. Gum chewing is not permitted in uniform.

K. Jewelry may be worn only as follows while in uniform.
   1. Name badge
   2. Watch with second hand
   3. Small post earrings can be worn with uniform. No jewelry will be permitted with other body piercing. This includes all body piercing such as ears (multiple), lips, nose, eyebrows, tongue or any body part that is visible while in uniform.
   5. No pens on strings around the neck unless it’s a breakaway lanyard.
   6. Medic-alert necklaces and bracelet should be removed and pinned to the inside of the uniform.
   7. No other jewelry will be worn with the uniform.

L. Cell phone use including text messaging is not allowed in the classroom or clinical setting. Please refer to the policy on cell phone use.

M. Tattoos will require covering while in uniform. Decisions will be made on an individual basis on how best to cover the area.

N. No visible “skin” should be seen while in uniform. No junior cut pants that could possibly show undergarments and no low cut scrub tops.

O. Personal Hygiene.
   Students must be clean at all times. If offensive body odor is detected by the instructor or noted and reported by anyone else you will receive a written warning. Second offense WILL REQUIRE DISMISSAL FROM THE PROGRAM.

P. Smoking is not permitted while in uniform. Any smoke smell on uniform could cause breathing problems in the patient so student will be asked to go home to change. Time will be deducted for absence.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Attendance

A. Attendance

1. Students are required to be in clinical and class at the scheduled times. If unable to be present for the scheduled clinical/class time, the student must follow the “Mandatory Procedure for Calling-Off from Clinical Site or Class Room” as stated below:

**Mandatory Procedure for Calling-Off from Clinical Site:

1. Call clinical site at least 1 hour prior to scheduled clinical shift
2. Call Clinical Coordinator at Collins Career Center at least 1 hour prior to scheduled clinical shift and report off giving your name, time, and reason for reporting off (740-867-6641 Ext: 354, 526). If no answer, leave detailed message.
3. *Send electronic message (email) to Clinical Coordinator and report off giving your name, time, and reason for reporting off.
4. Student will be written up and may be grounds for termination from DMS program if this procedure is not followed.

**For School:

1. Email Program Director and Clinical Coordinator notifying them of your absence. You may text or call as well, however an email must be sent for documentation in your file.

Students will be considered a no call/no show if these guidelines are not followed. After one (1) occurrence of student missing clinical/class without calling in or frequent tardiness, the student will be placed on probation. After the second occurrence of no call/no show or continued tardiness, the student will be subject to dismissal from the program.

Students must be in clinical on scheduled date and time, as there is no make-up time for clinical.

*Missing more than two (2) clinical day or lab day per semester will lead to dismissal from the program.*
The DMS policy states that three (3) fifteen minutes of tardiness are equivalent to one (1) hour of absence. Habitual tardiness will not be tolerated. The student is not permitted to stay over in the clinical site to make up the time.

Following sixty (60) hours absence from the GENERAL/VASCULAR program per year, the student will be dismissed from the program regardless of the reason for the absence. These 60 hours are to be used to cover all absences by the student.

Following forty (40) hours absence from the CARDIAC program, the student will be dismissed from the program regardless of the reason for the absence. These 40 hours are to be used to cover all absences by the student.

1. Students are responsible for any curriculum missed while absent from class or clinical, irregardless of the number of minutes or hours. Students must arrange with the instructor to review any material missed in lab.

2. Following three (3) days absence consecutive or intermittent, the student will be notified in writing of his/her attendance status.

3. Following five (5) days absence, consecutive or intermittent, the student’s record will be reviewed by the supervisor and the faculty. The student will be notified in writing of his/her attendance status.

4. Following seven (7) days absence consecutive or intermittent, the student will be notified in writing of his/her attendance status.

5. Following sixty-four (60) hours absence from the program per year, the student will be dismissed from the program regardless of the reason for the absence. These 60 hours are to be used to cover all absences by the student.

**There are no “excused” absences. A leave of absence can be requested. See next page for LOA Policy.**

**PRO-RATED ATTENDANCE**

Students re-entering the program throughout various semesters will have a pro-rated amount of time they can be absent from class and clinical. They will not receive the full hours of absences as a new student beginning the program. This time will be discussed with the student upon returning to the program. Re-entering students who are in excess of these allotted hours will be dismissed from the program.

**B. Tardiness**

Avoid being tardy. However, if for some reason you will be late to clinical experience, the instructor is to be notified at least one (1) hour before scheduled time. Students are expected to report to the classroom promptly.

Empty chairs will be at the back of the room to be used if you are late. Please do not unnecessarily disturb the class as you enter and are seated.
If you are tardy/late to the clinical area or class, time will be counted by the clock designated by the instructor.

C. Illness during class or lab/clinical time

Students will be sent home from class or clinical for any suspected transmittable illness. Time will be deducted for time missed.

D. Leave of Absence

A leave of absence not to exceed 3 days may be given for hospitalization of student or child. Discharge papers from the hospital must accompany the request for this LOA. Doctor’s excuse will not be sufficient. Only one LOA may be requested per year. Pregnancy or military deployment must be discussed individually with the program director.

**LOA will not be granted for any other reason!**

If the leave of absence must be in excess of three days, it will be necessary to withdraw from the program. The student can be phased back into the program within a one-year period if there is a vacancy within the program in the term needed by the student. Some review work may be required at that time. Leave of absence time and rules governing such absences will be at the discretion of the program director. If a LOA is taken, attendance recognition (award) will not be earned. Only 1 LOA may be taken per year.

E. Calamity Days

The School of Diagnostic Medical Sonography, follows the calamity day policy of Collins Career Technical Center. Please make sure when viewing school closings, you see “ADULT EDUCATION”. There may be days when the high school is closed and adult education is still open. Students will be counted absent on days missed if the adult education building is open. When the decision to close the Collins Career Technical Center is made, the following media and TV newsrooms are immediately notified:

www.collins-cc.edu  homepage for CCTC lists closings
WSAZ-TV
WOWK-TV
WKEE-RADIO
WTCR-RADIO

***watch or listen for “ADULT EDUCATION”***

NOTE: Time missed due to weather conditions may need to be made up. A schedule for make up will be provided. Spring break, holiday time, extra hours on the day, and Saturdays may be used to make up time, if necessary.
Collins Career Technical Center Diagnostic Medical Sonography Program
Policy: Blood & Body Fluid Exposure Policy

In the event of a needle puncture injury, the following guidelines are to be followed:

If the injury occurs at a clinical site, the policy for that site needs to be followed. The guidelines should include but not be limited to:

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify clinical instructor or preceptor.
3. Fill out an incident report specific to the clinical site
4. Go to the emergency room to be checked by a physician
5. Notify Program Director to receive counseling on treatments and to fill out a school incident report within 24 hours of the incident.

**Any cost incurred for blood work or treatment suggested by the physician will be the responsibility of the student.

**Students have the right to refuse treatment but must document the refusal on both incident reports.

If the injury occurs at school during lab time:

Note: Instructor must be in lab area when students are handling needles, knife blades, or other sharps. Safety precautions must be enforced such as eye protection, gloves, etc.

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify the lab instructor
3. Document occurrence on a school incident report
4. Counseling is to be completed by the director of the program within 24 hours concerning possible tests and treatments.
5. Student may choose to visit own physician or the medical director of school
6. Follow the student’s exposure Control Action Plan.
7. The source person will be asked by the program director to have HIV & Hepatitis B testing (The Liability insurance may cover this if the source person was at no fault in the incident).

**Any costs incurred for blood work, physician visit, or treatment will be the responsibility of the student.

**Students have the right to refuse treatment but must document the refusal on a school incident report.
**Students may be dropped from the program if a sharps injury occurs more than twice, if the Program Director believes the incidents display a disregard for safety measures.**

### Exposure Control Action Plan

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notify clinical instructor/preceptor</td>
</tr>
<tr>
<td>2</td>
<td>Wash area with soap or betadine x 10 minutes</td>
</tr>
<tr>
<td>3</td>
<td>Rinse with copious amounts of water</td>
</tr>
<tr>
<td>4</td>
<td>If eyes or mucous membranes are involved flush with tap water instead of soap or betadine</td>
</tr>
<tr>
<td>5</td>
<td>Report to program director who is ________________</td>
</tr>
<tr>
<td>6</td>
<td>Fill out accident report fully</td>
</tr>
<tr>
<td>7</td>
<td>Have baseline blood analysis for HIV and Hepatitis B performed on you. You will be responsible for the charges. (Rationale: Essential for your protection if litigation should occur). Request source person to have HIV and Hepatitis B performed. (This is student's choice and confidentiality must be maintained). (Liability insurance may pay for this if the source person was not responsible for the incident. A claim form will be completed by the program director)</td>
</tr>
<tr>
<td>8</td>
<td>Program Director will discuss with you possible prophylaxis, such as AZT or gamma globulin. Side effects and precautions will be discussed.</td>
</tr>
</tbody>
</table>
| 9    | Student will seek prophylaxis treatment from ____________________________ who is located at ____________________________  
Chemoprophylaxis must begin immediately. Note: This is a personal decision. All incurred costs will be the responsibility of the student.) |
10. Follow the recommended testing, evaluation and counseling schedule as suggested by OSHA (6 weeks, 12 weeks, and 6 months)

Program: ___________________ Date: ________________
Student: ___________________ Instructor: ______________

**Accident Report**

*To be completed in duplicate by the student. One copy is to be retained in student's file. Submit one copy to the program director.*

Student Name: ________________________________________________

Program Area: ________________________________________________

Date & Time of Accident: ______________________

Other persons involved including title (i.e. student, instructor, etc.)

Name: ___________________ Title: ___________________

Name: ___________________ Title: ___________________

Name: ___________________ Title: ___________________

Describe the accident: (including injury, activity student was involved in, and how it occurred)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Safety precautions used: (i.e. safety glasses, gloves, etc)

________________________________________________________________________________________

________________________________________________________________________________________

What emergency treatment was given and by whom?

________________________________________________________________________________________

________________________________________________________________________________________

Was Exposure Control Plan followed? Yes _____ No _____
The Collins Career Technical Center, Diagnostic Medical Sonography Program reserves the right to terminate the enrollment of a student at any time if it becomes evident that the student cannot carry out the course of study successfully because of:

A. A grade average below 80 at the end of the term.
B. Absenteeism in excess of sixty (60) hours per year for general/vascular or forty (40) for cardiac or more than one (2) clinical/lab day per semester.
D. Violation of school policies and regulations.
E. Violation of policies and regulations of the cooperating clinical agencies.
F. Unsafe clinical performance resulting in possible harm to the patient, coworker, or self.
G. Cheating, plagiarism, or falsification of records (including clinical time sheets).

**Text messaging or any type of cell phone use while testing is considered cheating. It is also a disruption to class. Cell phones are to be turned off and put away during class time and out of room or up front with instructor during exams.**

H. Using cell phones or text messaging at clinical site.
I. Positive drug screen or suspected alcohol use at school or in clinical
J. Breach of confidentiality and HIPAA regulations.
K. Continual disruption of class or clinical (i.e. talking, laughing, cell phone usage, texting, etc).
L. Complaints on performance from clinical sites.
M. Mishandling of medical records.
N. Theft from clinical site or school.
O. Evidence of felony on background check or misdemeanor involving theft or drugs.
P. Breach of confidentiality of patient information by any means including Social networking sites such as Facebook, Twitter, Myspace, etc.
Q. Negative comments made on social networking sites that display a clinical facility or staff, the school of diagnostic sonography, or instructors in a negative way will not be tolerated. It is also unacceptable and a HIPAA violation to discuss patients or any health information. In response, the clinical facility may ask that the student be removed from the clinical setting. If a student is removed from clinical, the student will be unable to meet program outcomes and will be terminated from the program. The
school may determine that a violation of HIPAA has occurred and terminate the student from the program.

The faculty will carefully review all the records and recommend dismissal where necessary. Faculty recommendations and copies of necessary records will be submitted to the director. The student will meet with the faculty and the director to discuss the situation. The student will be informed verbally and in writing of the action taken.

Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Evaluation Methods

Grading Scale and General Evaluation Policy

Evaluation of each course and lab-clinical performance is dependent upon the student meeting the objectives of the course or clinical assignments as determined by the evaluation methods utilized in the course.

The grading scale for the academic and clinical work for Diagnostic Medical Sonography is as follows:

A ------------------- 90-100
B ------------------- 80-89
* Below 80 ------ Failing

* Lowest acceptable grade in a course is 80%.

Progression:

Students must maintain a passing score in each course and in clinical/lab in order to remain in the DMS Program and progress to the next succeeding term. Tutoring, study skills, and reading & math assessments can be provided upon request.

POP QUIZZES and IN CLASS ASSIGNMENTS CANNOT BE MADE UP

Any missed exams will be given in a different format from original test and may consist of fill in the blank and essay questions. Points may be deducted if test not taken on scheduled date (this will be noted in the syllabus for each class.) Instructors will schedule a time for makeup exams.

The instructor or student may request an evaluation conference at any time. An evaluation of academic achievement and progress in the lab-clinical area will be provided for each student by the faculty each term. Grade reports will be issued when all incomplete work has been completed.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Chemical Abuse/Dependency

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of Sonography Students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.)

The following procedure will be adhered to:

1. The illegal possession, use, sale, or transfer of controlled substances or alcohol during class hours or while on clinical assignment is prohibited and constitutes grounds for dismissal.

2. The Collins Career Technical Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.

3. The Collins Career Technical Center does not provide rehabilitation services for substance abuse; however, the school will recommend locally available resources appropriate professional services for referral and rehabilitation of students with a chemical abuse/dependency problem.

4. The legal use of medication or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student’s performance or endangers the health or safety of others. Medication must be reported on the application or to the instructor.

5. Any incidence of suspected chemical or alcohol abuse will be reported to administration and will be documented. A Drug Screen may be performed at any time at the discretion of the Director of DMS and/or the Superintendent. If the drug screen is positive, student Will be dismissed immediately and the drug screen will be sent for verification through Lab Corp. Documentation will be placed in the student’s file. The student will be informed in writing of this action and appropriate referrals will be made. Students will not be allowed to re-enter the nursing program until proof of treatment is submitted.
Students will be advised regarding the adverse effects of legally prescribed drugs:

- Agitation
- Changes in Blood Pressure
- Constipation
- Depression
- Dizziness/Vertigo
- Drowsiness
- Dyspnea
- Headache
- Insomnia
- Muscle Weakness
- Nausea
- Paresthesia
- Skin Rash
- Tinnitus
- Vomiting

* It is the student’s responsibility to make known all medications, which may interfere with function or behavior.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Guidance and Counseling Services

The school seeks to positively assist the students in their educational and personal adjustments. Counseling and guidance will be provided by the school counselor as needed.

AIM

The aim of the program is to assist students in the health programs to grow and develop educationally, socially, emotionally, and professionally.

OBJECTIVES

1. To describe and interpret the policies of the school and to orient the student to group situations.

2. To provide regularly scheduled times for individual conferences which will allow for ventilation of student’s feelings.

3. To provide opportunity for the student to obtain help in solving and/or accepting individual or school related problems that may arise.

4. To assist with conflict resolution.

5. To provide guidance on study skills, test taking, and time management.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Student Records

On currently enrolled students:

Student records containing admission materials or transfer records, grades and transcripts, background checks, and drug screens will be maintained in a secure centralized location.

Student records containing class work, test and quiz scores, clinical performance records, and midterm counseling forms will be maintained in the instructors' offices and secured in file cabinets for six months post graduation.

On graduates:

Following graduation, complete transcripts including credential and date of completion will be maintained permanently. The transcript will be released only upon the written authorization of the student and payment of a set fee. Transcripts will be sent within 3-5 working days after request has been made.

**Any questions regarding grades must be submitted in writing to the Director of DMS within 10 days of the last day of attendance.**
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Felony Convictions and Drug Screens

During the online application process, applicants are required to attest to their compliance with all ARDMS Discipline Policies. Applicants who have legal or disciplinary matters in their past must be prepared to disclose the matters to the ARDMS at the time of application and submit the required initial review fee of $150 USD. Please review the ARDMS Discipline Policies at ARDMS.org/Discipline to learn how the policies apply to you.

If students are unable to complete clinical requirements due to a felony conviction, the student will be denied admission into the program or terminated from the program if the report is delayed. A felony or misdemeanor may make it difficult for the student to find employment in the health field. Collins Career Technical Center holds no responsibility to check for eligibility with these agencies or to find employment for the student.

The Collins Career Technical Center holds no liability to financially refund tuition or other school related expenses in the event that the student is denied the right to sit for the practical nurse licensing examination by any state board of nursing or any other certifying exam.

**Background checks are required prior to admission into the program. Felonies or misdemeanors involving theft, drugs, or violent acts may prevent students from attending clinical and will result in termination from the program.**

**Students will be required to have a drug screen performed prior to admission into the program to meet the guidelines required by the clinical sites. A positive screen will result in dismissal or denied admission.**

**An OIG Background check is also completed at the time of admission into the program**
Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy: Student Accountability and Conduct

Sonography Student shall be responsible for:

1. Maintaining standards of academic and clinical performance as outlined in the student handbook.

2. Adhering to all school of sonography policies and local, state, and federal laws.

3. Behaving in a manner which guarantees the rights of all persons in the school and clients in their care.


5. Conducting one's self in a professional manner at all times.

6. Keeping labs and classrooms clean and orderly.

Appointments
All appointments should be made after school hours as often as possible. If it becomes necessary to see a physician or a dentist during school time, please realize that this will be counted as an absence. Appointments required by funding sources should be made after school hours, if at all possible. Please make those agencies aware of the attendance policies.

Cheating
Giving or receiving assistance on tests, quizzes, or written assignments (including plagiarism), shall result in a zero on the test, quiz, or written assignment and may result in termination from the program.

**Text messaging or any type of cell phone use while testing is considered cheating. Cell phones are to be turned off and removed from the classroom during exams.**

Damages and Losses
Students using equipment belonging to the health programs shall assume responsibility for its proper care. When damage or loss of equipment is due to the student's carelessness or neglect, the student must assume the cost or replacement of the equipment. Graduation may be delayed for that student until payment is made.

Employment
Each student must set their own priorities regarding work. It is the position of the DMS program at Collins Career Technical Center that if students elect to be
employed while going to school, they do so with the full understanding that they must meet and maintain the academic, clinical, and attendance standards of the program, and that no allowances will be made for the students who elect to work. Work study programs are not available through Collins Career Technical Center.

Student uniforms and name pins must never be worn while working outside of the school setting.

It is the responsibility of the student to arrange work schedules with the employing agency so that it does not conflict with hours spent in class or clinical areas.

**Gifts**
Students are not to accept money, gifts, or gratuities in any form from patients.

**Insurance**
Malpractice coverage is included as part of the tuition cost.

**Smoking**
Smoking is prohibited while in uniform.

**Telephone Usage**
Students are to use phones for personal calls while on break. Cell phones are not to be turned on in class. This is a disruption to other students. Students who continually violate this policy will be terminated. Please refer to policy on cell phone use.

**Visitors and Visiting**
1. Students are not to bring their families or visitors to class or clinical area.
   Children are NOT to be brought to class or clinical sites.

2. Visitors to adult education must report to the receptionist upon entering the school.

3. Students are not to invite guests to lunch or to visit them at the clinical agencies.

4. Students are not to visit friends or relatives who may be patients at the clinical site while on school time or in student uniform.

5. Students are not to make or receive personal phone calls at the clinical site or at school.

**Change of Names, Address, Telephone Number**
Students must notify the adult ed office immediately in writing of any changes in name, address, or telephone number.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Student Conduct While Providing Care

All students in the sonography program must maintain the following requirements while providing care to the client:

1). A student shall, in a complete, accurate, and timely manner, report and document ultrasound scan assessment or observations as described in the clinical guidelines.

2). A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3). A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, sonography practice. This includes, but is not limited to, time records, reports, and other documents related to billing for sonography services.

4). A student shall implement measures to promote a safe environment for each client.

5). A student shall delineate, establish, and maintain professional boundaries with each client.

6). At all times when a student is providing direct sonography care to a client the student shall:
   (a). Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b). Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

7). A student shall practice within the appropriate scope of practice.

8). A student shall use universal blood and body fluid precautions as established by Center for Disease Control

9). A student shall not:
   (a). Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   (b). Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10). A student shall not misappropriate a client’s property or:
(a). Engage in behavior to seek or obtain personal gain at the client’s expense;
(b). Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
(c). Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
(d). Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
(a). Engage in sexual conduct with a client;
(b). Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
(c). Engage in any verbal behavior that is seductive or sexually demeaning to a client.
(d). Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12). A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
(a). Sexual contact
(b). Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13). A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student.

(14). A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
(15). A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe sonography care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16). A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe sonography care because of a physical or mental disability;

(17). A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18). A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19). A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Criminal Record Check

The health agencies require within sixty days of admission a criminal background check and drug screen prior to attending clinicals. The student will be provided a time frame for completion. Payment for the service must be cash only. The background check can be completed at Collins Career Technical Center by appointment. The cost is as follows:

1) Civilian criminal record check: $29.00
2) FBI criminal record check: $30.00
   $59.00 for both (est. cost is subject to change)
Collins Career Technical Center
Diagnostic Medical Sonography Program
Policy: Use of Cell Phones

Any cell phone out of purse or pocket during exam time will be considered a form of cheating and the student will receive an automatic zero (0) for that exam. Cell phones must be removed from the classroom during all exams.

Cell phone usage during classroom, lab, or clinical instruction will not be tolerated.

Class, Lab and/or Clinical setting

Cell phones are to be stored along with any other personal belongings if taken into the school or clinical site. They are to be turned off or placed silent (with vibrate turned off) unless on break or at lunch and only in designated break areas.

Cell phone usage in any way during class, lab, or clinicals will be dealt with as follows:*

First offense: written warning placed in student file.

Second offense: Sent home from school or clinical and counted absent.

Third offense: Dismissal from program.

*If student is already under a disciplinary probation or action, the next disciplinary step will be enforced.
Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy: Health Services

Collins Career Technical Center does not provide health services to the students. Students are encouraged to address health issues with their family physician. Any accidents or injuries during clinical or class time will be referred to the emergency room.

Collins Career Technical Center  
Diagnostic Medical Sonography Program  
Policy: Fees and Expenses

The tuition, fees, books, equipment, and uniforms vary with each health program. A detailed expense sheet can be obtained from the financial aid officer. A tuition and cost list specific to the program of enrollment will be provided to the student upon admission to the program and is also included in the student handbook and guidelines.
### DMS General / Vascular Booklist

<table>
<thead>
<tr>
<th>Book</th>
<th>Author</th>
<th>Edition</th>
<th>ISBN</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vascular Technology</td>
<td>Rumwell, C &amp; McPharlin, M</td>
<td>5th</td>
<td>0941022730</td>
<td>Davies Publishing, Inc</td>
</tr>
<tr>
<td>Required</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Introduction to Vascular Scanning</td>
<td>Donald Ridgeway</td>
<td>4th</td>
<td>0941022706</td>
<td>Davies Publishing, Inc</td>
</tr>
<tr>
<td>A Guide for Beginners</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Required</td>
<td></td>
<td></td>
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<tr>
<td>Textbook of Diagnostic Ultrasonography 2 Volumes</td>
<td>Hagen-Ansert, S.</td>
<td>7th</td>
<td>9780323073011</td>
<td>Elsevier Publications</td>
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<tr>
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<tr>
<td>Understanding Ultrasound Physics</td>
<td>Edelman, S</td>
<td>4th</td>
<td>0962644455</td>
<td>E.S.P. Ultrasound Publications</td>
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<tr>
<td><a href="http://www.esp-inc.com">www.esp-inc.com</a></td>
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<td>Examination Review for Ultrasound (Optional)</td>
<td>Steven M Penny</td>
<td></td>
<td>9780781779784</td>
<td>Lippincott Williams &amp; Wilkins</td>
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<td>Introduction to Vascular Ultrasonography (Optional)</td>
<td>Zwiebel, W. &amp; Pellerito, J.</td>
<td>6th</td>
<td>9780721606316</td>
<td>Lippincott Williams &amp; Wilkins Publications</td>
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<tr>
<td>Practical Vascular Technology (Optional)</td>
<td>Garbani, Nathalie</td>
<td>1st</td>
<td>978-1582558097</td>
<td>Amazon.com</td>
</tr>
</tbody>
</table>

****Please do not rent your textbooks!
Collins Career Technical Center

DIAGNOSTIC MEDICAL SONOGRAPHY
GENERAL/VASCULAR/CARDIAC

CONFIDENTIALITY AGREEMENT

As part of your orientation to the Clinical Hospital/physician office/medical clinic, you will be expected to follow the Clinical Hospital’s policies and procedures. Please read the following information about confidentiality:

1. While at the Clinical Rotation, you may come to contact with written information about patients, such as medical records, laboratory test results, x-rays, ultrasound, etc. In addition, you may hear people talking about patients and their conditions. This information is strictly CONFIDENTIAL, and it must not be disclosed except to those people who are authorized by Hospital policy. You may NOT discuss this information with family or friends even if the information concerns them. Patients expect the Hospital/clinic/physician office to keep medical records and information confidential and you are expected to abide by the Hospital’s/Clinic’s/Physician’s Office, policy and procedures.

2. Information about clinical sites employees contained in their personnel and employee health files is also CONFIDENTIAL and should be handled as such.

3. Other information, such as proprietary information about the clinical site’s operation, incident reports, material designated as “Peer Review” by the Medical Director, information concerning lawsuits in which the clinical site is involved, and other similar information should also be treated as CONFIDENTIAL and not disclosed to others without permission on your supervisor.

4. If you have any questions about confidentiality, please ask your assigned supervisor.

Please read and sign the following:

I have read and understand the information set forth above concerning confidentiality, and I agree to abide by the Clinical Site’s policy and procedures on confidentiality. I understand that failure to comply with the policies and procedures on confidentiality may result in disciplinary action and/or dismissal from the Diagnostic Medical Sonography Program and/or Collins Career Technical Center.
Collins Career Technical Center
Diagnostic Medical Sonography Program
General/Vascular/Cardiac
Enrollment Agreement

I, ________________________________, do hereby enroll in the Collins Career Technical Center School of Diagnostic Medical Sonography on this ______ day of ________
(Day)
(Month) (Year)

I have read and understand fully the policies and procedures set forth in the Collins Career Technical Center Diagnostic Medical Sonography Guidelines.

I agree to abide by these policies and procedures and understand that the Diagnostic Medical Sonography program at Collins Career Center will also follow the guidelines.

Student Name: __________________________________________________________
(Print Name)

Student Signature: ____________________________

Program Representative Signature: ________ Tracie Runyon, BA, RDMS, RVT

Date: ____________________________
As a student of the DMS program at Collins Career Technical Center, I understand my health records are securely kept in the adult education office.

I hereby give permission for administrators, instructors, accrediting body, as well as clinical affiliates to have copies of any health records that are required by each.

__________________________________
Student printed name

__________________________________
Student signature

__________________________________
Date

Tracie Runyon, BA, RDMS, RVT
Witness
Collins Career Technical Center
Diagnostic Medical Sonography Program
Safe Operating Procedures/Class Laboratory Rules

All students shall comply with the following rules when using the classroom laboratory.

1. The lab shall only be used when a DMS faculty member is on campus.

2. The equipment is to be used ONLY for DMS program purposes. This equipment is not to be used to ultrasound patients.

3. Scanning protocols, positioning, anatomy, physiology and pathophysiology will be utilized for educational purposes. The instructor will be providing guidelines for each encounter within the campus clinical lab.

4. The equipment shall be handled in a safe and easy manner.

5. Proper cleaning of the equipment after each clinical lab experience will be followed.

6. If emergencies or problems arise with the equipment, the program director should be informed immediately.

7. No food or drink will be allowed in the scan lab area.

Signature_________________________________________
Hello Student,

The clinical sites are now requiring a Flu vaccination.

All DMS Students will need to have the flu vaccination and have documentation of your injection when you start in January.

Please note: This is a clinical requirement, so if you choose not to have the flu vaccination, you will not be allowed to attend clinical, which would mean dismissal from the program.

Thank you for taking the time to complete this requirement.

__________________________________________________________________________

Signature

__________________________________________________________________________

Date
I, __________________________________________, acknowledge that for non-clinical scanning, I am volunteering to be a model for the Diagnostic Medical Sonography (DMS) Program. This consent will allow me to be scanned by students and/or DMS instructors in the laboratory setting for educational purposes only and will in no way be considered a diagnostic procedure. This has been orally presented and explained to me and I fully understand.

Date: __________________________________________

Signature: ______________________________________

Instructor Signature: _____ Tracie Roney BA, RDMS, RVT

______ I choose to opt out of the volunteer scanning part of the lab.
SDMS has joined with the Trajecsys Corporation to offer sonography schools a comprehensive, but simple to use, service that will assist them in delivering the highest quality sonography education to their students, and help them meet the JRC-DMS/CAAHEP standards for initial accreditation, annual reporting, and re-accreditation.

We have replaced our clinical scan book with this new tool recommended by our accrediting body, JRC-DMC. This tool, trajecsys reporting system, is an online website that will keep track of each students time, proficiencies and evaluations. Each student and clinical supervisor has access to this tool. The students will clock in/out each day and the supervisor will approve their time. After the student completes a comp the supervisor will then fill out the proficiency to grade the students. At the end of each rotation the supervisor will complete the evaluation of each student they have been working with. Just as the students will complete an evaluation of the clinical site and supervisor they were just with. The students will keep track throughout which exams they have been involved in and how much time the supervisor has spent educating them with that exam. This tool will keep a record and report to SDMS to give our clinical instructors CME credits. The students have access to all of their information as well as the program staff.

The cost of this tool is $150.00 per student for the length of the DMS/CDMS program
This will be due before the beginning of your first clinical rotations. If this is not paid by this time you will not be able to continue into your clinical rotation.

This program not only provides tracking for educators and students, it also helps to fund one of the most successful programs, the certification Exam Grant Program.

If you have any questions please feel free to contact me at any time.

Zachary Foster, RDMS, RVT
Clinical Coordinator

I have received a copy of this information and agree to pay this fee by either financial aid or personal payment.

Financial aid ___________________ ___________________
Signature Date

Personal payment ___________________ ___________________
Signature Date