

Sonography Program Student Handbook

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INTRODUCTION

The Angelina College Diagnostic Medical Sonography Program Student Handbook contains policies, procedures, and behavioral expectations for student sonographers. Each student is expected to read and become familiar with information contained in this publication, as well as the basic policies and procedures published in the Angelina College Catalog and the Angelina College Student Handbook. The College Catalog and the Student Handbook are available for review through the college website at www.angelina.edu.

The provisions of the Diagnostic Medical Sonography Program Handbook are subject to change by the faculty of the Diagnostic Medical Sonography Program (Sonography Program or the Program) without notice and do not constitute an irrevocable contract between any applicant for admission or student and the Program. The Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparations of the handbook.

The Program reserves the right to withdraw and change courses at any time, change fees, calendar, curriculum, progression requirements, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. However, they will not increase the overall program length unless directed by accrediting agencies of the Program.

The Sonography is part of the School of Health Careers that is made up of eight programs: Radiography, Vocational Nursing, Associate Degree Nursing, Respiratory Care, Pharmacy Technology, Emergency Medical Services, Sonography, and Surgical Technology. The goal of the School of Health Careers is to provide quality education. The Health Careers faculty believes in the vision, mission, core values, and goals of Angelina College and: (1) that education in health occupations can be provided through a framework of higher education; (2) that our communities provide suitable clinical/practicum experiences; and (3) that through a carefully designed curriculum, the graduate of these programs can be gainfully employed.

Angelina College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status.

COLLEGE ACCREDITATION

Angelina College is accredited by the Southern Association of College and Schools Commission on Colleges to award associate degrees and certificates. Questions about the accreditation of Angelina College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PROGRAM ACCREDITATION AND STANDARDS



The Sonography Program is accredited through the Commission on Accreditation of Allied Health Education Programs (9355 113th St. N, #7709 Seminole, FL 33775; 727.210.2350; www.caahep.org) upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (6021 University Boulevard, Suite 500 Ellicott City, MD 21043; 443.973.3251; www.jrcdms.org).

The CAAHEP accreditation **Standards and Guidelines** are the minimum standards of quality in which the accredited program is held accountable. The **Standards** require a program to clearly demonstrate the appropriateness of its purpose, document its effectiveness, and provide assurance that it will continue to meet accreditation standards. Information regarding the **Standards and Guidelines** is presented and discussed with all students.

Student complaints regarding allegations of Program non-compliance with the **Standards** will be addressed in the following manner: (1) person(s) filing the complaint must do so in writing to the Program Director, (2) following an internal investigation, the Program Director will provide a written response to the complainant within three working days of complaint receipt, (3) in complainant is unsatisfied with the Program Director's response, the complainant can present the complaint to the Associate Dean of Instruction in Health Careers, (4) if resolution of the complaint cannot be reached at this level, the complainant can request further review by the Vice President of Academic Affairs.

PROFESSIONAL CREDENTIALS

Sonography students are required to apply and sit for the national certification examinations administered by the American Registry for Diagnostic Medical Sonography (ARDMS). Students will apply and sit for the Sonography Principles & Instrumentation (SPI) in the 4th semester of the Program and will apply and sit for two specialty exams (Abdomen and Obstetrics/Gynecology) in the 5th semester (a maximum of 60 days prior to graduation). Upon successful completion of the certification examinations (SPI and both specialty examinations), commonly called the "Registries", the **graduate** will be recognized as a **Registered Diagnostic Medical Sonographer – RDMS**.

Anyone convicted of a felony, gross misdemeanor, or misdemeanor, with the sole exceptions of speeding and parking violations (all alcohol and/or drug related violations included), may be ineligible for certification by the ARDMS. If an applicant is concerned whether his/her conviction record will affect eligibility, contact the ARDMS Compliance Department at 800.541.9754 or at www.ardms.org/Discover-ARDMS/compliance/Pages/default.aspx.

STATEMENT OF HEIRARCHY

In case of conflict between the sponsoring Angelina College Catalog and the Sonography Student Program Handbook, interpretation of the conflict must be channeled through the Program Director to the appropriate person of authority. An interpretation of a said policy and/or requirement will be required of the appropriate person. Once the interpretation has been rendered, the policy and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

PROGRAM MISSION & PHILOSOPHY

The Diagnostic Medical Sonography Program, in concert with the mission and philosophy of Angelina College, is committed to provide a quality and comprehensive education in diagnostic medical sonography for preparation in the profession. Through didactic information, educational resources, and a variety of clinical experiences, the program is designed to develop competent, responsible and independent sonography professionals. The program's mission is also supported by a dedicated team of experienced faculty, sonographers, and physicians, who encourage and model life-long learning in sonography.

PROGRAM GOALS

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) it offers: abdominal sonography-extended and obstetrics and gynecology sonography.

To produce graduates who meet the requirements set by the American Registry for Diagnostic Medical Sonography certification examination upon completion of the program.

To seek new community partnerships for clinical practice as needs are identified according to student growth and the addition of advanced modality certificate programs.

To provide students with both academic and clinical instruction in the field of Diagnostic Medical Sonography in order to meet the employment needs of the graduate and of the medical communities.

To foster and promote the pursuit of life-long learning and professional growth in each student.

PROGRAM LEARNING OUTCOMES

Upon completion of an Associate of Applied Science degree in Diagnostic Medical Sonography, the graduate should possess the knowledge and skills to implement safe, competent, entry level skills in sonography. The graduate will accomplish this by the following:

- a. Demonstrate entry level competency for employment into the sonography profession.
- b. Utilize critical thinking as a basis for decision making in the role of the sonographer.
- c. Employ professional judgment and discretion while adhering to the professional code of ethics and standard of practice.
- d. Utilize effective oral and written communication.
- e. Demonstrate awareness of the need for life-long learning and professional growth.

TECHNICAL STANDARDS & ESSENTIALS FUNCTIONS

The Sonography Program has established technical standards and essentials functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the sonography program and profession. Students are required to meet the technical standards and essentials functions for the Sonography Program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the Program.

Observation Function:

The student will have adequate functional use of visual, auditory, and somatic sensations that allow him/her to:

1. actively participate in all demonstrations, laboratory exercises, and clinical experiences and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment.
2. read equipment consoles, patient charts, and other pertinent materials for patient care and professional practice.
3. adequately view sonographic images including color distinctions to determine quality, details, and anatomy demonstrated.
4. see and function in semi-dark settings.
5. distinguish audible sounds from both the patient and the ultrasound equipment (Doppler).

Motor Function:

The student will have adequate and sufficient motor functions that allow him/her to:

1. have full use of hands, wrists, and shoulders.
2. stand unassisted or sit for long periods of time.
3. lift more than 50 pounds routinely.
4. bend and stoop routinely.
5. work standing on their feet 80% of the time.
6. assist patients on and off examining tables.
7. transport patients via wheelchair and stretcher.
8. dexterity to manipulate transducer and control panel simultaneously.
9. assist patients, physicians, and staff in emergency situations.

Communication Skills:

The student will have adequate ability to communicate effectively in:

1. the English language using verbal and nonverbal formats with faculty, fellow students, preceptors, patients, and all members of the healthcare team.
2. eliciting information and assessing non-verbal information.
3. accurately transmitting information to patients, staff, fellow students, and other member of the healthcare team.
4. receiving/comprehending, writing and interpreting verbal and written communication in both academic and clinical setting.

Behavioral and Social Skills:

The student will possess adequate and sufficient:

1. behavioral and social skills conducive to professionalism and a strong work ethic in a college and/or health care environment.
2. ability to withstand a workload that is both physically and emotionally difficult, function under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical setting with patients.
3. emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with patients and other members of the healthcare team.
4. compassion, integrity, concern for others, and motivation.

Intellectual Functions:

The student will possess adequate and sufficient:

1. ability to collect, interpret, and integrate information and make decisions.
2. read and comprehend relevant information in textbooks, medical records, and professional literature.
3. ability to retain and apply information.
4. ability to organize and accurately perform the individual steps in a sonographic procedure in proper sequence.
5. ability to apply knowledge and learning to new situations and problem solving scenarios.

Employment Qualifiers:

Future employment in the sonography field will require the student to:

1. be free of communicable disease/illness and chemical dependence.
2. perform all functions and tasks required of a sonographer.
3. reveal conviction of a felony, misdemeanor, or any offense involving moral turpitude. Individuals wishing to determine the impact of a previous criminal proceeding on their eligibility to apply for ARDMS certification should complete the pre-application review (<http://www.ardms.org/Discover-ARDMS/compliance/Pages/default.aspx>).

STUDENT RESPONSIBILITY

Each student is required to maintain a copy of the AC Sonography Program Student Handbook in his/her Clinical Notebook for reference during Program enrollment. The Handbook is available in your Blackboard clinical course. Students are also required to provide a **current address and telephone number** to the Sonography Program office and submit changes as they occur.

1. Provide own transportation to and from clinical affiliations.
2. Abide by all institutional and/or affiliation guidelines, including personal appearance and grooming.
3. Purchase institution-approved liability (malpractice) insurance (fee is paid with tuition/fees in fall semester annually).

4. Meet the immunization and titer requirements and maintain an updated health file by uploading current documents to Castle Branch.
 - a. Titers: MMR (measles, mumps, rubella, rubeola), Hepatitis B, Varicella (chicken pox)
 - b. Immunizations: Tetanus-Diphtheria booster (Tdap) within the last 10 years, Hepatitis B, Tuberculosis screening (PPD skin test) annually, Meningococcal vaccination within the last 5 years if less than 22 years of age, COVID
5. Assume the cost of laboratory tests, x-rays, or immunizations that an affiliated institution might require prior to clinical experience.
6. Assume the cost of medical care following an accident/injury while enrolled as a student in the Sonography Program.
7. Maintain at least a 2.0 cumulative grade point average.
8. Receive a "C" or above in the entire required sonography curriculum, in order to progress through the program.
9. Maintain current American Heart Association CPR certification (BLS Healthcare provider).
10. Abide by universal precautions at all times as approved by the instructor and clinical facility.
11. Exhibit the correct conduct at all times in the classroom, laboratory, and clinical settings; should a problem arise at the clinical site, the student is to notify the preceptor at once.
12. Realize that learning is shared responsibility between the student and the instructor, and that the student should come prepared to each class period (reading assignment or written assignment).

INSTRUCTORS' EXPECTATIONS

1. Come to class prepared.
2. Turn in your assignments on time.
3. If you have questions, ask them.
4. If you feel uncomfortable asking questions during class, write them down and see the instructor after class.
5. Just as you expect us to guide you, we expect you to try your best. We are here to help you. Outside of scheduled class, laboratory, and clinical times see the instructor as needed (appointment may be scheduled if necessary).
6. Always keep in mind that the patient is the most important person in the hospital. When this is your motto, then any questions about what to do will be answered.
7. Never stop learning! In this profession, there is always something new to learn regarding scanning techniques, equipment, diseases, and patient care.

INSTRUCTIONAL & ADMINISTRATIVE PERSONNEL

DEAN OF HEALTH CAREERS:

Winifred Ferguson-Adams, DNP, M.Ed., MSRN

Office: HCII

Phone: 926.633.5267

wadams@angelina.edu

PROGRAM DIRECTOR/INSTRUCTOR:

Casey Davis, M.Ed., RT(R), RDMS, RVT

Office: HCII 222D

Phone: 936.633.5268

cdavis@angelina.edu

CLINICAL COORDINATOR/INSTRUCTOR:

Amanda Koerth RDMS, RVT, B.A.A.S.

Office: HC II 222C

Phone: 936.633.5418

akoerth@angelina.edu

HEALTH CAREERS II ADMINISTRATIVE ASSISTANT:

Daphne Shepherd

Office: HCII 128

Phone: 936.633.5267

dshepherd@angelina.edu

INSTRUCTIONAL FACILITIES

The Sonography classes and laboratory experiences are taught in the Health Careers II building in room 224. Clinical education settings with designated preceptors for the Program's clinical courses include:

CHI St. Luke's Health Memorial-Lufkin
<https://www.chistlukeshealthmemorial.org/centers/lufkin/>
1201 Frank Lufkin, TX 75904
936.639.7808 (hosp.), 936.631.3023 (TIC)
Joy Killam M.S., RT(R), RDMS, RVT

CHI St. Luke's Health Memorial-Livingston
<https://www.chistlukeshealthmemorial.org/centers/livingston/>
1717 Hwy 59 Bypass Livingston, TX 77351
936.329.8525
Melissa Wright RT(R), RDMS, RVT

Woodland Heights Medical Center
<https://www.woodlandheights.net/>
505 S. John Redditt Lufkin, TX 75904
936.637.8580
Kim Lovelace RT(R), RDMS, RVT, RDCS

Gaslight Imaging Center
<https://www.woodlandheights.net/diagnostic-imaging-125>
Gaslight Imaging Medical Parkway
Lufkin, TX 75904 936.637.8580
Carla Fairchild-Murphy RT(R), RDMS, RVT,
RDCS

Nacogdoches Memorial Hospital
<https://www.nacmem.org/>
1204 Mound Nacogdoches, TX 75961
936.568.8509
Tisha Murray RDMS, RVS
Alberta Bryan RT(R), RDMS, RVT

Dr. Rachael Sullivan, MD OB/GYN
<https://www.stlukeshealth.org/find-a-doctor/1205198561-rachael-sullivan>
1105 W Frank Ave #200 Lufkin, TX 75904
936.631.6771
Chasity Sellers, RDMS, RVT

Nacogdoches Medical Center
<https://www.nacmedicalcenter.com/>
4920 NE Stallings Dr. Nacogdoches, TX 75965
936.568.3192 OR 936.462.4212
Kristen Cheney RDMS, RVT

The Imaging Center of Nacogdoches
4932 North Street Nacogdoches, TX 75965
936.462.9909
Jarynn Sprinkle RDMS, RVT

LEADERSHIP AND ROLES

Instructional Facilities

- A health care facility that meets the following qualifications:
 - Indirect supervision of a licensed Medical Doctor
 - Direct supervision of a sonographer
 - Signed affiliate agreement on file with Angelina College

Clinical Preceptor

- Maintains knowledge of Program goals and clinical objectives
- Maintains current RDMS in specialties he/she grades
- Responsible for student clinical evaluation
- Available to students whenever he or she is assigned to a clinical setting
- Communicates with the clinical instructor regularly to provide feedback on student performance in the clinical site

Clinical Instructor

- Regularly visits all clinical affiliates
- Maintains the knowledge of policies and guidelines
- Performs evaluations of students
- Maintains current RDMS in Abdomen and OB/Gyn

Program Director/Clinical Coordinator

- Responsible for the structure and daily operations of the Program
- Ensure effectiveness of the Program curricula through review and evaluation
- Coordinates clinical education with didactic education
- Implements clinical rotation schedule and maintains student clinical records
- Communicates with the Clinical Instructor and Preceptors regarding student performance
- Provides guidance to the Preceptors
- Serves as a liaison between students and instructional facilities
- Regularly visits the clinical affiliates to evaluate and ensure clinical education effectiveness
- Ensures that all assigned student scanning experiences occur with direct supervision
- Performs evaluations of students
- Maintains current RDMS in Abdomen and OB/Gyn

Medical Director

- Provides guidance that the medical components of the didactic and clinical curriculum meet the current acceptable performance standards
- Participates in goal determination, curriculum development, and outcomes assessment for the Program
- Regularly communicates with the Program Director regarding program effectiveness

DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE PLAN ASSOCIATE IN APPLIED SCIENCE

First Semester				
Semester/Course	Lec Hrs	Lab Hrs	Cont Hrs	Credit Hrs
Prerequisites				
ENGL 1301 Composition	3	0	64	3
MATH 1314 College Algebra	3	0	48	3
PHYS 1305 Elementary Physics	3	0	48	3
BIOL 2404 General Human Anatomy and Physiology	3	32	80	4
PSYC 2301 General Psychology	3	0	48	3
DMSO 1210 Introduction to Sonography	<u>2</u>	<u>0</u>	<u>32</u>	<u>2</u>
	17	32	320	18
Fall Semester				
DMSO 1266 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	0	0	256	2
DMSO 1342 Intermediate Ultrasound Physics	3	0	48	3
DMSO 1351 Sectional Anatomy for Sonographers	3	0	48	3
DMSO 1441 Abdominopelvic Sonography	<u>3</u>	<u>48</u>	<u>96</u>	<u>4</u>
	9	48	448	12
Spring Semester				
DMSO 1267 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	0	0	256	2
DMSO 2353 Sonography of Superficial Structures	3	0	48	3
DMSO 2405 Sonography of Obstetrics/Gynecology	<u>3</u>	<u>64</u>	<u>112</u>	<u>4</u>
	7	64	416	9
Summer Session II				
DMSO 2266 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	0	0	224	2
Fall Semester- Second Year				
DMSO 2342 Advanced Obstetric Sonography	3	0	48	3
DMSO 2351 Doppler Physics	2	64	96	3
DMSO 2366 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	0	0	384	3
Creative Arts (3 hours) ARTS 1301, DRAM 1310, MUSI 1310, MUSI 1306, ENGL 2322, 2323, 2326	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
	9	48	576	12
Spring Semester				
DSVT 1300 Principles of Vascular Technology	2	48	80	3
DMSO 2230 Advanced Ultrasound and Review	2	0	32	2
DMSO 1455 Sonographic Pathophysiology	4	0	64	4
DMSO 2367 Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	<u>0</u>	<u>0</u>	<u>384</u>	<u>3</u>
	9	48	560	12
Grand Total			2544	65

TUITION AND FEES

All tuition and fees must be paid in accordance with institutional policy as published on the AC website (<https://www.angelina.edu/tuition-fees/>). Textbooks, supplies, and/or additional requirements are listed in each course syllabus. The Sonography textbooks are available in the campus bookstore (<https://bncvirtual.com/angelina>).

FINANCIAL ASSISTANCE

Students seeking admission to the Sonography Program who are in need of financial assistance to meet expenses of the program should contact the Financial Aid Office (<https://www.angelina.edu/admissions/financial-aid/>). There are scholarships available for students enrolled in any of the health careers programs (<https://www.angelina.edu/admissions/scholarships/>). These are listed in the current Angelina College Catalog (<https://www.angelina.edu/college-catalog/>) and we encourage each student to seek financial assistance through investigation of these scholarships and the established qualification for each.

TRANSFER STUDENTS

Transfer are only accepted if there is available space in a cohort. Any student who requests transfer into the Sonography Program must have earned at least a “C” in all transfer courses. Scholastic requirements outlined in the Angelina College Catalog will also govern the eligibility of the applicant for admission. Transfer courses must be accepted by Angelina College, must be comparable to course content and course hours of Angelina College courses, and must be reviewed by the Sonography Program Director. Further consideration is based on the student submitting the following within the deadlines of the transfer institution:

1. a letter of status from the Program Director of the previous school
2. a letter of purpose for transfer describing reasons for transfer
3. a comprehensive description of Sonography course completed
4. evidence of maintaining an overall “C” (2.0) GPA at previous school
5. two references from former instructors regarding clinical performance
6. current health form, immunization records, current CPR (AHA Healthcare Provider BLS)
7. results of negative drug screen and successful criminal background check by Program’s designated vendor

Students may be required to perform a challenge exam to receive credit for Sonography coursework. To successfully complete the challenge exam, the student must pass an exam covering the fundamental concepts and demonstrate all competencies required by the course with a score of 85% or higher.

Advanced placement examinations are not offered in the Sonography Program.

READMISSION

A student who is dismissed from the Sonography Program for violation of any of the following **will not** be allowed re-admission: program policies, academic dishonesty, ethical standards, civil rights, harassment, patient safety, code of conduct, change in criminal history, confirmed substance abuse, falsification of documentation.

Life-changing event:

Readmission will be offered to students who experienced a life changing event resulting in not being able to meet the attendance requirements. Other circumstances will be reviewed on a case-by-case basis. Student must submit a personal withdrawal statement at the time of departure explaining the circumstances of withdrawal from the Program.

Students must submit a written request to the Sonography Program Director at least three months in advance of the semester that readmission is being sought. Students must meet current admission and graduation requirements that are in effect at the time of readmission.

Readmission is not automatic or guaranteed, and if offered, is dependent upon space availability and verification of competence. It is a one-time opportunity that must occur within one year from the date of withdrawal. Returning students must enroll in all courses required in the semester you are returning. After one year, the student must reapply as a new student.

Academic Failure:

Students who fail any class **in the first semester** of the Program can re-apply as a new student. There is not automatic readmission. Students who were required to exit the Program due to academic reasons in any semester will **only be granted one (1) re-entry**. Students must submit a personal withdrawal statement at the time of departure detailing the circumstances.

Offer of readmission will be based on the following:

1. Submission of a one page, typed personal statement that describes why you have a desire to be readmitted into the Program and become a part of the sonography profession. The statement must also include information regarding any past or perceived future barriers to your success, plans on how to successfully complete this program, and goals for the future beyond this program. Describe activities since the time of withdrawal that could contribute to your academic success (counseling, decreased work hours, etc.) Submit an action plan that addresses deficiencies or the reason for withdrawal.
2. Students can choose to re-enter the semester prior to the withdrawal semester or choose re-verification of competency.
 - a. Mastery of all semester required skills must be demonstrated.
 - b. Perform the required competencies for the last semester completed successfully and pass with a minimum score of 75.
 - i. Entry to the scanning lab for practice prior to testing may be requested and access is dependent upon lab availability. Instructors will not be made available to the student and the student must provide a volunteer.

PROGRAM GRADING SYSTEM

The following grading system has been established for use in all Sonography (DMSO) courses:

A = 92-100

B = 83-91

C = 75-82

F = \leq 74

GRADE DETERMINATION

The specifics for grade determination in each course are contained within the appropriate course syllabus. Examinations (written, computer based, or skills based) are used to determine the degree to which the individual learner has achieved the objectives. Conduct during scheduled examinations requires each learner to concentrate on and respond only to their own examination. Observations by the instructor(s) during this period and/or the review of the student's answers must not indicate any violation of the established principle. Violations will result in a failing grade, up to and including the grade of zero, on the measurement device in question at the discretion of the course instructor. Subsequently, the student will be automatically referred to the Sonography Program Director for further disciplinary action.

CLINICAL GRADING

A competency is an evaluation of the student's ability to demonstrate proficiency in: technical scanning ability, evaluation of anatomy and pathology, and interaction with patient and staff. The scanning portion of clinical competencies will only be evaluated by sonographers who have the specific credential for that specific exam. The student must independently perform and meet the required standards of performance without the assistance of the preceptor.

The student must request from the preceptor to perform a competency and fill out the Radiologist Presentation form with the patient identification number prior to the patient entering the room. Once permission is granted, this exam counts as an attempt regardless of the grade earned. The preceptor may only exempt the attempt if the exam is above the expected student skill level of that semester. Any effort to conceal an attempt at a competency is deemed academic dishonesty and will result in disciplinary action.

In the case of an unsuccessful attempt the student must still present to the radiologist and attempt the exam again within the same semester. Two unsuccessful attempts will result in a mandatory Remastery Agreement (see Retention Plan). All attempts of a required competency will be averaged together for a final grade for that specific competency.

In the first two semesters of the Program the student must achieve a score of 80 or higher to successfully pass the competency. In the third, fourth, and fifth semesters, the student must achieve a score of 85 or higher to successfully pass the competency.

PROGRESSION POLICY

Progression in the Sonography Program results in successful completion of an Associate Degree of Applied Science but does not guarantee a certification as a Registered Diagnostic Medical Sonographer. A student must earn a minimum grade of "C" in all required courses in order to

progress within the Program. All courses must be taken in the appropriate sequence. Students progress successfully through the Program when:

1. Students are enrolled in all co-requisite courses of a semester
2. The minimum passing grade is achieved in all courses in the semester.
3. Clinical performance is satisfactory.
4. All assessments and evaluations are completed as scheduled.
5. All assignments are successfully completed and submitted to the appropriate instructor.

RETENTION PLAN

In efforts to maintain student enrollment and encourage student success, the following remediation and remastery policies and procedures are in place:

Based on individualized clinical performance, failed exam grades, and/or overall course averages, a student may be identified as “at risk” and may be required to attend mandatory remediation/remastery. Students will be held accountable for attending mandatory retention sessions.

Students who are identified by faculty as requiring remediation in a didactic course will be required to complete a Pre-remediation form. Once completed the student must submit the form to the instructor and make a counseling appointment. At the counseling appointment a remediation plan will be created and the student will sign it and be provided a copy. If a student does not comply with the guidelines/plan, s/he will be counseled, may be placed on probationary status, and/or could be dismissed from the program.

Students who have two unsuccessful attempts of a single competency will be required to meet with the clinical instructor and will receive a remastery plan. The student cannot proceed with an additional attempt until the remastery plan is complete. Remastery plans will be individualized by the clinical instructors according to specific deficits and are subject to time constraints due to semester end dates.

- First, second, and third semester students will be placed on a remastery plan after each subsequent failed attempt until the competency deadline is reached with no deadline extension.
- Fourth, and fifth semester students will be placed on a final remastery plan after the third unsuccessful attempt. An unsuccessful fourth attempt will result in a failing grade of the practicum course leading to dismissal from the Program.

ACADEMIC DISHONESTY

Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated. All academic work submitted by students must be the result of their own thought and research. Academic work is defined as, but not limited to exams and quizzes (electronic or on paper), projects (individual or group), papers, classroom presentations scanning exams/labs. Academic integrity is an essential portion of professional behavior in the Sonography Program. Academic dishonesty will result in NO LESS than a failing grade on the assignment and further proceedings to have the violator suspended from the program. A student dismissed from the Sonography Program due to academic dishonesty will not be allowed re-entry to the Program.

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area, talking to another student during the assessment, or looking at another student's test during the examination.
- Plagiarism
- Unauthorized entry into test banks or examinations
- Falsifying data in a patient health record
- Assisting others in academic dishonesty (on written/electronic exams & scanning exams/labs)
- Discussing an examination with students who have not taken the exam
- Having a copy of the examination in whole or part, outside the time and place of test administration
- Recording, taping, taking pictures without consent from the instructor
- Lying about or misrepresenting care given, clinical errors, or any action related to the clinical experience

DISCIPLINE PROCESS

The Sonography Program faculty is committed to assisting the student to be successful in the Program. Students who are not meeting course objectives in class, lab, and/or clinical will be notified of their performance status using the following steps. The progression of these steps is not required and may be addressed with probation or program dismissal if necessary.

Step 1: Verbal Warning

The instructor provides the student with a verbal warning of their status. The instructor counsels the student and makes recommendations for improvement.

At the discretion of the instructor and depending on the situation, this step may be skipped, and a conference done.

Step 2: Written Warning

The instructor will meet with the student to review the performance deficit. The instructor will counsel the student regarding criteria for successful completion of the course and make recommendations for improvement. A written Student Counseling Form will identify course/program objectives not met and a Remediation Plan (didactic) or Remastery Agreement (clinical), including deadlines for completion, will be completed to assist the student in correction of the deficit and remain in the Program and be successful.

If at any time the student does not comply with all the terms outlined in the conference, the student may be placed on probation or withdrawn from the program.

Step 2: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program. The student will meet with the instructor and Program Director. The student and faculty will review and sign a Probation Report with specific expectations that must be followed during the probationary period.

Step 3: Dismissal

If during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Consequently, if at the end of the probationary period the student has failed to meet the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.

A student who is placed on probationary status for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college withdrawal date, the student will receive an “F”).

Some occurrences do not allow for the progression of the discipline process due to the severity of nature or the time of their occurrence. Incidents of this nature may require immediate student probation or dismissal from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that jeopardizes patient, student or preceptor safety
- Unprofessional behavior that jeopardizes clinical affiliates

STUDENT COMPLAINTS

The Sonography Program, in accordance with institutional policy, is committed to providing an environment of academic study free from harassment or discrimination and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. The institutional policy may be referenced in the AC College Catalog (page 69; <https://www.angelina.edu/college-catalog/>).

COURSE & EXAMINATIONS SCHEDULES

Assessment dates are set by the course instructor and are listed on the course calendar as part of the course syllabus. Instructors may use unannounced quizzes as an instruction method. Within any given course all course activities are scheduled at the discretion of the instructor for that course. Any revisions to the course calendar that occur during the semester will be provided to the student.

Final examinations dates and times are developed by the Sonography instructors in conjunction with the Vice President of Academic Affairs. Final exam dates and times are included in the course syllabus and are non-negotiable. In the event of serious illness, injury, or emergency that directly affects the student, the student must contact the course instructor prior to the start of the exam. If the final exam is missed, the student may be offered a set of options for completing the course. The Sonography Program Director must approve any arrangement developed and offered to the student for completion of the course requirements.

REVIEW OF EXAMINATIONS AND ASSIGNMENTS

Examinations in sonography courses, whether written or computer based, will be reviewed by the instructor and students. This may be done immediately after the student electronically submits their exam or it may be done in a group after everyone has completed their examination. Everything must be put away (cell phone, textbook, papers, pens, recording device, etc.) during the reviewing period unless specifically instructed otherwise by the course instructor. When reviewing exams, course instructors **will not tolerate disrespectful conduct** during the discussion of test items. If a student feels their concerns regarding a specific test item was not answered and needs further explanation, they are asked to see the course instructor after class for further clarification. Other course assignments will be reviewed according to a date scheduled by the instructor.

SONOGRAPHY PROGRAM ADVISORY COMMITTEE

One student will be elected by the faculty to attend each Sonography Advisory Committee meeting. The elected students' responsibilities are as follows: (dress appropriately)

1. Attend the Sonography Advisory Committee meeting.
2. If unable to attend a meeting, report this to the Program Director at least three (3) days before the meeting is to take place.
3. Elected member should summarize information gained from meeting and present it to the class ASAP after the meeting.
4. Contribute input regarding policies, procedures, or other information regarding the Program. The student (with faculty assistance) will be responsible for obtaining the data or answering for the class.

GRADUATION REQUIREMENTS

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum and competency requirements with grades of "C" or better in **all** Sonography courses and an overall "C" (2.0 GPA) in the remaining courses. All Sonography students are expected to participate in the College's May commencement to receive the award of their Associate of Applied Science degree.

GENERAL INFORMATION AND POLICIES

PROPER FORMS OF ADDRESS

When addressing faculty in the college and other facilities, students should use the last names of faculty preceded by Ms., Mr., or Dr. as applicable or requested by that individual. This form of address also applies to all physicians and patients within the clinical education settings. Additionally, the faculty recommends that all medical imaging managers, preceptors, and staff be addressed in a similar manner as deemed appropriate by their employing facility. Appropriate recognition serves to strengthen proper relationships and foster mutual respect between faculty, clinicians, patients, and students.

FACULTY AND ADMINISTRATIVE OFFICES

Students have access to faculty members for consultation or advisement via telephone, email, or office visits. Faculty members post office hours outside their door, but welcome students at other times when they are available. While visiting the office of a faculty member or administrative assistant, the following rules apply:

1. Knock on the office door and wait until asked to enter.

2. If the door is open but the faculty member is occupied in conversation or a telephone call, wait outside until he/she is available (if business is urgent or an emergency, a message should be left with the HCII administrative assistant or other faculty member indicating where the student may be reached when the specific faculty member is available).
3. Students are not allowed to enter offices, borrow items, or use office facilities without the faculty member or administrative assistant being present.

Facilities, equipment, and supplies of departmental offices are only for the use of faculty and staff. Students should use their personal copier/printer or the library copier. The Health Careers administrative assistant will not make copies for the student.

MAINTENANCE OF FACILITIES

Students should contribute to the cleanliness of the College facilities by adhering to the following Health Careers II building rules:

1. Food and drinks are **not allowed** in the computer lab or the sonography lab.
2. Classroom and laboratories should be left in an orderly manner for use by the next occupants.
3. Smoking is not allowed on the AC campus including vapor or e-cigarettes.
4. Guests are not permitted in the classroom or lab unless they are a scanning volunteer and the Program Director has granted approval and the guest has signed a Volunteer Consent Waiver.

Due to the daily schedule of classes in the Health Careers II building, a low noise level should be maintained in hallways, laboratories, classes, and offices to prevent disruption of learners. Apart from an extreme emergency, students should not leave class to respond to a call or visitor. Children and guests are not permitted in the classroom or clinical education settings.

THE SONOGRAPHY LABORATORY

The Sonography scanning labs are designed as interactive learning experiences. The lab sessions are designed to provide instruction in the technical and psychomotor skills involved in learning basic and advanced scanning skills. The Program requires voluntary participation from the Sonography student or non-student human subject. Student's grades and evaluations will not be affected by refusal to act as a volunteer participant. The Sonography student must sign the Lab Participation Agreement and the Volunteer Waiver Form.

Student lab schedules will be included in the course syllabi. The course instructor may assign alternate and/or additional laboratory sessions if needed. Lab sessions may involve case analysis, image critique, video reviews, hands-on scanning and instruction and practice, and other activities deemed pertinent to the student's learning.

SONOGRAPHY LABORATORY POLICIES & PROCEDURES

Students are expected to maintain the Sonography laboratory facilities on campus with as much care and order as expected in the actual clinical education settings. Since the maintenance and organization of the ultrasound room and equipment is the sonographer's responsibility in a clinical setting, students are expected to assume the maintenance and organization of the sonography lab in the educational setting. Open lab is an opportunity to enhance your scanning skills outside of the scheduled scanning lab. Misuse or failure to follow the policies and procedures will result in revoked privileges and disciplinary action.

Laboratory guidelines for operation and safety included the following:

1. Cell phones are prohibited in the lab.
2. NO FOOD or DRINKS are allowed near the ultrasound equipment or computers in room 224 of the Sonography lab.
3. Students must record their participation in open lab including each exam performed and the time spent in the designated notebook.
4. A Volunteer Waiver Form must be completed & signed prior to any practice examination of a volunteer.
5. All volunteers must be in good health; individuals seeking medical care will not be accepted.
6. The volunteer must be informed that an impression/diagnosis will not be given.
7. The scanning session of a volunteer will be limited to only the time necessary to complete imaging of a simulated diagnostic procedure. Obstetric volunteers are not to be scanned in excess of one hour.
8. Students must have a clinical instructor available before performing sonograms in the lab.
9. Examinations that require partial disrobing and involves contact with the pelvic or breast area should adhere to the following: male students should not examine female students nor female students examine male students without a chaperone.
10. If a significant abnormal finding is discovered, it should be reported to the Program Director, who in turn will notify our medical director.
11. All accidents that occur in the lab must be reported immediately to the supervising faculty member.
12. In case of ultrasound equipment damage or operating failure, use of equipment should be discontinued immediately and reported to the supervising faculty member for further investigation and repair.
13. Careful, safe, ergonomic use of the ultrasound equipment and furniture must be followed.
14. Transducers and equipment must be cleaned after each patient is scanned and at the end of the lab session with the appropriate disinfectant.

I understand that infraction of the policies above may revoke my lab privileges and be subject to disciplinary procedure.

Print Name _____

Date _____

Signature _____

CELL PHONE POLICY
SCHOOL OF HEALTH CAREERS
POLICY AND PROCEDURE
CELL PHONE USAGE

Objective: To create an uninterrupted learning environment for all students.

Purpose: Prohibit the use of cell phones during all classes (unless approved), campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

POLICY

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

Students are prohibited from carrying and/or using cell phones (including smart watches) during clinical hours. During clinical hours, cell phones are to be left in vehicle and not to be found on student.

During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones (including smart watches).

PROCEDURE: Classroom and Laboratory Setting

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence). *Absences will be documented and cumulative.*
- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*
- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

PROCEDURE: Clinical Setting

- Student will be dismissed from clinical with an absence for each incident. *Absences will be documented and cumulative.*

I fully understand this policy and procedure and will comply.

Student Printed Name

Student Signature

Date

COMMUNICABLE DISEASE POLICY

Any student who has been diagnosed with a communicable disease or who comes in contact with a person who has a communicable disease is required to immediately report the situation to the Clinical Instructor/Preceptor and the Program Director. The Program Director will confer with the medical imaging manager of the clinical education setting to obtain specific institutional guidelines. The Program Director will report, as soon as possible, the necessary steps required for resumption of duties to the student. Depending on the nature of the disease, a physician's release may also be required prior to the student resuming clinical participation. Some of the most common communicable diseases include: chicken pox, mumps, rubella, measles, infective conjunctivitis, staph infections, salmonella, scabies, hepatitis A, hepatitis B, hepatitis C, pneumonia, acquired immune deficiency, and tuberculosis. If a student is unable to meet the objectives or attendance requirements of a course due to a communicable disease, a passing grade may not be obtained.

ALCOHOL AND DRUG POLICY

(Chemical Dependency Policy)

All students conditionally accepted into the Sonography Program are required to provide proof of a negative drug screen during the beginning of the Fall semester (prior to the first clinical day) and there-after if suspected and deemed necessary by the Program Director.

Angelina College and the Sonography Program **strictly prohibit** any student from being in a clinical or practicum education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Students should be familiar with the institutional alcohol and drug policy as provided in the Angelina College Student Handbook (<https://www.angelina.edu/wp-content/uploads/2021/08/AC-Student-Handbook-2021.pdf>). If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the assigned clinical affiliate reserves the right to require a random drug test in accordance with its institutional policies. This will be done at the student's expense through a specified vendor. A student's participation in the clinical/practicum program is conditioned upon the student's willingness to waive any rights that the student may have and to consent to the initial drug testing, and subsequent random drug testing, if required by a clinical affiliate.

PREGNANCY POLICY

In order to maintain the safety of the student and fetus the Diagnostic Medical Sonography Program advises the student to voluntarily inform the Program Director when pregnancy is confirmed. The Program recommends the student consult with their healthcare provider for medical advice regarding any limitations.

Neither Angelina College nor any of its clinical education settings will assume liability of the mother or child in case of pregnancy. By not disclosing the pregnancy the student assumes responsibility for their state and any resulting complications.

A pregnant student is expected to complete all program requirements, course objectives and assignments, and meet attendance standards. If the student is enrolled in a course with specific requirements that cannot be met due to physical limitations or excessive absences, the student may receive a failing grade, receive a grade of incomplete (which must be removed prior to the end of the next long semester), or elect to withdraw from the Program (refer to Readmission Policy).

PROFESSIONAL DEVELOPMENT

The Sonography Program emphasizes the development of professional values and the importance of life-long learning through information and expectations in both didactic and clinical courses.

Sonography students are expected to develop and demonstrate personal characteristics and qualities based on the Code of Ethics for the Profession of Diagnostic Medical Sonography adopted by the Society of Diagnostic Medical Sonography (<https://www.sdms.org/about/who-we-are/code-of-ethics>).

Failure to comply is cause for immediate dismissal from the Program. **The Code of Ethics states:**

PREAMBLE

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

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

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

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.

- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Unprofessional or unethical conduct by a student in the Sonography Program will not be tolerated. If note, a conference between faculty and student will be scheduled immediately and documented on a

Student Counseling Form. All flagrant violations may result in the faculty member's petition for disciplinary action.

PROFESSIONAL ORGANIZATIONS

The Sonography Program requires students to join the Society of Diagnostic Medical Sonography and encourages students to join professional associations for participation in meetings, activities, and competitions. Students are encouraged to attend local professional activities and are encouraged to travel to state or regional meetings.

Students are required to submit a written request to the Program Director for consideration of professional travel to a state or regional meeting. The request must be submitted at least two months prior to the meeting and should contain specific meeting details with expected educational outcomes. Required absences from sonography courses must also be included for consideration. The meeting decision and attendance criteria will be provided in a timely manner by the Program Director following consultation with Program faculty. If approved, the student assumes the financial responsibility for all meeting expenses and is expected to abide by the established attendance criteria. If the attendance conditions are not met, the student will receive course absences for the days missed.

STUDENT EMPLOYMENT

Since the Sonography Program is considered a full-time program, students will need to responsibly manage work and study schedules in order to maintain the grade average required to meet Program standards. Although the faculty discourages outside employment during the first year of the Program, working more than two or three days is never suggested. Part-time employment arrangements are strictly between the **student and the employing institution**. Students employed in a healthcare institution are **not allowed to wear the Program's uniform, or name badge during employment hours**.

COMPUTER SKILLS

All students must be able to access and utilize the Angelina College online teaching platform, Blackboard, as all Sonography courses utilize Blackboard for instruction and dissemination of information. Program announcements and information will be delivered via the AC student email account.

Students may utilize the computers in the campus library to check their AC email accounts and to access Blackboard. Blackboard and Angelina College email accounts should be checked frequently for assignments, announcements, and/or messages. Students are responsible for obtaining instruction in the use of Blackboard; see the course instructor.

Sonography students are required to demonstrate a variety of computer skills throughout the length of the Program. Students will be required to access the internet and perform web searches, **submit all writing assignments as Microsoft (Word, PowerPoint, Excel) documents**. Students may be required to develop Power Point presentations, charts, tables, etc., for specific courses (refer to course syllabi for assignments). All Sonography students must be able to access and utilize the digital clinical record keeping platform, Trajecsyst. Sonography clinical sites utilize computer systems for patient schedules, requisitions, and patient information. All Sonography students must be able to utilize computer systems for clinical site's data/patient management system as allowed by the individual clinical site.

A student who is unfamiliar with using a computer or who has limited computer skills should obtain instruction in computer programs and usage so that he/she will be able to meet the requirements of his/her course.

PROGRAM DRESS CODE

Each student will be provided with one Angelina College name and photo identification badge upon acceptance into the Program. The identification badge is considered part of the required clinical uniform and may be used at other college events. During sonography labs the Angelina College photo identification badge and lab uniform must be worn. The badge is worn on the upper left side of the chest with the student name, photo, and institutional information always visible. Replacement badges must be obtained from the Student Services office at the student's expense.

While on campus, students should dress in a reasonable and appropriate fashion. During guest speaker or healthcare institution visits, however, professional attire is expected.

While in clinic, students must follow the **Clinical Uniform Dress Code Standards**.

CLINICAL/PRACTICUM INFORMATION AND POLICIES

STUDENT RESPONSIBILITY FOR CLINICAL EDUCATION

Students must have their **own** reliable form of transportation that will enable them to travel to and from **all clinical education settings** utilized by the Program. All instructional facilities are within one hour driving distance from Angelina College. Additionally, students are expected to report on time to the assigned clinical setting. Students should become familiar with travel directions and designated parking prior to each new clinical assignment. Some clinical education settings will be repeated during the two years in the Program. All activities required in the Program must be educational and students may not be substituted for staff.

All students are required to use Castle Branch, the School of Health Careers designated vendor, for the background check, scheduling of drug screen, and repository of clinical onboarding documents. The cost is the responsibility of the student.

All students must have a clear background check and negative drug screen. Students must provide proof of a completed medical form no later than the designated date:

- a. Receive immunizations mandated by the Texas Department of State Health Services for health care workers. **Note:** All Hepatitis B series must be completed by the first clinical day of the first semester. This series requires 6 months to complete. Influenza shot-during the month of **September** before attending clinical.
- b. The Covid-19 vaccine is not mandated by Angelina College. However, the college adheres to the requirements of clinical sites. If clinical sites at any time require this vaccine, and without being vaccinated students are not able to complete clinical requirements, this would make them ineligible to attend clinic.
- c. Provide proof of a current 2-year American Heart Association (AHA) Basic Life Support (BLS) Cardio Pulmonary Resuscitation (CPR) card.

It is the student's responsibility to upload updated documentation to Castle Branch so that all immunizations and CPR remain current during the Program. Failure to do so will result in unexcused absences from clinic until requirements are met and documents are uploaded. The clinical absence policy will be followed.

During clinical assignments, students must comply with the following rules. Failure to do so will result in disciplinary action and possible dismissal from the Program.

1. Report to the assigned clinical education setting in a clean, non-wrinkled uniform as approved by the Program.
2. Maintain all hospital and patient information as confidential in adherence with HIPAA regulations.
3. Students must follow departmental and HIPAA policies regarding the right of a patient or his/her family members.
4. Sonograms are part of the patient's medical record and property of the clinical setting. Students must follow departmental and HIPAA policies regarding the right of a patient or his/her family members to view sonograms.
5. The clinical affiliates are a tobacco free environment. No smoking/vaping, dipping, or chewing tobacco in the clinical education setting.
6. Food or drinks are only allowed in designated areas of the clinical education setting. Students should not have food or drinks in the work areas.
7. Do not refuse assignments from the Clinical Instructors, Preceptors, or staff that is commensurate with technical abilities.
8. Leaving an assigned area or clinical departure without the direct knowledge of the assigned Clinical Instructor or Preceptor is prohibited.
9. Patients will not be left unattended at any time.
10. Patients are to be addressed with title and last names (i.e., Mr. Jones, Miss Smith).
11. Physicians are to be addressed as "Dr."
12. Holding or restraining a patient is not permitted.
13. A student must submit accurate time records.
14. The student is strictly prohibited from submitting acquired images/clips for interpretation and inclusion in the patient record without approval of a supervising sonographer.
15. Sleeping during any clinical assignment is prohibited and will result in dismissal for the day, an unexcused absence recorded, and a referral to the Program Director for disciplinary action.
16. Personal phone calls must be approved by the Preceptor and/or Clinical Instructor.
17. Computer use in the clinical setting is limited to clocking in/out and direct patient care and must be approved by the facility staff.
18. Tips or gratuity from a patient or the patient's family is not allowed.
19. Alteration of the scheduled clinical hours without the knowledge and agreement of the Clinical Instructor is prohibited.
20. Do **not** argue or challenge the authority of the Clinical Instructors/Preceptors or staff. If disagreements with clinical staff occur, contact the Clinical Instructor (if on site), or the Program Director following task completion.
21. In the event that a competency grade is altered by a Clinical Instructor, any questions or concerns regarding the competency must be directed to the grading Clinical Instructor and not the Preceptor.

22. In the absence of the assigned Clinical Instructor, a clinical Preceptor will become the students' immediate supervisor.
23. The **use of profanity is strictly prohibited**.
24. The College and Sonography program strictly prohibit a student from being in a clinical education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Refer to the AC Student Handbook for review of the "Alcohol and Drug Policy".
25. Possession and/or use of electronic devices with capabilities including but not limited to cell phones, tablets/laptops, recording devices, smart watches, cameras, etc. are strictly prohibited in any clinical education setting with a zero-tolerance policy and will result in being dismissed from the clinical education setting with an unexcused absence and a referral to the Program Director for disciplinary action.
26. The student is strictly prohibited from interacting on social media with clinical Preceptors until no longer a student in the Program.
27. In order to prioritize the learning environment in the clinical setting, students must maintain a professional relationship with the Preceptors and limit shared personal information.
28. Unprofessional behavior demonstrated in the clinical setting will result in disciplinary action by the Program Director which may include dismissal from the Program. Unprofessional behaviors include but are not limited to: verbal or non-verbal language, actions (including but not limited to social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.

EXPOSURE TO AIRBORNE/BLOODBORNE PATHOGENS

According to 1910.1030 Occupational Safety and Health Standards (OSHA), "**Bloodborne Pathogens** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)." OSHA requires each clinical facility meet the standards for reducing occupational exposure to bloodborne pathogens by establishing a written Exposure Control Plan designed to eliminate or minimize employee exposure. All Sonography students must comply with the policy established by the clinical affiliate and must take precaution to prevent exposure to bloodborne pathogens. Each facility has an infection control plan including methods for the reduction of exposure to biohazardous wastes. The practice of Universal Precautions shall be used to prevent contact with blood or other potentially infectious materials; all body fluids shall be considered potentially infectious materials. The use of personal protective equipment (PPE) will be made available to the student when there is a reasonable expectation that the student may come in contact with blood, body fluids or airborne pathogens. If a N95 mask is required sonography students will not be allowed to participate in the exam or be present in the room. Use of a N95 mask requires a fit test that is not available to students via the clinical sites employee health department. Needles should not be bent, sheared, recapped, or removed from the syringe after use. Reports of needle-stick injuries or other bloodborne exposure must be reported immediately to the supervising sonographer and then to the Program Director and an Incident Report must be completed along with facility paperwork prior to departure from the clinical facility. The complete OSHA regulation is available at www.osha.gov.

CLINICAL/PRACTICUM ASSIGNMENTS

Clinical education assignments allow integration of classroom and lab knowledge with actual patient care experience. Each semester, students will be assigned to a clinical education setting by the

Program Director in consultation and agreement of the clinical affiliate. Students will be notified of their clinical assignment for the next rotation(s) at the end of semester post clinical conference. However, all assignments are subject to revision at the discretion of the Program Director due to unforeseen Program changes.

Every effort will be made to allow the student to have ample scanning opportunities at the clinical affiliate. However, the Program cannot control the type or volume of cases performed during the hours a student is scheduled to attend a clinical site. Heavy caseloads and/or schedules containing advanced procedures may at times preclude a Sonography student from participating in scanning a patient. It is the student's responsibility to communicate any concerns with his/her Clinical Instructor throughout the semester.

The Angelina College Diagnostic Medical Sonography Program has an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe and unprofessional practices. Sonography students, while representing Angelina College at any clinical affiliate, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by the Angelina College and clinical affiliates policies during each clinical experience. Failure to adhere to Program policies related to professional behavior or safe clinical practice will result in the use of the Discipline Process outlined in this handbook.

CLINICAL/PRACTICUM DRESS CODE

Students are required to purchase uniforms following acceptance in the Program. All Angelina College Health Career programs are required to order uniforms from a designated source and have the AC Sonography Program insignia embroidered on the uniform top and lab coat on the right upper chest. Students will be governed by the current dress code policy that is periodically reviewed and revised by the Program Director. Uniforms and lab coats should be purchased as often as necessary to meet the **Dress Code Standards**.

DRESS CODE STANDARDS

1. Official identification badges must be worn on the upper left side of the chest with the student name, photo, and institutional information always visible. Do not cover with stickers or pins. Any badge reel or lanyard must be approved by the Clinical Coordinator.
2. The uniform must be clean and free of wrinkles.
 - a. Appropriately fitting red uniform pant or skirt. (Skirt must be knee length or slightly below the knee; hem of pants cannot drag the floor)
 - b. Appropriately fitting red uniform top with the AC Sonography Program insignia embroidered in black on the right upper chest.
 - c. A plain white or black short-sleeved tee shirt may be worn under the uniform top if the sleeves of the short-sleeved tee do not extend lower than the sleeves of the uniform top and the lower hem is tucked in the pants. A plain white or black long-sleeved shirt may be worn under the uniform top if the sleeves are fitted, and the lower hem is tucked in the pants.
 - d. Black lab coat (hip length) with the AC Sonography program insignia embroidered in red on the right upper chest (not required, optional purchase).
3. White or black all leather shoes (minimal color on stitching, lettering, or logo will be allowed). White socks worn with white shoes; black socks worn with black shoes.

4. Appropriate undergarments should be worn and cannot be visible at any time.
5. Hair should be styled neatly so that it does not interfere with appropriate hygienic practice and medical asepsis, patient care, or performance of job:
 - a. Hair should be neat, clean, and in a moderate style that will not compromise safety.
 - b. Hair must not obstruct vision or fall forward over the patient or work area. Minimal hair accessories **must** be worn to secure hair away from the face. Hair accessories must be hair colored or coordinate with the uniform.
 - c. Hair longer than shoulder length should be styled or arranged off the shoulders and pulled up in a clip or hair band; a “pony-tail” cannot touch the shoulders, fall across the shoulders, or fall into the face.
 - d. No fad hair designs, vivid, extreme, or un-natural hair color allowed.
 - e. Mustache and beards must be kept clean and neatly trimmed.
6. Nails (**only natural allowed**) must be clean, neat, and short (fingertip length). Polish may not be worn.
7. No more than one ring on each hand and one neck chain.
8. Small earrings (studs or small hoops); no drop or seasonal earrings. Only one earring per ear is allowed and it must be in the ear lobe only. No other visible body piercing jewelry is allowed. No other visible body piercing jewelry is allowed. Ex. No tongue ring, nose/face rings, or gauges in ears.
9. Make-up should be worn conservatively.
10. Colognes/perfumes or other scents should be minimal and mild in scent.
11. The smell of tobacco products on your person is prohibited.
12. All body art (tattoos) must be concealed while in the clinical education settings. Concealment can include flesh colored band aids, makeup, or long sleeves.

Students who do not comply with the Dress Code Standards will be dismissed from the clinical education setting and an unexcused absence will be recorded and reflected on the clinical evaluation grade. The clinical uniform is not to be worn during private employment.

GENERAL CLINICAL INFORMATION POLICIES

1. You are a guest at the clinical affiliate, be an asset to their department.
2. Good personal and dental hygiene is always expected.
3. The Program’s Dress Code Standards will further honor the guidelines of each clinical education setting.
4. Repetitive violations of the Program’s Dress Code Standards may result in denial of clinical experiences.
5. No gum chewing in the clinical environment. Breath mints are allowed.
6. Use caution when bringing money/debit or credit cards; there is not be a secure place to store these items.
7. Do not sit in the clinical education setting lounge areas or at common area tables (other than during your lunch break). Whenever it is not busy, clean your assigned room/machine and study.
 - a. Bring minimal books/study material to clinic and store where they will not be in the way of the sonographers.
 - b. Hands-on clinical practice takes priority over studying. Do not study if there is a clinical experience for you to participate in.

8. Do not sit and read magazines in the clinical education setting.

INCIDENT REPORTS

If an unusual incident or accident occurs while a patient is in the care of a Sonography student, or when an incident involving a patient is witnessed by a student, and not by a clinical education setting employee, the student is required to immediately report the incident to the Clinical Instructor and Preceptor and the department manager of the institution. An unusual incident or accident may also be defined as any occurrence out of the ordinary which can or does impact the physical or mental health of the patient, a patient's family member, a clinical staff member, or the student. In addition to this type of unusual incident, any damage to equipment of the facility must be similarly reported. Incident forms must be completed prior to departure from the facility on the day of the occurrence. The instructor will, in a timely fashion, report the incident and appropriate follow-up action to the student and the Program Director. Financial costs for student's personal injury are the responsibility of the student.

MALPRACTICE INSURANCE

All students are required to purchase professional liability insurance prior to participation in a clinical education setting. The insurance protects the student, College, and clinical education setting in case of any medical situation resulting in litigation. Generally, the insurance is purchased on an annual basis by both first- and second-year students during registration for the Fall semester.

DIRECT/LIMITED SUPERVISION & CLINICAL PERFORMANCE

All students are required to be supervised by a qualified sonographer. This supervision may be direct or limited. Direct supervision is defined as the sonographer in the room. Limited supervision is defined as the sonographer immediately nearby and available to the student. The student will be supervised by a qualified sonographer who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. The student's rate of progress and ability to gain additional scanning time in the clinical setting is directly dependent upon the student's ability to perform the scanning task assigned by the program instructors. **ALL PATIENTS MUST BE SCANNED BY THE FACILITY'S STAFF SONOGRAPHER PRIOR TO OR AFTER EACH EXAMINATION PERFORMED BY THE STUDENT.**

To ensure that the student maintains learned skills and continues to improve, any procedure previously evaluated may be reassessed at random. The results of the re-evaluation will be discussed and compared to the previous evaluations to note improvements or deficiencies.

CLINICAL MEAL SCHEDULE

Students are allowed 30 minutes for a lunch break during the clinical day regardless of the length of the sonographer's lunch break. These periods will be scheduled daily by, and at the discretion of, the assigned Clinical Instructor or Preceptor. Lunch periods are not cumulative and may not be used to shorten the clinical day.

STUDENT CONSULTATION

Each student will periodically meet with his/her Clinical Instructor, although students may request more frequent consultation periods as needed. The Clinical Instructor may, at any time, relieve a student of his/her work assignment of the purpose of counseling.

SONOGRAPHIC CRITIQUE

Students will evaluate sonograms for quality and anatomy review during critique sessions with his/her assigned Clinical Instructor. These sessions may be individualized or within a group setting.

CLINICAL NOTEBOOK

The student is responsible for completing all assignments and maintaining a clinical notebook and bringing it to the clinical facility daily. The clinical notebook has specific clinical objectives, competencies, work trait evaluations, and clinical forms that must be completed. All documents contained in the notebook should be neatly kept and handwriting must be legible in blue or black ink. Designated forms must be used in the clinical notebook. No makeshift forms allowed. The student is expected to demonstrate a thorough understanding of all assigned clinical objectives, required due dates, and appropriate recording system. Once a clinical competency has been passed the student is expected to continue to meet the expectations for that clinical objective. The clinical notebook should not be kept in a personal backpack or bag and should be easily accessible to the Clinical Instructor at any time during clinical hours. Documents with patient names and/or birthdates should not be kept or recorded in the clinical notebook.

TRAJECSYS

All students are required to use Trajecsys, our designated digital clinical record keeping system. The cost is the responsibility of the student (one-time fee the first semester). Students will use Trajecsys for attendance/punctuality, complete/view evaluations, journaling, and to view completed competencies. A Quick User Guide will be available on Trajecsys as a document for students to view when needed.

Attendance Process:

Students must clock in using an imaging department computer prior to doing anything else at the clinical site. Students should arrive early to provide ample time to clock in. Students are strictly prohibited from using a cell phone, tablet, or home computer to clock in/out (Time exceptions may be done from cell phone, tablet, or home computer if it is a missing clock out or an absence). Falsification of attendance will result in disciplinary action (probation or immediate withdrawal).

- Use the drop-down menu to choose the correct clinical site (it defaults to the last site used).
- Use the Time Exception when:
 - You are absent
 - Computer is not available (computers down, sonographer hasn't arrived, forgot)
 - The Time Exception should have the accurate time of your arrival/departure with the explanation of circumstances (you can use the explanation box if the reason is not listed).
- Do not use the time exception to prevent a tardy (this is considered falsifying records which is unethical behavior).
- Students with recurring use of Time Exceptions will be counseled and their clinical evaluation will be negatively affected.
- If an error occurs notify the Program Director after leaving the clinical site.

Daily Exam Logs:

Daily exam logs must be kept up to date. Input to Trajecsys every exam in which you observed or participated in *except* for vascular exams (carotid, lower extremity veins/arteries, ABI's).

- Ensure you are choosing the correct exam
- Accurately spell the sonographer's name and do not duplicate
- Accurately enter the exam time
- Accurately enter clinical indications and exam findings

ORAL PRESENTATIONS

Students will be evaluated on oral presentations of case studies. The presentation should be given as if it was being given to a professional audience or Radiologist.

WORK TRAIT EVALUATIONS

The work trait evaluation is designed to prepare the student to work as an "entry level sonographer" upon graduation. The student will be prepared to complete all tasks that are involved in the sonographer job description. These evaluations are completed at mid-semester and the end of the semester (fall and spring; except for 1st semester) and at end of semester of the summer session. The student will be evaluated on their ability to adapt to the clinical environment, professional behavior, comprehension, patient care/interaction, time-management, and ergonomics. Work Trait evaluations will be completed by the sonographers who have the student in the clinical setting and/or completed competency exams with the student. The Clinical Instructors use the sonographers' evaluations in conjunction with their observation and evaluation of the student to determine the final score.

STUDENT EVALUATIONS

Students will perform self-evaluations at the end of the semester in order to identify strengths and weaknesses and help determine their clinical goals for the next clinical rotation. Students will perform evaluations of the instructional facilities (including site, sonographers, radiologists). Results will be compiled, and feedback will be provided to the designated preceptor at each clinical facility. Course evaluations including evaluation of instructors will be performed at the end of each semester.

DAILY DISMISSAL

A student may be dismissed from clinical on any day for inappropriate uniform, arguing with clinical sonographers, staff, the Clinical Instructor, or other students. Daily dismissal may also result from refusal to perform an assigned sonographic examination or other more serious breaches of conduct or unprofessional/unethical behavior. A daily dismissal will be recorded as an unexcused absence, referral to the Program Director for disciplinary action, and reflected on the clinical evaluation grade.

CLINICAL REQUIREMENTS

1. A minimum number of competency exams must be completed from the **MANDATORY and ELECTIVE GROUPS** throughout the five semesters. Each semester the required competencies are listed in the practicum course syllabus. **Completion of all mandatory and elective competencies are required prior to completion of the Program. Procedures must be performed on patients at the clinical facility.** It is the student's responsibility to maintain awareness of the semester requirements and communicate to the Clinical Instructor concerns regarding specific circumstances he/she feel may affect his/her ability to complete semester requirements. Concerns will be reviewed on an individual basis and appropriate action if any will be at the discretion of the Program Director. The number of competency

attempts and the grade earned will influence the Work Trait Evaluation as well as require Remastery before successful completion of the semester can be obtained (refer to the Retention Plan). The Standard of Performance provides the basis for evaluation of competency.

2. The Sonography Program's protocol in addition to the institutional protocol will determine the positions and image sequence used for each procedure.
3. Demonstration of competency includes requisition/physician order evaluation, room preparation, patient assessment/management, exam performance, exam assessment, and presentation of exam.
4. Clinical Instructors and Preceptors will evaluate students with a Work Trait evaluation during each semester. After completion of the evaluation form, a counseling session will be held between the student and clinical instructors to discuss the evaluation. The student will sign the form indicating the counseling was accomplished. If warranted, the student may be referred to the Program Director for further counseling.
5. Additional student counseling periods may be scheduled by a Clinical Instructor as deemed necessary.
6. Clinical hours vary and depend on the staffing of sonographers at the clinical site. Times vary with day and evening and weekend shifts.
 - a. Fall/Spring 1st year: two 8 hour shifts per week except for official College holidays or official closing days due to weather
 - b. Summer II: four 9.5 hour shifts per week except for official College holidays or official closing days due to weather
 - c. Fall 2nd year: four 8 hour shifts per week the first six weeks and three 8 hours shifts per week the second six weeks, except for official College holidays or official closing days due to weather
 - d. Spring 2nd year: three 8 hour shifts per week except for official College holidays or official closing days due to weather
7. Students are advised to adhere to local broadcast information concerning campus closure due to **hazardous weather**. Campus closings will be announced via the RAVE alert system.
8. Clinical learning opportunities may not always adhere to the designated clinical hours. The student should stay until the procedure is complete. No overtime will be accrued.
9. Failure to successfully complete the required number of competencies will result in an **INCOMPLETE or a FAILING** grade regardless of the numeric average.
10. Clinical Competency evaluations are conducted, and the number of attempts and the grade earned will influence the Work Trait Evaluation. The Standard of Performance provides the basis for evaluation of competency.

ATTENDANCE INFORMATION AND POLICIES

DIDACTIC CLASS ATTENDANCE

Students are expected to be punctual and attend all classes on a regular basis. Attendance will be recorded promptly at the beginning of all classes. Students who must miss class on the day of an examination should notify the course instructor in advance of the absence.

Students must be present for 75% of the scheduled class time or will be counted absent. Three (3) consecutive or four (4) cumulative absences will result in the student being dropped from the course.

An absence from a course held once a week will be the equivalence of two consecutive absences for that class.

Students are responsible to make arrangements with the course instructor(s) for makeup quizzes, tests, examinations, etc. within two class days following their return to class. The instructor(s) of the course will determine when make-up is necessary. No penalty, as far as reduction in an earned grade, will be assessed on major tests and examinations.

All students are required to follow the published College schedule for final examinations. Changes in the final examination schedule are only allowed with permission from the Vice President of Academic Affairs.

DIDACTIC TARDY

Tardy is defined as “not being at the assigned area as scheduled”. **A tardy will be documented at one minute after the designated start time or if the student leaves unexcused prior to the scheduled end time. If you are tardy and the classroom door is closed, do not knock on the door. You must wait until the break time to enter the classroom.** One tardy will be excused. Each additional tardy occurrence will result in a 5-point deduction from the final daily grade.

CLINICAL ATTENDANCE

Students are required to attend all clinical assignments as scheduled by the Program Director. Daily attendance records will be used to document clinical attendance and tardiness. Students will utilize Trajecsyst to clock in/out. Students will not be allowed to clock in/out for each other. Attendance records will be verified by the Program Director and Clinical Instructors/Preceptors. Falsification of any attendance records will result in automatic referral to the Program Director for disciplinary action.

If unavoidable circumstances arise that will prevent clinical attendance or result in being tardy, **the student must notify the Program Director and the student’s assigned clinical education site prior to the scheduled arrival time. If the preceptor is unavailable, leave a message on the direct extension of the ultrasound department.** Telephone numbers of the clinical sites have been included in this handbook. Failure to notify the Program Director and the clinical ultrasound department will result in automatic referral to the Program Director for disciplinary action and will adversely affect the student’s Work Trait evaluation grade.

If the student must leave clinic early (**2 hours or less**) he/she must (1) have approval from the Program Director prior to leaving (2) meet with the lead sonographer at their clinical site and create a Recompense Plan (3) submit Recompense Plan in Trajecsyst located in Evaluations on the Home page menu (4) notify the program director via email that the Recompense Plan has been submitted to Trajecsyst (5) wait for approval from program director via email.

- Recompense (make up time) must be completed no later than one week following the occurrence and scheduled with the preceptor and approved by the Program Director.
- Recompense time can only be done at the student’s current clinical site.
- Recompense time may not be less than 30 minutes per day preferably hour increments.
- Students are only allowed two occurrences with recompense availability.
- After two occurrences, leaving the clinical facility early will result in an absence.
- If the student chooses not to recompense, a clinical absence will be recorded.
- Time in excess of 2 hours will result in a clinical absence and the student will not be allowed to recompense.

Habitual tardiness and/or absenteeism represent a lack of responsibility and will not be tolerated. The following absence and tardy guidelines will be enforced in all clinical courses.

A student may not leave clinic early unless approved by the clinical instructor. If the preceptor dismisses the student early, it MUST be approved by the Program Director or Clinical Coordinator. Leaving without verbal approval from the instructor will result in an absence. A student may not request to be dismissed early from the preceptor.

Extenuating circumstances regarding clinical absence will be reviewed on an individual basis and left up to the discretion of the Program Director.

Clinical Absences:

Students are permitted two (2) absences per clinical semester. Upon the third absence, one (1) letter grade will be deducted from the final course grade. With each subsequent absence another letter grade will be deducted from the final course grade. Example: A student with an “A” average for the final course grade but having three (3) absences will have his/her grade reduced to a “B”. A student with an “A” average for the final course grade but having four (4) absences will have his/her grade reduced to a “C”. A student with a “B” average for the final course grade but having four (4) absences will have his/her grade reduced to a “F”. Since attendance represents dependability, absences will also affect the clinical Work Trait evaluation.

Clinical Tardy:

Tardy is defined as “not being in the assigned area as scheduled”. Three tardies is equal to one clinical absence. Each tardy will also affect the student’s Work Trait evaluation grade.

BEREAVEMENT POLICY

Students are permitted up to three (3) days per year if death of an immediate family member occurs. Immediate family includes: spouse, child, mother, father, brother, sister, mother or father-in-law, stepparents, stepchild, or grandparent. Any absence in excess of the allowed days (3) will be considered as routine absences and follow the didactic and clinical absence policies. Students must notify the Program Director, as soon as reasonably possible, when there has been a death and which day(s) the student plans to use as bereavement absences. A funeral program must be submitted to the Program Director prior to returning to class/clinic.

Other bereavement requests for those not listed above will need to be approved on a case by case basis by the Program Director.

DROPS/WITHDRAWAL

Excessive absences from didactic classes follow the College policy regarding attendance as contained in the AC College Catalog and subject the student to being “dropped” from the course and/or program. Excessive absences are defined as more than 15% of the semester (3 consecutive or 4 cumulative absences recorded during a Fall or Spring semester; 2 consecutive or 3 cumulative recorded during Summer semester). An absence from a course held once a week will be the equivalent of two consecutive absences for that class.

If a student is permanently “dropped” from a lecture course(s) or a clinical course(s) for excessive absences, the Program Director will determine if the student should be removed from the Program due to a lack of didactic and clinical integration.

If a student is considering withdrawal or has been “dropped” from a course in the Program, he/she must report to the Sonography Program Director for withdrawal and re-admission information. Students are also required to withdraw in the Angelina College Office of Enrollment Services. Official withdrawal will possibly prevent the student from receiving a grade of “F” for the course(s) in progress at the time of withdrawal. Institutional policies listed in the College Catalog will govern all final decisions.

Students who are unsuccessful in one or more courses in a semester of the Sonography Program will be withdrawn from the Program.

EDUCATIONAL PLAN

Evaluating Didactic (Cognitive and Affective) Competency

OVERVIEW:

Educational writings have consistently held that the majority of cognitive learning that takes place in an educational program begins with conventional classroom activities. The methodologies and activities employed include lecture, discussion, demonstration, performance, audio-visual presentations, programmed instruction, computer-assisted instruction, and individualized instruction.

Although methodologies and activities convey the message to the learner, the educator is still responsible for determining the learner's level of understanding.

EVALUATING DIDACTIC (COGNITIVE AND AFFECTIVE) COMPETENCY:

Competency or mastery of the Program's didactic portion is accomplished by a variety of measurement devices. Primarily, the objective type (recognition) written test or examination is utilized.

Examinations administered in the Sonography Program include multiple choice, true/false, short answer, essay, and matching questions. The questions, derived from text reading and/or classroom activities, are based on specific learning objectives presented in the course syllabus. Other strategies may include the use of image critiques and case studies.

SEQUENCE:

On the first day of a didactic course, the learner is given access to a course syllabus, which contains all the pertinent information about the course, i.e., course description, credit hours, placement of the course within the prescribed curriculum, length of the course, method(s) of instruction, assignments, the number and weight of the different measurement devices, the grading system, assisted instruction software, central objective, specific behavioral objectives, and the class calendar. The instructor of record for the class will review the syllabus and acquaint the student with the expected outcome and level of acceptable performance for the course.

Classes are conducted on a regular basis and kept in accordance with the times and days provided by the instructor.

Examinations are administered on a timely basis as indicated in the class calendar. After the examination has been scored, the instructor will review and discuss the results with the students. If students have questions about the material, a discussion is developed to enhance the learning process.

At the end of the semester, a comprehensive final examination over the course of study is administered.

Grade determination for attainment of didactic competency is accomplished in accordance with that published in the syllabus. Grades below the level of "C" are considered unacceptable and require the student to repeat the course prior to their continuation in the Program. The learner must repeat the course and earn a grade of "C" or better before Program completion occurs.

EVALUATING CLINICAL (PSYCHOMOTOR AND AFFECTIVE) COMPETENCY

OVERVIEW:

It is the intent of the Standard of Performance and the Work Trait Evaluation to provide a standardized format for the evaluation of clinical performance within the Sonography Program.

DOMAIN INTEGRATION:

It is commonly acknowledged that the cognitive, psychomotor and affective aspects of a curriculum are very much integrated and occur simultaneously within the Program. In order to maximize clinical participation, however, the student should have mastered necessary cognitive competencies prior to or in conjunction with the clinical aspect of the Program. These cognitive competencies normal include: ultrasound equipment, care of the patient undergoing an ultrasound examination/procedure, ultrasound examinations/procedures, human anatomy and physiology.

CLINICAL PARTICIPATION:

As demonstrated on the accompanying flow chart (Figure 1), the cognitive, psychomotor, and affective domain predominate during the clinical participation phase. The student first begins clinical participation by observation of a qualified sonographer during the performance of duties. The participation moves from a **passive mode of observation** to a more **active mode** as the student begins to assist the sonographer during sonographic, administrative, and processing procedures. The rate of student progress will be dependent upon the student's ability to comprehend and perform the various tasks (cognitive and psychomotor objective accomplishments). As the student becomes experienced in a given procedure(s), there is gradual movement toward an **independent clinical performance stage**. At this point, the student is actually performing procedures under the direct supervision of a faculty staff sonographer or Clinical Instructor, thereby integrating the cognitive, psychomotor and affective domains.

CLINICAL COMPETENCY EVALUATION:

When the student has experienced sufficient practice and is able to perform a procedure at an acceptable level of performance, he or she may request evaluation by the Clinical Instructor or Preceptor to determine clinical competency of a particular procedure. If the student fails the competency evaluation he/she would return for additional clinical experiences before being allowed to request further evaluation of that particular procedure. The student would continue to practice examinations while pursuing experience and/or the required number of examinations until the end of the course.

COMPLETES REQUIREMENTS FOR CLINICAL PERFORMANCE:

Program completion is determined by performance of the required clinical hours and clinical objectives for all clinical courses. The path of clinical progression provides the student with opportunities to progress at a rate consistent with his or her ability and knowledge.

INTEGRATION OF CLINICAL COMPETENCY EVALUATION INTO A PROGRAM

FORWARD:

A Clinical Competency Evaluation System is a standardized method of evaluating the performance of students.

IMPLEMENTATION:

The Program Director, in consultation with Clinical Instructors, and/or Clinical Preceptors will:

- Arrange and structure the clinical phase of training into meaningful units. Each unit will hereafter be referred to as a clinical education course.
- Integrate the clinical education courses with the didactic courses, thus integrating the cognitive, psychomotor, and affective domains.
- Specify the subject material (psychomotor) aspects of each clinical education course.
- Determine each evaluation procedure.
- Identify the standard of performance to demonstrate competency.
- Identify the remedial procedure for failure.
- Identify the required examinations preceding competency evaluation.
- Establish the administrative procedure for recording evaluation results.
- Conduct appropriate training for measuring competencies.

The clinical competency evaluation system has been developed utilizing the elements of current educational theory. A structured evaluation tool has been designed for evaluation of students during clinical performance. The instrument is essentially objective and assists in reduction of evaluation bias by providing a degree of consistency in grade determination.

STRUCTURE OF CLINICAL EDUCATION:

Clinical education courses are prevalent throughout the entire Sonography Program. Each course contains specific objectives and competency requirements. The structure of clinical education reflects a progression of required competencies.

Area & Activity:

LABORATORY—Demonstration and practice

CLINICAL PARTICIPATION – Clinical participation consists of the observation, assistance, and performance in the clinical environment. The student refines and expands performance and is evaluated by a required number of clinical competencies using the Clinical Competency Grade Sheet.

CLINICAL COMPETENCIES – Evaluation of the student's ability to demonstrate proficiency in: technical scanning ability, evaluation of anatomy and pathology, and interaction with patient and staff. Clinical competencies will only be evaluated by sonographers who have the specific credential for that specific exam. Students will always perform in the area with direct supervision.

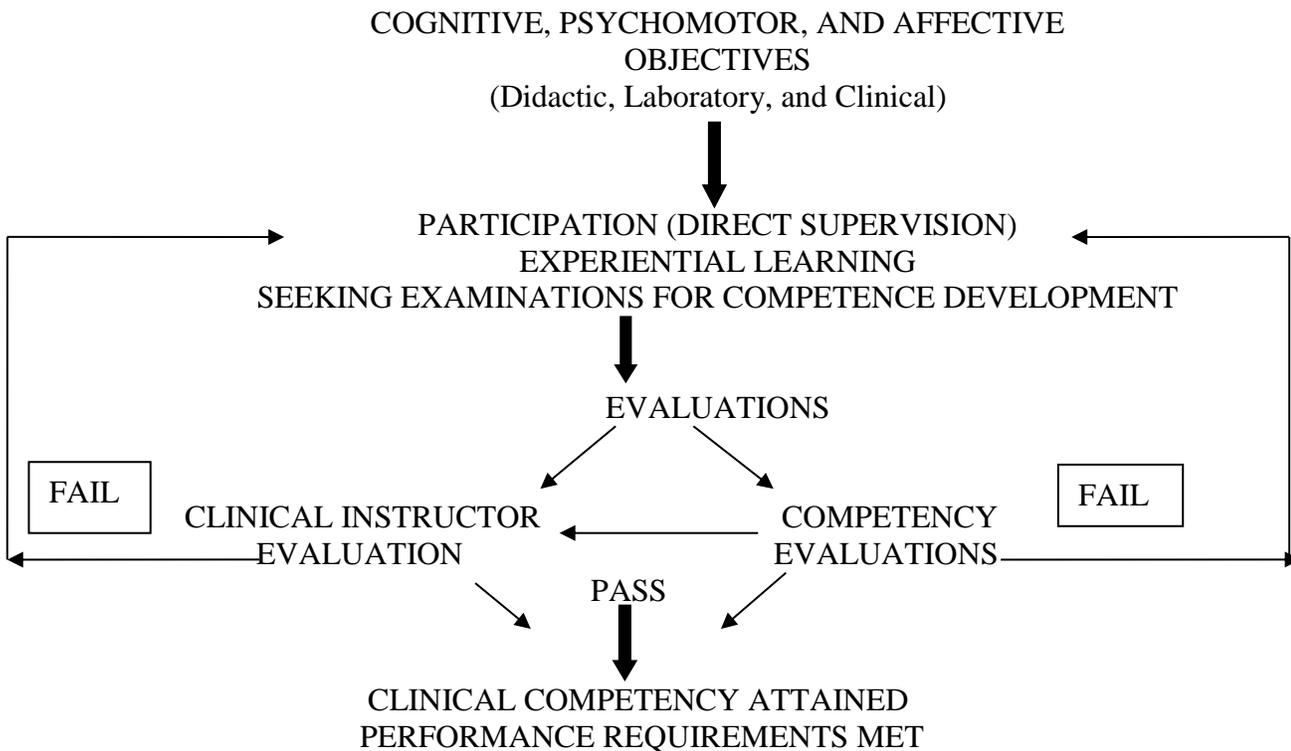
Direct Supervision – The parameters of direct supervision include:

1. The facility's staff sonographer or clinical instructor reviews the procedure in relation to the student's achievement.

2. The facility's staff sonographer or clinical instructor evaluates the condition of the patient in relation to the student's knowledge.
3. The facility's staff sonographer or clinical instructor is present during the conduct of the examination.
4. The facility's staff sonographer reviews and approves the sonograms.

CLINICAL INSTRUCTOR EVALUATION – Accomplished by the Clinical Instructor to evaluate cognitive, psychomotor, and affective domain objectives. Clinical Preceptors and staff also assist in the process by providing evaluation of each student to the Clinical Instructor.

Figure 1:



REFERENCES

The Diagnostic Medical Sonography Program utilizes the state of Texas and nationally published course manuals, standards, and outcomes in the development of sonography courses in the curricula. These resources are listed below.

Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography including the National Education Curriculum (<http://www.caahep.org>, <https://www.jrcdms.org/nec.htm>)

Joint Review Committee on Education in Diagnostic Medical Sonography (<http://www.jrcdms.org>)

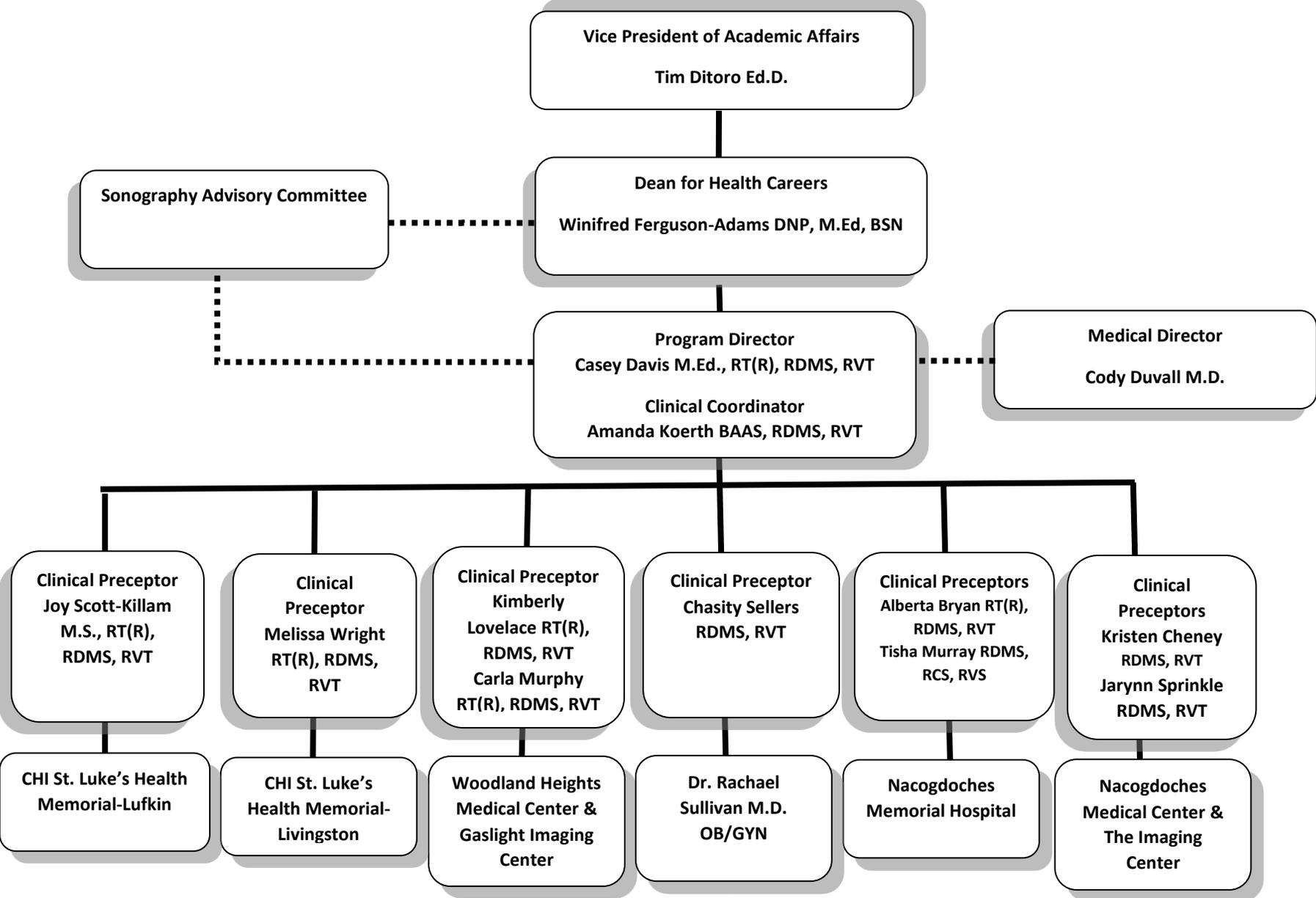
American Registry for Diagnostic Medical Sonography (exam content outlines)
(<http://www.ardms.org>)

Society of Diagnostic Medical Sonography (Code of Ethics, Scope of Practice, and Clinical Practice Standards) (<http://www.sdms.org>)

American Institute of Ultrasound Medicine
(<http://www.aium.org>)

Texas Higher Education Coordinating Board Workforce Education Manual
(<http://www.thecb.state.tx.us/apps/WorkforceEd/wecm/>)

**Programmatic Organizational Chart
Angelina College
Sonography Program**



Angelina College
School of Health Careers
STUDENT AND FACULTY AGREEMENT

The School of Health Careers at Angelina College works diligently to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester. **To inform yourself of all policies, Angelina College and the Health Careers Division expects you to read the college catalogue, college handbook and program handbook.**

You should expect the following from the instructor:

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

- Be in class 100% of the time. If you are absent or late more than 15% of the course, you may be dropped from the class. (Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
 - o While the instructor is lecturing, there should be no talking to other students
 - o Leaving the classroom during class is not acceptable
 - o You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
 - o Working on other class work during class lecture or discussion time is not acceptable.
- Children are not allowed in class.
- Phones or beepers must be turned off during class, if the phone is used during class, the student will be asked to leave the classroom to see the director of health careers. No phones are to be brought to class on test days.
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- Bringing food or drink into classroom is not allowed unless prior approval for class events is obtained.
- Bringing weapons to class is not permitted.
- Sleeping and dozing in class is not permitted.
- Using derogatory or vulgar language is not permitted.
- Purchase required textbook and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on grades often and discuss concerns early. Do not wait until the last week of semester.
- Seek the assistance of available tutoring services.
- Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If the problem is not resolved, please contact the Program Director, Mrs. Casey Davis, whose telephone number is 936-633-5268.

Faculty Signature/Date: _____ Student Signature/Date: _____

HANDBOOK SIGNATURE PAGE

I hereby affirm that I have received, read and agree to abide by all policies and procedures of the Angelina College Diagnostic Medical Sonography Program as contained in the Student Handbook.

Student Name (Printed)

Student Signature

Date