

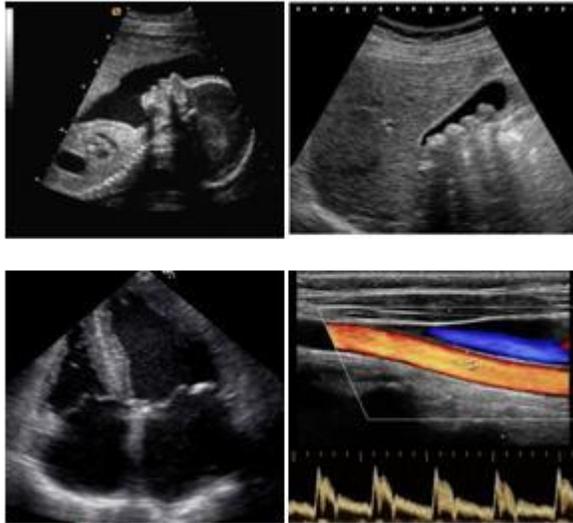


IVY TECH
COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES
DIAGNOSTIC MEDICAL SONOGRAPHY
Adult Echocardiography

2018-2019

STUDENT HANDBOOK AND POLICY MANUAL



REVISED 06/2018

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SECTION I
COLLEGE AND PROGRAM GENERAL INFORMATION

CERTIFICATION/LICENSURE TRAINING DISCLAIMER:

Ivy Tech Community College (Region 7, Terre Haute) cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Every effort will be made to keep students informed of all changes in the program. Courses, programs, curricula, and/or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.

INTRODUCTION

Welcome to the Ivy Tech Community College, Terre Haute Diagnostic Medical Sonography Program. This handbook is to inform and guide you through the requirements and policies to which you must adhere as you progress through the program. This program is designed to provide you with the knowledge and experience necessary to pursue a career in Diagnostic Medical Sonography. Ivy Tech Community College graduates of this program also receive an Associate of Applied Science (AAS) degree.

The primary objective of this student handbook is to provide sonography students with a manual for the DMSI Program. All students at Ivy Tech Community College are subject to the rules and regulations in the current college catalog, the Student Code of Conduct, and the College Policy and Procedure Manual. In addition to these rules and regulations, there are policies, procedures, and guidelines that are specific to DMSI students.

This handbook deals specifically with the policies and procedures for the Diagnostic Medical Sonography Program and serves to assist sonography students toward successful completion of their course of study. Each student has the responsibility to read thoroughly and review this handbook regularly and to be knowledgeable of its contents.

ACCREDITATION STATUS

The Diagnostic Medical Sonography program at Ivy Tech Community College, Region Seven, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) in general, vascular and cardiac concentrations.

DIAGNOSTIC MEDICAL SONOGRAPHY MISSION STATEMENT

The mission of the Diagnostic Medical Sonography Concentration at Ivy Tech Community College Wabash Valley Region is to provide a competency based educational experience that reflects the accepted standards of the profession and provides students with the knowledge, skills, and attitudes necessary to succeed as sonographers.

PROGRAM GOALS

With faith in the faculty, clinical instructors and the Advisory Committee, we set forth the following goals for the Program:

- "To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and/or
- "To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."
- To provide graduates who possess a lifelong desire of education that can fulfill the needs of the care community in an ethical manner.
- Provide an educational program which accepts students using procedures and practices that provide equal admission and educational opportunities without regard to race, ethnic background, creed, sex, sexual orientation, age, disabling conditions, or natural origin and represent non-discriminatory practices in all actions.
- Provide students with curriculum, including contemporary educational methodology and technology that prepares them for entry-level employment as diagnostic medical sonographers.
- To help students communicate effectively by developing both expressive and receptive language skills to an appropriate level of competency for the profession.
- Prepare the student with the education needed to pass certification examinations.

PROGRAM OUTCOMES

1. Students are able to competently perform routine procedures.
2. Students demonstrate knowledge and skills of patient care.
3. Students demonstrate diagnostic sonography safety to self, patients and others.
4. Graduates indicate an overall satisfaction with the program.
5. Graduates will have the knowledge needed to pass certification examinations.
6. Graduates obtain employment within 6 months.
7. Students apply knowledge of anatomy, physiology, positioning, to acutely identify structures on ultrasound images and other imaging modalities.
8. The students will demonstrate how to perform non-routine to accommodate the patient condition and other variables.
9. Students will demonstrate critical thinking skills in critical situations and surgery.
10. Students will demonstrate effective written communication skills.
11. Student will demonstrate effective verbal and nonverbal communication skills with all patients.

PROGRAM EFFECTIVENESS

Graduating Class	Attrition	Job Placement	SPI	Credentials Earned
2013-Vascular	7%	86%	100%	RVT or RVS - 86%
2014- General	0%	100%	80%	7/8 Abdominal – 88% 8/8 OB/GYN- 100%
2015- Vascular	7%	79%	100%	RVT or RVS - 86%
2016- General	15%	91%	91%	7/7 Abdominal – 100% 10/10 OB/GYN – 100%
2016- Adult Echocardiography	7%	85%	100% 10/10	12/12 RDSCS or RCS – 100%
2017- Vascular	23%	100%	100% 6/6	7/7 SPI & RVT or RVS

COLLEGE MISSION, VISION AND GOALS

Mission Statement

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

Vision Statement

Changing Lives
Making Indiana Great

Our Core Values

We value, respect and promote:

Student-centered:

- Our students' right to reach their potential
- Our students' capability to achieve their educational/personal goals
- The diverse life experiences of each student
- Behavior that will enhance the dignity and worth of all students
- Student need for lifelong learning skills
- Student contributions to the learning community
- Students as individuals

Faculty and staff-focused:

- The individual and collective contributions of all faculty and staff
- The diverse life experiences of each employee
- The importance of investing in personal and professional development of all employees

- Openness, honesty and integrity in all employee interactions
- A culture of leadership development
- Employees as our greatest asset

Diversity:

- Diversity of thought and opinion
- The uniqueness of all of our students and employees
- Cultural experiences of all students and employees
- An inclusive climate that recognizes and supports a diverse learning and work environment
- Curricular and co-curricular experiences that enrich student learning
- Equal rights and opportunities for all

Integrity:

- Honest and forthright communications with all constituencies
- Ethical conduct
- Full and direct disclosure in all print and electronic materials
- Ethical business practices with all partners
- Accountable and responsible stewardship of all College resources
- Confidentiality as required by law and professional standards
- Fair and consistent treatment of all students and employees

Community Engagement:

- Being a responsible corporate citizen
- A strong spirit of volunteerism among students and employees
- Collaborative partnerships
- Campuses that are catalysts for service to the community
- Active engagement and leadership in the community

Innovation:

- The creation and application of knowledge
- Keeping an open mind to new ideas
- A spirit of entrepreneurialism
- Responsible risk-taking
- The recognition and celebration of innovative initiatives
- Continuous improvement
- A climate conducive to sharing successes and failures

Excellence:

- High academic expectations
- A teaching and learning environment that allows students and faculty to achieve their full potential
- Development of our students as confident, capable people contributing to family, workplace and society
- High-quality programs and services
- Holding ourselves and each other accountable for fulfilling our mission and achieving our vision

SCHOOL ACCREDITATION

Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312)-263-0456). The college has also earned other regional accreditations.

INSTRUCTION AND ADMINISTRATIVE PERSONNEL

Ivy Tech Community College	812-299-1121 800-377-4882
School of Health Sciences Office	812-298-2239
School of Health Sciences FAX	812-298-2392

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Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

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

OBJECTIVES

To create and encourage an environment where professional and ethical issues are discussed and addressed.

1. To help the individual diagnostic medical sonographer identify ethical issues.
2. 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); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- 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.

CONFLICTS OF INTEREST

We realize that at Ivy Tech Community College our student are all adults. We will treat you as such and in return, we expect you to behave as such. In addition, we expect you to exhibit professional attitudes that avoid conflicts of interest. However, the students' performance must be accurately evaluated in an unbiased manner.

Any student who in the opinion of program officials, establishes a conspicuous relationship with any technologist or any other medical professional at a clinical site that could possibly have an effect on their achievement of competency when performing examinations as a student technologist, will be removed from that clinical site and placed in another clinical site. The student's clinical abilities and clinical competencies must be fairly and accurately evaluated. This may be done at the discretion of program officials.

DIAGNOSTIC MEDICAL SONOGRAPHY STUDENTS RIGHTS

During your attendance in the Diagnostic Medical Sonography Program you have the following rights:

1. Ask for help or time of faculty and program officials.
2. Make requests that are sanctioned by the rules outlined in this handbook.
3. Ask questions at any time.
4. Refuse requests for personal information.
5. Submit your feedback on issues including disappointments, frustrations, etc.
6. Ask for fair evaluations.
7. Be treated with respect.
8. Negotiate differences and conflicts.
9. Make mistakes and take responsibility for them.

For complete and detailed information regarding student rights, expectations, College policy, and the judicial process, a copy of the Code of Student Rights and Responsibilities may be obtained from the College's website (www.ivytech.edu); via the College's student portal, on My Ivy or from the Office of the Vice Chancellor of Student Affairs.

PROFESSIONAL BEHAVIORS

Below are behaviors that are expected of students at Ivy Tech Community College:

1. Be prepared; read assignments ahead of time.
2. Ask questions when unsure; participate in class & clinical discussions.
3. Show initiative; seek independence when appropriate.
4. Dress according to the dress code. Wear professional attire when guests are present, when on a field trip, or when giving class presentations.
5. Use reference materials to enhance learning. Take advantage of learning opportunities and activities.
6. Handle personal & professional frustrations appropriately. Seek assistance when needed.
7. Maintain confidentiality of others at all times.
8. Use active listening with others while responding to the needs of patients, peers, and faculty.
9. Use time wisely and effectively.
10. Demonstrate self-confidence.
11. Be tactful and constructive when giving or receiving criticism.
12. Be flexible; effectively adjust to change; adjust priorities.
13. Be dependable, others will be counting on you.
14. Have a sense of humor. Laughing is good medicine!

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age, or veteran status. The College also provides opportunities to students on the same non-discriminatory basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or the Vice Chancellor of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

AMERICAN DISABILITIES ACT STATEMENT

Ivy Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

FELONY OR OTHER CONVICTIONS

Students accepted to this program must have a criminal background check completed before starting clinical rotations. See policy for specific information. Credentialing bodies will not allow individuals with certain misdemeanors or felonies to take the registry examinations. Some exceptions are made, depending on the nature of the misdemeanor/felony. A review of eligibility can be completed in advance to determine if an individual will be eligible to sit for examinations by the credentialing body. Individuals who have been convicted should contact the credentialing agency to determine if he/she is eligible.

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment. Clearance by the credentialing body for board eligibility does not guarantee the clearance by the clinical site to participate in the clinical setting.

If there is a positive finding on either the background or drug screen, the clinical sites will have the determination of clinical participation. The degree cannot be awarded without clinical assignment completion regardless of the credentialing body decision.

Throughout your time in the program it is also your responsibility to self-report any occurrences or infractions that may appear on your record after the initial background check. You will not be allowed to return to clinicals until the matter has been cleared by the clinical site.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

American Registry of Radiologic Technologists at 651-687-0048
American Registry of Diagnostic Medical Sonographers at 800-541-9754
Cardiovascular Credentialing International at 800-326-0268

RECRUITMENT

The program's course offerings are published in the Ivy Tech Community College Course Catalog, the Internet web site, Program sheets, and the Application and Information packets. Packets are available on line at ivytech.edu/imaging-sciences/index.html, by phone, written request, or it can be picked up in person at any campus in Region 7.

ADMISSIONS

COLLEGE:

For complete information on how to enroll in an Ivy Tech Community College at a campus near you, go to ivytech.edu/apply-now/. After you've submitted a complete application, you will receive information in the mail within 7-10 business days. Upon receiving your acceptance letter, please begin working on your next steps. You will be encouraged to meet with an Academic Advisor, attend a new student orientation, and complete financial aid forms.

SONOGRAPHY PROGRAM

1. Send the "Application for the Diagnostic Medical Sonography Program to the Program Office (Terre Haute campus) by the deadline date stated in the application packet.
2. Submit an Ivy Tech Community College transcript and any other transcripts to the Diagnostic Medical Sonography Program at the Terre Haute campus with the application.
3. If you have previous college courses from other colleges/universities make sure they have been officially approved as transfers by the registrar's office at Ivy Tech Community College. You can view accepted transfers from other Indiana colleges and universities at www.transferin.net.
4. Successfully complete the following four (4) prerequisite courses by the end of the fall semester. These are the courses that will be awarded points for grades.
 - APHY 101 – Anatomy and Physiology I
 - ENGL 111 – English Composition
 - HLHS 101 – Medical Terminology
 - MATH 136 – College Algebra

If course has been repeated, we will take the highest score of the first two attempts. The policy states "When the student has taken a prerequisite course more than once, points will be determined using the highest grade for the initial (first) two course attempts appearing on both Ivy Tech and other college transcripts. Grades for courses over 3 years old may be excluded from consideration with the applicant's written request included in the application packet. Excluding those grades from the admission point system does not affect calculation of the student's grade point average (GPA)."

5. Successfully complete all of the other prerequisites by June 1st of the following spring semester. The grades for these courses are not used in calculations for student selection but must be completed before the beginning of the program. These courses are the following:
 - IVYT 112– First Year Seminar
 - PSYC 101 or SOCI 111 – Either Psychology or Sociology
 - COMM 101 or COMM 102 – Either Speech or Interpersonal Communication
 - APHY 102 – Anatomy and Physiology II
 - RADT 117 – Radiation Physics and Equipment Operation

Failure to complete the prerequisites would mean that the student would forfeit his or her spot and the next student with the highest points will be offered admittance into the program.

6. Take the USA, Ultrasound Student Assessment test, and submit results by the application date. The USA exam can be taken at the Terre Haute and Sellersburg Ivy Tech Community College's campuses' Assessment centers. The testing centers will have scheduled times for the test

- This is an examination of inherent skills that are essential for the sonography profession. There is no studying required.
- The test will evaluate hand-eye coordination, logic, reasoning, persistence, visual and spatial resolution, judgement, and graph interpretation.
- This is a one-time per application cycle examination.
- The student must pay the approved testing fee each time.
- The “Combined Score” will be used to calculate points for the application using the conversion chart at the end of this application packet. You will need to contact Jennafer Grasfeder or LouAnn Wisbey for a copy of your scores. These are required as part of your application.

SELECTION PROCESS

Selection is based on points. To see how points are awarded, we have provided an example of the Evaluation Grid at the end of this packet. Points are given for Anatomy and Physiology (APHY 101), the math course (MATH 136), English Composition (ENGL 111), and Medical Terminology (HLHS 101). The maximum points for this section are 21. The USA test is given points correlated to the combined score. The maximum points for the USA exam are 10.

Once admitted into the program, you will be notified by mail. New DMSI students will be required to do the following:

- DMSI students will be required to attend an orientation meeting, usually held in June.
- DMSI students will be required to have a Criminal Background Check and Drug Test through Certified Background. Detailed information will be sent to the students that have been selected into the program.
- Students will also be required to have a proof of inoculations, including a recent TB test, and physical from their physician.
- New students will be required to be CPR (Healthcare Provider) certified before the Program begins.
- New students begin each fall semester and continue through the program for 17 months (4 semesters). This includes the summer semester.

TRANSFER STUDENTS

Any student wishing to transfer into the College must apply for college admission. Ivy Tech accepts courses with grades of C- or better from regionally accredited colleges regardless of the age of the course. Program courses must also come from a CAAHEP accredited program. There are some exceptions in the case of very specialized computer and technology classes, which are reviewed on a case-by-case basis. Transfer credits will be evaluated and transfer of credits will occur through college policy.

Such transfer shall be subject to the availability of an appropriate clinical placement and student admission policies. Course syllabi, health records, competencies, and transcripts must be reviewed before student can be allowed to transfer. Students may be asked to show competency in courses or asked to repeat a course that the student has already completed if the student has been out of a program for more than one semester before being allowed to transfer. All previous competencies completed from the transfer program will be repeated at Ivy Tech’s program.

REFUNDS & DROP DATES

From the end of the second week to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course by filing a change of enrollment form at the Registrar’s Office. Records of students withdrawing from courses indicate a “W” status rather than a grade when the withdrawal process is completed. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the Financial Aid office or an academic advisor before withdrawal from a course or courses.

STUDENT SERVICES

Students can locate other opportunities offered by Student Services in the College Catalog which can be located under the Student Services tab after logging-on to MyIvy or stop by the Student Services office located on your campus

NON-TRADITIONAL PROGRAM COMPLETION

Completion of the Program depends upon the completion of all program requirements. Any student needing extra time to complete the program will be considered on a case-by-case basis.

WITHDRAWAL

A student who is considering withdrawal from the program should have an exit interview with the Program Director and complete a withdrawal form. A student in good academic standing may request withdrawal due to surgery, pregnancy, accident, severe illness, etc. Students may be asked to withdraw due to violations of the program's policies.

READMISSION

Any student who withdraws or is suspended from the program for any reason may be readmitted into the Program. For the safety of the patients at the clinical sites, re-entry into the Program will depend on student competency, the number of clinical spots available, program sequencing, and the quality of assigned remedial requirements. Students may be asked to retake a course if the student has been out of the program for one year.

1. This applies to any student who fails or withdraws from a select-admit or limited enrollment cohort.
2. The student should set up an appointment with program chair to discuss options/plan for becoming part of a new cohort.
3. After the appointment, the student will need to a written request to the program chair directly (email is fine) stating the term that they wish to join a new cohort based on the plan selected.
4. The student is then responsible for contacting the program chair at least 8 weeks prior to the term in which they wish to enroll.
5. The student will be responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol testing, physical/immunization requirements and any other changes implemented during the student's absence from a cohort and resolution of any holds).
6. The readmission will also depend on the availability of sites for clinical placement.

PROGRAM PROGRESSION

The Diagnostic Medical Sonography Program is sequential in its structure. In order for the students to remain competent in the clinical setting, they must complete most courses each semester before moving on to the next semester. Therefore, students are allowed to repeat a course only once, for a total of two attempts. Because classes are prerequisites and/or co-requisites of each other, a student that fails a class must sit out of the program for one year or until that class is offered again the following year. This means that the student is not able to progress in the program until the class is repeated.

One of the goals of this program is to provide educational experiences designed to prepare students as an entry-level sonographer who is competent to perform procedures while demonstrating quality patient care. Students that fail a course more than once would not meet this goal. The failure of a second program course will result in suspension from the program. The failure of the same course twice will deny the student the right to continue in the program and the student will be counseled.

All Ivy Tech Community College policies concerning incomplete grades and academic probation will be followed.

GRADUATION REQUIREMENTS

To earn an Associate of Applied Science degree in Diagnostic Medical Sonography, the student must:

1. Earn a minimum of the required 67 credits.
2. Complete all of the courses in the curriculum with a grade of “D” or above.
3. Complete the approved curriculum.
4. Complete the required clinical competencies.
5. Meet the attendance requirements.
6. Satisfy all financial obligations to the college.
7. Complete an application for graduation.

STUDENT REPRESENTATION

Each class is asked to elect a spokesperson for that class to represent the class as a whole. This person will represent the class at Student Government Association and other school or professional functions as well as the program advisory board.

PROFESSIONAL ORGANIZATIONS

1. American Registry of Diagnostic Medical Sonographers www.ardms.org
2. American Society of Diagnostic Medical Sonographers www.sdms.org
3. American Registry of Radiologic Technologists www.arrt.org
4. The American Society of Echocardiography www.asecho.org
5. The Society for Vascular Ultrasound www.svunet.org

PROFESSIONAL DEVELOPMENT

Diagnostic Medical Sonography students are required to obtain 6 hours of Professional Development during their enrollment in the Program. Completion of these hours must be fulfilled by the end of the 4th semester. Students can acquire Professional Development in the following ways:

1. Attending health care conferences
2. Help in maintaining the sonography lab
3. Participation at career fairs
4. Participation at local school functions or community events
5. Community service that is representative of a healthcare function
6. Any other educational function with approval from program director

Participation in church or religious activities may be applied if it meets the needs of the whole community and not be of a religious nature. Failure to complete professional development will affect the grade in DMSI 295 – General Exam Review.

TUITION

In-State Tuition is presently \$137.85 per credit hour. The Diagnostic Medical Sonography Program is 67 credits total so tuition would approximately be \$9235.95

Please see www.ivytech.edu/tuition for the most current tuition information.

ADDITIONAL FEES

Students are charged fees in addition to tuition, for certain classes, to help offset expenses, which are unique for that particular class. These fees help cover the cost for supplies, and liability insurance for students.

Other Estimated Costs:

- Books: costs vary by course. The average cost is about \$1200 (covers all books for all of the semesters)
- Technology Fee is \$75.00 per semester
- Consumable Fees \$300.00; this includes supplies for certain courses like lab supplies.
- Uniforms and Shoes: Would include two sets of scrubs, lab coats and shoes (scrubs and lab coats must have the Ivy Tech logo and must be purchased at the Follett 7th Edition bookstore). Cost will vary.
- Physical, Immunizations, and Healthcare Provider CPR. Cost will vary.
- Boards: Average- \$250.00 each
- Criminal Background Check and Drug Screening: \$111.00 initially, \$76.00 for recheck only before starting second fall term.
- Travel: Gas. Clinical site location will vary and most students will incur travel cost.

ALL ITEMS AND COST ARE ESTIMATES AND ARE SUBJECT TO CHANGE.

WEATHER CLOSINGS

Students are not expected to attend clinical or didactic classes if the college closes for bad weather. Students can be notified of school closings via cell phones through MYIVY. See policy regarding closures. You may and are advised to sign up for [Ivy Tech Alert](#).

If weather is severe we want you to be the first to know when a college cancellation or emergency is in effect. Just go to www.ivytech.edu/alert

NAME, ADDRESS, OR PHONE NUMBER CHANGE

It is the student's responsibility to notify the college of any change of name, address, or phone number. This information needs to be submitted to Student Services and to the Diagnostic Medical Sonography Program office so that there is no delay in receiving grades and other important information. Changes can be made either through Student Services or on-line on MyIvy. All school records must bear the student's legal name.

REMEDICATION

Candidates for primary certification who fail generally require extensive additional study if they desire to pass.

Remediation options are:

1. Independent Study. The individual studies the content areas for examination on his or her own. A minimum of 40 hours is advised.
2. Study with a certified technologist. The individual studies the content areas for examination with a technologist certified in the examination category. A minimum of 20 hours is advised.
3. Study with an Educator from an Accredited Educational Program. The individual studies the content areas for examination with a program director or other educator from an approved Diagnostic Medical Sonography program. A minimum of 10 hours is advised.

CHILD CARE

Dependable childcare arrangements should be made prior to beginning the program. A back-up caregiver should also be considered. *Children are not permitted in labs/classrooms or at a clinical site while in a student role. Children cannot be left unattended on Ivy Tech property or on clinical site property while in a student role.*

SEXUAL HARASSMENT

Issues of sexual harassment that occur in the clinical site shall be dealt with and reported according to policies of that clinical site and the College. Such issues should be brought to the attention of program officials first so that proper documentation may be obtained.

Issues of sexual harassment that occur on the College campus may be addressed according to the College's Harassment Policy¹. Issues of sexual harassment at the Clinical site must be reported to Program officials.

PROHIBITION AGAINST ALCOHOL AND DRUG ABUSE

Ivy Tech Community College of Indiana, through its policies and programs is dedicated to providing an atmosphere that encourages the reinforcement of the positive, drug free elements in life; respect for laws and rules prohibiting illegal drugs; an understanding of the effects of drugs, including alcohol, on personal health and safety; and the value of sound personal health and safety.

The use of certain products is known to be detrimental to physical and psychological wellbeing. Substance abuse is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, heart problems, and even death. It is the student's responsibility to know whether any drugs she/he is taking are illegal. It is not the responsibility of the College to prepare a list of illegal drugs.

In addition to the College sanctions, Indiana and Federal laws provide fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substances involved the offender's past record for such offenses, and a variety of other factors.

The College prohibits the possession of illegal drugs on campus or at any college related activities. Violation of these policies may lead to disciplinary probation, suspension, or expulsion.

The College conducts a biennial review of the effectiveness of its programs to reduce alcohol and drug abuse. A copy of the review can be viewed in the Office of Student Affairs.

¹ See the Ivy Tech Community College Course Catalog or Student Handbook for the complete Policy and Complaint Procedure against Harassment.

SECTION II
CLINICAL AND DIDACTIC EDUCATION

CLINICAL EDUCATION

Clinical education for the Sonography student is the application of the theories learned in the didactic area and laboratory setting and then applied in a patient based setting. The Program Director with the assistance of the Clinical Coordinator, assigns students in their clinical rotation. The Clinical Instructor schedules assignments for the students. Sonography students work closely with doctors and all other health care professionals to provide quality patient care. The following is information about clinical requirements and policies.

PROFESSIONAL CONDUCT

Professional conduct is expected and required at all times in the clinical setting.

THE STUDENT:

You are now entering the most important period in your sonography training. You are expected to conduct yourself as a mature, responsible individual. There is NO room for unethical or childlike behavior.

THE PATIENT:

The patient's condition and/or diagnosis is CONFIDENTIAL, and a student must not relay information pertaining to a patient's condition or diagnosis to anyone without specific permission of the patient's doctor or radiologist/cardiologist. Failure to comply with rules of confidentiality may subject the student to litigation and/or release from the program.

THE PHYSICIAN:

The student will show due respect to all house and visiting physicians, and give quick and accurate service to the physician.

The Radiologist/Cardiologist has been specifically trained in diagnostic imaging. He/she is the person that you will be working for or with during and after training therefore, professional courtesy and respect is required.

THE CLINICAL INSTRUCTORS AT THE CLINICAL SITE:

You, the student, will spend much time under the direct or indirect control of the Clinical Instructor at the clinical site. This position is a responsibility on top of his/her normal duties and requirements. Demonstrate to the Clinical Instructor the courtesy and respect he/she is deserving of for the position.

THE TECHNOLOGIST:

The student will show due respect and be helpful in aiding and assisting the technologist when necessary. The staff technologist will be your primary resource during your clinical training.

PHYSICAL REQUIREMENTS FOR CLINICAL

See the Physical Examination and Immunity Documentation Form and Visual Certification Form at the end of this handbook and policy manual.

ESSENTIAL FUNCTIONS

The minimum standards for the cardiac sonographer can be found at:

<http://www.asecho.org/wordpress/wp-content/uploads/2013/05/Minimum-Standards-for-the-Cardiac-Sonographer.pdf>

Essential functions describe the tasks, skills, abilities, work activities, work context and work styles that are required for to work as a Diagnostic Medical Sonographer. The student is required to meet all objectives related to the coursework and clinical experiences and during this progressive program; didactically and clinically, physical, emotional, cognitive and environmental demands will change and vary. This list is a summary of the some of the essential functions needed for the profession, but is not meant to be all-inclusive.

More specific information can be found in the Dictionary of Occupational Title published by the United States Government or the O*Net website at:

<http://online.onetcenter.org>

<https://www.onetonline.org/link/summary/29-2032.00>

Throughout the educational program and later throughout their careers, sonographers must be able to perform these essential functions with or without reasonable accommodations. Additionally there are essential functions specific to the physical required for this program. Those are also listed below.

Tasks

- Provide sonogram and oral or written summary of technical findings to physician for use in medical diagnosis.
- Decide which images to include, looking for differences between healthy and pathological areas.
- Operate ultrasound equipment to produce and record images of the motion, shape, and composition of blood, organs, tissues, or bodily masses, such as fluid accumulations.
- Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
- Select appropriate equipment settings and adjust patient positions to obtain the best sites and angles.
- Prepare patient for exam by explaining procedure, transferring patient to ultrasound table, scrubbing skin and applying gel, and positioning patient properly.
- Observe and care for patients throughout examinations to ensure their safety and comfort.
- Obtain and record accurate patient history, including prior test results or information from physical examinations.
- Determine whether scope of exam should be extended, based on findings.
- Maintain records that include patient information, images and interpretations, files of correspondence, publications and regulations, or quality assurance records, such as pathology, biopsy, or post-operative reports.

Skills

- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Science — Using scientific rules and methods to solve problems.
- Time Management — Managing one's own time and the time of others.
- Coordination — Adjusting actions in relation to others' actions.
- Operation and Control — Controlling operations of equipment or systems.

Abilities

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the

problem, only recognizing there is a problem.

- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Work Activities

- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources. • Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Work Styles

- Attention to Detail — Job requires being careful about detail and thorough in completing work
- Integrity — Job requires being honest and ethical.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Knowledge

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests;

learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

***The information above was taken from the O*Net website on Diagnostic Medical Sonographers*

Below is a list of the essential functions required during the required physical examination performed by the physician of your choice.

GROSS MOTOR SKILLS: Examples include but are not limited to:

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., put away supplies)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

FINE MOTOR SKILLS: Examples include but are not limited to:

- Pick up objects with hands
- Grasp small objects with hands (e.g., syringe, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with hand (e.g., blood pressure cuff)

PHYSICAL ENDURANCE: Examples include but are not limited to:

- Stand (e.g., at client side during minor or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

PHYSICAL STRENGTH: Examples include but are not limited to:

- Push and pull 50 pounds (e.g., position clients)
- Support 50 pounds (e.g., ambulate client)
- Lift 50-100 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds
- Move heavy objects weighing from 25 to 100 pounds
- Defend self against combative client
- Use upper body strength (e.g., perform CPR, restrain a client)
- Squeeze with hands (e.g., operate fire extinguisher)

MOBILITY: Examples include but are not limited to:

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

HEARING: Examples include but are not limited to:

- Hear normal speaking level sounds (e.g., person-to-person interview)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms)

VISUAL: Examples include but are not limited to:

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., patient in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision

- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

TACTILE: Examples include but are not limited to:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

SMELL: Examples include but are not limited to:

- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

READING: Examples include but are not limited to:

- Read and understand written documents (e.g., policies, protocols)

ARITHMETIC COMPETENCE: Examples include but are not limited to:

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

CLINICAL AFFILIATES

Clinical Affiliates of the Diagnostic Medical Sonography Concentration will vary according to the concentration and campus or satellite location. **The usage of a site will depend on the concentration being offered and the availability of the site.** Not all sites accept students in all modalities. Clinical site locations are subject to change.

Clinical Travel Policy

The Ivy Tech Community College Imaging Sciences Program, Diagnostic Medical Sonography Concentration utilizes many clinical sites. Each student may be required to attend clinical at any of the sites and transportation to these sites is the student's responsibility. You may be placed at any one of these sites to complete clinical competency requirements for the program regardless of what gas prices maybe or how close the site is to your home. Clinical placement is based on many factors including but not limited to student educational needs, accreditation standards, facility offerings and clinical site requests. In saying this, you will be assigned to the facility that we deem necessary to your education. If you know of a facility not currently in our rotations, you have the right to request our seeking affiliation. We handle all of those matters and will inform you of the outcome. Clinical placement is only at the determination of the program personnel.

Students in the program must attend scheduled rotations and failure to adhere to this requirement could lead to clinical probation and/or suspension.

CLINICAL HOURS

First year clinicals are two 8 hour day clinicals plus an all-day seminar once a week. Summer clinicals are 24 hours a week plus an all-day seminar once a week. Second year clinicals are two 8 hour day clinical plus an all-day seminar once a week. The combination of clinicals and classroom **will not exceed 40 hours in a week.**

SONOGRAPHY CLINICAL HOURS

1ST YEAR*

First Rotation* (Fall) = 16 working hours per week = Semester total = 120 hours* (**NOT TO EXCEED 40 HOURS PER WEEK**)

(Includes a 8 week hands-on lab on-campus plus a clinical for the rest of the semester)

Second Rotation* (Spring) = 16 working hours per week = Semester total = 240 hours* (**NOT TO EXCEED 40 HOURS PER WEEK**)

Third Rotation *(Summer) = 24 working hours per week = Semester total = 240 hours* (**NOT TO EXCEED 40 HOURS PER WEEK**)

Fourth Rotation* (Fall) = 16 working hours per week = Semester total =240 hours* (**NOT TO EXCEED 40 HOURS PER WEEK**)

Total = 840 clock hours*

*Excluding holidays that fall on clinical days

ALTERING CLINICAL RECORDS

Any student who alters or falsifies clinical records shall be dismissed from the program by the appropriate procedures.

CLINICAL ATTENDANCE POLICY

To successfully complete clinical education, it is imperative that the students attend clinical.

A. Protocol:

1. Students are allowed to miss 2 days from clinical per semester without grade penalty. Student will do 5 case studies at clinical to compensate for each day missed. **TIME MUST BE MADE UP WITH PRIOR APPROVAL FROM THE PROGRAM CLINICAL COORDINATOR AND FACILITY CLINICAL INSTRUCTOR.** **Missing more than 2 days a semester will affect the clinical grade unless otherwise excused for listed reasons.**

2. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.

3. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. Lunch must be taken.

4. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.

5. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.

6. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program Clinical Coordinator.**

7. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).

8. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical coordinator with a written release without restrictions from his/her physician before returning to clinical.**

B. Bereavement Policy

If a student has the unfortunate experience of losing a member of his/her immediate family, arrangements to miss clinical for bereavement will need to be approved by the program clinical coordinator. This time will need to be made up.

- a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.
- b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty

For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served and any days missed must be made up.

D. Make-up Policy:

Make-up time will be approved by the Clinical Coordinator and the site clinical instructor PRIOR to making up the time. All make up time must be pre-approved by the program Clinical Coordinator and the Clinical Instructor at the clinical setting. Time missed will be made up in increments of 1,2,4 or 8 hours (with the addition of ½ hour lunch). **All make-up time must be made up within three weeks of the missed time, unless a medical or military slip is brought to us justifying the delay or the clinical site lists alternate acceptable times.** Any time missed in the last week of clinical will receive an “Incomplete” until that time is made up within the school policy guidelines for an Incomplete grade.

E. Vacations and Breaks:

While in the clinical setting, which begins in the fall semester of your first year, you have semester breaks and legal holidays that are recognized by the College. Students will observe those holidays recognized by the College. If the College is closed, students may not go to clinical. Vacations should not be scheduled during normal semester class and clinical times.

F. Attendance:

Students should arrive at the clinical site at or before the scheduled starting time. This should be 10 minutes before the scheduled time to allow for preparations and assignments.

At some time, you may be required to rotate through evenings and weekends at your clinical site. This will be assigned with enough advanced notice for your convenience.

During the course of your clinical and didactic education, you will not be scheduled for more than a total of forty hours per week, including scheduled classes.

A student will not leave the department without first notifying the technologist in charge.

If you become sick while on duty, notify the technologist in charge.

In the case of school closure, as stated in the Ivy Tech Community College Student Handbook, the student is not required to attend his/her clinical rotation that day. However, any time missed due to these circumstances, shall be made up at the discretion of the Program Director. Those attending a clinical rotation during the closing of a clinical site will be given credit for their attendance.

A professional meeting or related educational programs may be attended for clinical time on a one to one basis. One hour of the time will be given for each fifty minutes of educational time. It must be requested via email through the Clinical Coordinators.

We understand that there are circumstances in life that require the adjustment of schedules. We also expect you to treat your clinical time as a working interview and time that must be completed just as you would in a paid position. In saying this; when an adjustment needs to be made for make-up time, time off for other reasons or rearrangement of days, the Clinical Coordinator must be contacted first, and if the plan is cleared, then the site Clinical Instructor can be approached for approval of the plan. No plans should be approved by the student and the site first- before the Clinical Coordinator is consulted in the plan.

CLINICAL SITE LEAVE OF ABSENCE POLICY

1. A student returning to the clinical after being off for a medical reason may be required to present a doctor's release before returning.
2. If the doctor's release indicates restrictions that would prohibit the student from performing the normal functions of his/her clinical or essential functions of the profession, the student must meet with program personnel to determine eligibility to continue clinicals.

CLINICAL PUNCTUALITY

Students are expected to begin each clinical day on time according to protocols at the assigned clinical site. You should consider yourself to be held to the same standards as an employee. Punctuality is considered a top employment quality.

TELEPHONE POLICY – Clinical and Classroom

The telephones and computers located in the Imaging Department and the School of Health Sciences Offices are for professional and business use only.

Personal calls are to be limited to emergencies only.

Cell phone use is prohibited in the classroom and labs.

Cell phones in the clinical setting cannot be used during clinical time or in patient care areas. If you carry a cell phone, it must be of a type that will not make noise or vibrate. Use of a cell phone must be limited to emergencies only and not in patient care areas or work time. Attention to personal matters not related to clinical may result in declining student grades and potential dismissal from clinical. Breaks and lunches are the appropriate time for such use and use outside of this time will not be tolerated.

SONOGRAPHY STUDENT WORKING AS STAFF

Students in the Sonography program will not be substituted for regular staff even though they may be competent in certain aspects of sonography. Should a student be employed in any ultrasound facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities.

Additionally, should a student be employed by a facility where clinical rotation is normally conducted; they may not use any “employer time” to substitute for program clinical requirements. Clinical time cannot be paid time.

OUTSIDE JOBS

Outside employment is discouraged during the program due to program load. If a student must work, employment hours are scheduled around program hours. Class and clinical time will not be rearranged to suit the individual student's employment schedule.

LIABILITY INSURANCE

Liability insurance for clinical participation is secured through the school. The cost is included in the student's semester fees.

CPR POLICY

All students must maintain a current **Healthcare Provider CPR** card throughout the program.

DRESS CODE AND HYGIENE

The Ivy Tech Community College Imaging Sciences students will adhere to our dress code: Information will be provided in the orientation session.

1. All uniforms **MUST** be approved by program personnel.
2. White soft-soled shoes are required. They may be of the tennis shoe type, but no colors allowed.
3. School IDs will be displayed at all times.

While working in the hospital with other personnel and sick patients the student's personal hygiene is of the utmost importance.

- A. The student's hair should be moderate in length and clean. If hair reaches beyond the shoulders, it must be worn back for both the student and patient safety.
- B. Hair must be of natural color, no un-natural colors or dyes are acceptable in the clinical setting.
- C. Males wearing either a mustache or beard must keep them well groomed. Hospital policy should be followed in this regard.
- D. Excessive jewelry should not be worn. A wedding band or engagement ring may be worn.
- E. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical experience. Only **ONE** pair of stud style earrings permitted in the earlobes. **NO** other visible body piercings are permitted.
- F. Excessive use of perfume or cologne is not allowed.
- G. Use deodorant and bathe regularly.**
- H. Body art (tattoos) and body piercings that are visible to the patient may be considered offensive to them and must be completely covered.
- I. Finger nails should be trim and finger-tip length. Artificial nails, acrylic or gel are not allowed. Nail polish of any color is also not allowed.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

In order to participate at the clinical sites, **CRIMINAL BACKGROUND CHECKS** and **DRUG TESTING** must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliate or clinical site for the Diagnostic Medical Sonography program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them. As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”*** Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

Following the first background check, students **MUST** self-report any incidents that occur during their time in the program. If an occurrence is discovered upon the subsequent background checks, and it has not been self-reported; disciplinary action will be taken and may result in termination from the program.

DRUG AND ALCOHOL CONSUMPTION

Any student suspected of drug and/or alcohol use at school, lab, or in the clinical facility will be dismissed unless a lab test reveals no drug and/or alcohol in their blood or a reasonable medical explanation can be presented by a physician.

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. **These tests may be at the expense of the student.**

Should a clinical site determine that they believe there is necessity for additional drug/alcohol testing (other than internal routine random testing); **the testing will be done at the student's cost at a facility of the clinical site's choosing.**

***Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

*Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.****

CLINICAL PROPERTY

Clothing and items at the clinical site are property of the clinical institution. Under no circumstances should any material, clothing, equipment, books, or notes be removed from the clinical site. Clinical sites tend to be generous with time, knowledge and equipment; however, this does not give anyone permission to remove institution property from the site. If you are found to have removed site property, this is grounds for dismissal from the program.

PORTABLE EXAMINATIONS

Students are not allowed to do bedside or portable exams without a Sonographer immediately available. This means that a Sonographer must be in the room or adjacent to the room where the examination is taking place. Repeats of all unsatisfactory portable images necessitates that a sonographer be in the room with the student when the images are being taken.

DIRECT SUPERVISION

Direct supervision assures patient safety and proper educational practices. We define direct supervision as student supervision 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 physically present during the conduct of the procedure
- Reviews and approves the procedure and/or images.
- Students must be directly supervised until competency is achieved.
- Direct supervision includes a student scanning before or after a technologist.
- Students are not allowed to do bedside exams without direct supervision.

INDIRECT SUPERVISION

Indirect supervision promotes patient safety and proper educational practices. We define indirect supervision as that supervision provided by a qualified sonographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified sonographer adjacent to the room or location where a procedure is being performed. This may be done only after a student has achieved competency on the exam.

SUPERVISION FOR REPEATED EXAMS

The presence of a qualified sonographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified sonographer must be physically present during the conduct of a repeat image.

SOCIAL MEDIA

Social media can provide students with an opportunity to collaborate and communicate in various, and many times, beneficial and effective means. For program purposes, social media can be defined as the following, but not limited to: texting, blogs, emails, eLearn communications, and proprietary platforms such as Twitter, LinkedIn, Facebook, My Space, YouTube, Flickr, Vine, Tumblr, etc. Whether using personal computers, individually owned technologies, clinical sites' computers, or equipment of the college campus, the use of social media should not be used to discuss or display anything related to clinical experiences including any information about patients, technologists, physicians, or any other health care worker from any facilities. Students may create a class Facebook page as long as the above guidelines are followed. The name of Ivy Tech cannot be used in any titles or page/group names. Postings on these networks should not reflect negatively on the college, the clinical institution, or any individual; such comments will be subject to disciplinary procedures if necessary. Be respectful, be careful, be responsible, and be accountable.

SPECIAL ROTATIONS FOR EVENINGS AND WEEKEND CLINICAL ASSIGNMENTS

Rationale:

The purpose of the special rotations is to be exposed to the department flow at a time when things are handled in a non-routine manner. In the growth of the profession, often hours for departments are being extended. The opportunity for more trauma, portable, and possibly pediatric exams is much greater. Since a newly graduated student is subject to employment in such hours, it is to their advantage to have experienced these shifts. Students may be exposed to various cases and emergency procedures. This will serve to enhance their decision-making skills.

Students may be assigned to afternoon or evening shift during any clinical after Clinical I. The hours considered "evening shift" may vary from one clinical facility to another depending on department schedules and workloads. The schedule will be determined by the site clinical instructor and program coordinator and will be distributed in advance. Further special rotations must be requested by the student and approved by the Clinical Instructor, the Clinical Coordinator, and Program Director. Such requests will be limited to one student at a clinical site and the availability of an appropriate clinical experience.

OPERATING ROOM CLINICAL EDUCATION OBJECTIVES

Surgical exposure will enable the student to encounter the proper procedure and protocol in the operating room

1. Dress in the proper attire when entering the OR.
2. Practice proper sterile procedures when working in the OR.
3. Provide for patient safety throughout the exam.
4. Maintain the respect, dignity, and confidentiality of the patient at all times.
5. Complete all necessary paperwork for the exam.
6. Satisfactorily set-up the Ultrasound machine for different procedures.

COMPETENCY EVALUATIONS

All competency evaluations must be completed satisfactorily in order for the student to pass the clinical course. Any student who alters or falsifies clinical records and/or grades shall be dismissed from the program by the appropriate procedures, which includes a faculty review of the student's total performance. The proficiencies/competencies required for program completion follow JRCDS Guidelines. All competencies must be signed by a technologist registered in the area that the competency is being sought. A list of required competencies to graduate will be given to the student initially as well a list of semester competencies will be given each semester.

COMPETENCIES

The evaluations in this section will be used to evaluate the student's clinical performance as described in clinical course syllabi. This is an example of the categories used in the evaluation of the examination. The program uses an electronic program for attendance, evaluations, and examination logs. The clinical instructor, student and program personnel have access to the record.

Proficiencies/Competencies are evaluated by technologist who holds the credentials in the area the proficiency is being sought. The technologist will evaluate the exam based on the following areas. The student can earn scores in each area from 1-5 with the qualifiers listed below.

- 1- Unsatisfactory- Consistent inability to understand, obtain, demonstrate or perform the indicated function or skill
- 3- Needs Improvement- Inconsistent or below average performance or demonstration in the indicated function or skill
- 5-Satisfactory- Ability to understand, obtain, demonstrate or perform the indicated skill or function at an acceptable level

Patient Care and Preparation

- Properly prepares room and equipment prior to examination
- Properly identifies him or herself to the patient
- Proper verification of patient identification *** Failure to perform this step is automatic proficiency failure***
- Properly explains examination to patient
- Proper history taken and exam verification performed
- Proper patient accommodations, maintains patient modesty throughout exam
- Properly manages equipment and transducers with respect to the patient, bed and equipment wheels
- Properly completes paperwork according to department requirements
- Properly releases patient and cleans the room and equipment upon exam completion

Scanning Technique

- Properly orients transducer
- Properly identifies scanning windows for examination
- Properly adjusts scanning depth throughout examination
- Proper adjustment of focal zones throughout examination
- Properly demonstrates protocol and systematic organization in scanning
- Properly adjusts TGC and overall gain throughout examination
- Exam completed in a timely fashion
- Properly labels images
- Properly demonstrates safe ergonomic techniques
- Properly demonstrates safe scanning techniques according to ALARA principles

Knowledge and Demonstration of Anatomy

- Preliminary survey of area of interest
- Properly evaluates and demonstrates the longitudinal gallbladder, lateral through medial
- Properly demonstrates the transverse gallbladder fundus through neck
- Properly demonstrates the main lobar fissure in relation to the gallbladder
- Properly identifies and demonstrates the neck of the gallbladder
- Properly demonstrates the gallbladder in multiple patient positions
- Properly identifies and demonstrates the gallbladder wall
- Properly identifies and demonstrates gallbladder and biliary relations
- Properly identifies and demonstrates and measures CHD and CBD as distally as possible
- Properly identifies and demonstrates anatomic variants ie: Phrygian cap, folds, septations
- Adequate number of images acquired to accurately identify anatomy
- Ability to accurately measure appropriate anatomy such as gallbladder wall and CBD

Ability to identify surrounding relational anatomy: ie; IVC, hepatic, biliary, pancreas

Knowledge of Pathology

Demonstrated ability to properly identify abnormal findings and adjusted patient position to adequately demonstrate pathological mobility or lack of

Properly measured any present pathology

Demonstrated ability to evaluate areas related to the pathological process

Adequate number of images acquired to accurately define the condition

Demonstrated ability to adequately describe or document the condition, written or verbally

Ability to define critical pathology that requires immediate physician notification

AFFECTIVE DOMAIN

The Affective Domain is the evaluation of the student by the clinical site. These are submitted at midterm and the end of the semester and any time the clinical site feels it is necessary. The areas are evaluated on a scale of 1-10 with the qualifiers and areas of evaluation listed below.

Please refer to these qualifications when scoring evaluation:

10 – Consistently meets or exceeds expectations – Qualifiers – Always, Consistently

8– Meets expectations – Qualifiers - Most often, usually, commonly

6 – Meets expectations by half to two thirds- Qualifiers – Sometimes, commonly

4 – Needs substantial improvement- Qualifiers – Sometimes, rarely

2 – Severe issues identified/ does not meet the desired traits – Qualifiers- Rarely, never

Any score less than 6 in any category needs explanation

1. Initiative- Willing to perform procedures and duties independently, without being prompted. Enthusiastic about learning and willing to seek out answers and direction when needed.
2. Attitude- Demonstrates interest in assignments/ cases, receptive to suggestions or corrections and exercises self-control.
3. Communication and participation – Works well with others and accepts constructive criticism in a positive manner. Communicates effectively with patients and treats all patients, physicians, and co-workers in a professional, courteous manner.
4. Professionalism and ethics- Demonstrates logical thought processes in decision making. Displays integrity, loyalty, and appropriate professional judgment. Complies with the standards of HIPPA and the facility. Maintains composure in stressful situations.
5. Applicable judgment- Demonstrates critical thinking processes in patient management and throughout the exam process. Acquires the exam in the most logical, affective and reasonable manner. Follows practices that ensure exposures are as low as reasonably achievable (A.L.A.R.A.).
6. Patient care- Identifies the patient and him or herself to the patient prior to the exam. Treats patients with respect and establishes a good communication pathway with the patient. Demonstrates ability to gain the patient's confidence. Demonstrates responsiveness to patient needs and shows ability to adapt to and accommodate to the patient's condition.
7. Attendance and punctuality- The student's attendance is regular and arrival each day is in a prompt and timely manner.
8. Professional appearance - The student displays good grooming, cleanliness and appropriateness of dress and is in compliance with the dress code of the program and facility.
9. Organization of work- - Demonstrates the ability to use time constructively and productively. Effectively uses non-scanning time to further the learning process by case review, simulations and reading.
10. Scanning efficiency- Demonstrates the ability to scan efficiently with the respect to time and patient condition. Maintains proper ergonomic techniques while scanning.
11. Clinical application of skills- Performs clinical procedures with skill and professionalism while maintaining proper patient care. Records images and technologist impression reports accurately.

CLINICAL and DIDACTIC COURSE GRADING POLICY

Please note that this is not the typical grading scale. This scale is set according to department standards, based on registry

The grade scale for each course is

A = 100 – 94

B = 93 – 88

C = 87 – 84

D = 83 – 80

F = 79 and below

***The test grading method shall be at the discretion of the instructor and it will be uniform and used for everyone in class with no exceptions

DIDACTIC AND LAB ATTENDANCE AND INSTRUCTION POLICY

To participate in the program all students must have a home computer and internet access. There are tutorial sessions available on-line on the distance education page of the Ivy Tech Community College website.

Classroom attendance is expected. Laboratory attendance is mandatory. It is the student's responsibility to make up missed material. Students should contact instructors the day of an absence. Students should confer with instructors in advance if absences are anticipated.

As adults in a professional program we expect responsibility in the completion of work and in attendance. It is the student's responsibility to make-up missed work and to contact the instructor for instructions and assignments. Under no circumstances is it the instructor's responsibility to contact the student with missed assignments.

At minimum attendance is expected at the weekly **all-day program seminar** at the Terre Haute campus.

On occasion there may be additional didactic presentations and/or enrichment experiences for which you will be expected to attend. Notice will be given ahead of time.

During the first eight weeks of the first semester, there will be three to four days per week of lab attendance and assignments. After the first eight weeks, clinical assignments will be made attendance will be two to three days per week, depending on the semester. As part of the didactic material presented, additional lab times will be assigned throughout the duration of the program.

This is a full-time program and as such, students should plan to manage their time accordingly in order to meet or exceed program expectations and obligations. Part-time participation is not sufficient to achieve success in the program.

All students must follow all aspects of the program including the program sequence as published.

REQUIRED COURSES FOR GRADUATION

General Education Core

IVYT 101 First Year Seminar 1

OR

IVYT 120 First Year Seminar 3

APHY 101 Anatomy & Physiology I 3

APHY102 Anatomy & Physiology II 3

COMM 101 Speech

OR

COMM 102 Interpersonal Communication 3

ENGL 111 English Composition 3

MATH 136 College Algebra 3

PSYC 101 Introduction to Psychology 3

OR

SOCI 111 Introduction to Sociology 3

HLHS 101 Medical Terminology 3
RADT 117 Radiation Physics & Equipment Operation 3

Program Courses

DMSI 107 - Cardiac I & Lab I
DMSI 117 - Cardiac Clinical I
DMSI 111 - Orientation/Pt. Care/Cross Sect.
DMSI 101 – Ultrasound Physics I
DMSI 160 – Cardiac II and Lab II
DMSI 119 - Cardiac Clinical II
DMSI 190 – Hemodynamics and EKG
DMSI 201 – Ultrasound Physics II
DMSI 220 - Cardiac III and Lab III
DMSI 217 – Cardiac Clinical III
DMSI 219 – Cardiac Clinical IV
DMSI 295 – Sonography Exam Review

TEXTBOOKS

The recommended text for each course is included in the course syllabus. Books are available at the bookstore at the main campus.

ACADEMIC ADVISEMENT

Students may seek guidance from any of the Program faculty or the Program Director. If a student is experiencing academic difficulties, it is the right and the responsibility of the student to contact the instructor during the posted office hours of that instructor or by E-Mail. Students may view their grades at any time for all courses through IvyLearn. Students will be advised on their academic performance throughout the semester. Students in danger of failing will be advised on what is necessary to bring their grade average to passing. The Clinical Instructors complete clinical evaluations at the end of each semester. Students are always encouraged to consult an instructor, at any time, if concerned about their performance or grade in a particular course.

PLAGIARISM

A written description can be provided and the student is responsible to understand what plagiarism is and to not plagiarize on any assignments. (See My Ivy). It is the responsibility of the student to understand what plagiarism is and to refrain from it. Any plagiarism will result in failure on the assignment plagiarized and possible dismissal from the class. Cheating, plagiarism, and falsification of data will not be tolerated. Whether accidental or intentional, plagiarism is a very serious offense. You must handle all research carefully to be sure that whenever a source is quoted directly it is indicated in the text of your paper. Also, whenever a work from a source is summarized or paraphrased, a parenthetical citation must accompany that writing. As previously stated cheating and plagiarism will result in an “F” on the assignment and may result in the immediate dismissal from the class. Plagiarism is presenting someone else’s words or ideas as your own, whether in writing or speaking. You are plagiarizing if you:

1. Present ideas as your own without citing the source of the material.
2. Paraphrase without crediting the source of the material.
3. Use direct quotes with no quotation marks, footnotes, or textual citation of the source.
4. Submit a paper or assignment for which you have received so much help that the writing is different from your own.
5. Copy assignments previously submitted by another student.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

ACADEMIC PROBATION

A student who does not achieve a minimum of a 2.00 GPA after completing 15 or more quality credit hours will be placed on academic probation for the following term. The student will be allowed to enroll for the next term while on academic probation with the understanding that he/she must raise the minimum GPA by the end of that term.

ACADEMIC SUSPENSION

Failure to maintain the defined standards of progress of the College and failure to improve by the end of the first term on academic probation or upon well-documented violations of the Student Policy Handbook or Institutional Handbooks will lead to student suspension from the College.

A student does have the right and privilege to pursue the Student Grievance Procedure outlined in this manual and in the Ivy Tech Community College Student Handbook.

Any student dismissed for just cause will not be entitled to refunds.

ACADEMIC CALENDAR

Students can find the current college calendar with monthly details at www.cc.ivytech.edu.
<https://www.ivytech.edu/terrehaute/14344.html>

PROGRAMMATIC ACADEMIC DISMISSAL

An “F” as a final grade for any technical (DMSI) course results in academic termination from the program.

GROUND FOR DISMISSAL

Grounds for dismissal include the following actions and any other situation deemed injurious to the well-being of others:

1. Failing grades in sonography and or other courses
2. Insubordination
3. The conviction and or known use of, or possession of illegal drugs or controlled substances
4. Failure to accomplish clinical assignments and objectives
5. Cheating in related, program, or professional courses
6. Altering or falsifying clinical records
7. Fighting or other injurious actions
8. Theft
9. Not maintaining patient confidentiality

10. If any clinical refuses to allow a student on the property for violations such as theft or misconduct, or failure to maintain patient safety the student will not be allowed to continue.
11. Failing to adhere to the direct and indirect scanning policy or performing examinations in the clinical setting without the supervision of a technologist.
12. Performing a portable examination without a technologist.
13. Any other unprofessional or unethical conduct established by the SDMS

PEER/VOLUNTEER SCANNING

The Sonography student is encouraged to volunteer to be scanned by other program students during the course of the Sonography program. The Sonography faculty believes it is important for each and every student to experience the role of a patient in the sonography department. Student scan labs are the primary location for student's to obtain hands-on instruction throughout the length of the program. Scanning of peers or volunteers is not allowed unless a Sonography faculty member is physically present to monitor the use of the Sonography equipment.

Each student that wishes to volunteer for peer scanning is required to sign the Volunteer Form. The procedure for student peer scanning is detailed on the waiver form. The signed form will be kept in the student's file and will be in effect throughout the length of the program unless the student signs a Peer Scanning Declination Form. Students that decline to volunteer for peer scanning throughout the length of the program will sign the Peer Scanning Declination Form.

The Sonography Program faculty recognizes and respects the student's decision not to participate in peer scanning. A declination of peer scanning will not impact the student's grades or standing in the program.

SONOGRAPHY LAB

The lab is kept locked but students may use it while faculty is available and in the building. Other lab rules are:

1. No food or drinks are allowed in the lab during lab hours.
2. Any unauthorized or inappropriate use of the lab could lead to suspension or withdrawal from the program
3. Lab must be left in a clean and orderly fashion after use is completed.
4. Electrical safety rules must be observed.
5. Uniforms are to be worn during lab times and during instruction
6. Volunteer consent forms must be signed by any volunteers before the scan is performed. Volunteers must be of legal age and sound mind as the consent form is a contract.
7. No children are allowed in the classroom, labs, or at clinical sites while in a student role.
8. No examinations will be performed without program faculty supervision.
9. No one is to be in the sonography lab without permission from program instructors.
10. Any use of the sonography lab requires sign in and out times.

ELECTRICAL SAFETY RULES

- All electrical equipment and appliances must be approved for use in the Technology labs.
- Follow equipment manufacturer's instructions.
- Equipment used on or near patients or near water must have grounded plugs.
- Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
- Do not overload circuits by connecting too many devices to a single outlet or outlet group.
- Unplug or turn off electrical equipment before exposing external parts.
- Use only extension cords approved for the intended purpose.
- *Do not attempt to repair equipment.*
- In case of an electrical fire, use a *Class C* or *carbon dioxide* fire extinguisher.

PROGRAM AND CLINICAL EVALUATION

We as a program are always trying to improve the entire educational process. In this process we will ask for surveys and evaluations to be completed for various areas in the program. We hope to gain constructive criticism and positive reaffirmation to know the methods that work and the methods that need adjustment. These will be conducted throughout the program and after you graduate.

SECTION III
RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHT TO KNOW – PROGRAM- The 1990 federal Student Right to Know Act requires colleges and universities to report to prospective and current students the persistence and graduation rates of full-time technical certificate and degree seeking students. The graduation rate is based upon program completion within 150 percent of time usually required for a full-time student. For technical certificate students, this is the number of full-time students graduating in three semesters. For associate degree students, this is the number of students graduating in six semesters. Contact the Office of Student Affairs for further information.

STUDENT RIGHTS – College Catalog (available on MyIvy)

- Pursuit of education
- Freedom from discrimination
- Freedom from harassment
- Right to access records
- Freedom of association, expression, advocacy, and publication
- Accommodation for disabilities
- Judicial process

STUDENT RESPONSIBILITIES – College Handbook

Just as students have rights, they also have responsibilities. Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible including academic integrity, academic conduct, and professional behavior. See student handbook for a list of violations (found on MyIvy).

STUDENT DISCIPLINARY PROCEDURES

The college has in place procedures for disciplinary actions against a student for general principles, academic, misconduct, academic integrity, and personal misconduct. This information can be found in the Code of Student Rights and Responsibilities Handbook on My Ivy or you can find it at www.ivytech.edu home page under “About” and click on “Student Rights”.

STUDENT GRIEVANCE POLICY

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee’s decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available.

INFORMAL GRIEVANCE PROCEDURE

The student shall initiate the informal process with the student working one-on-one with appropriate faculty or staff and must start it within 30 calendar days of the incident. Students must bring to the attention of their instructor (in cases involving academic coursework) or relevant supervisory staff member legitimate complaints perceived by them. The student should first bring the complaint to the attention of his/her instructor or the person with whom the student has a complaint. A conference with the student will be scheduled as soon as possible and within five working days (Monday - Friday) of notice of the student complaint, at the latest. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion and that if possible a mutually acceptable resolution can be reached. A student who feels that the conference would be futile because of that person’s involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student has the complaint, he or she

should bring the grievance in writing to the supervisor of that area or department. The conference will be held as soon as possible and at least within five working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. If the grievance is not resolved with an instructor, the student may elect to request a conference with a department head, division chair, or the chief academic officer, as deemed appropriate. Non-instructional areas follow the same step process. Through Student Affairs, for example, the process would be advisors/counselors, then manager, and finally the chief student affairs officer. Grievances may cover matters such as the application of College policies and practices to the grievant but the existence or content of the policies may not be grieved.

FORMAL GRIEVANCE PROCEDURE

If a student is not satisfied with the results of the informal process, the student may proceed with the formal grievance as described below.

Format of the Written Grievance

If the complaint is not resolved to the student's satisfaction through the informal procedure the student shall put the grievance to writing. The formal complaint must:

1. Clearly state the facts giving rise to the grievance.
2. Describe the efforts to informally resolve the complaint.
3. State the remedy sought by the grievant.
4. Be signed and dated.

Timely Filing of a Formal Grievance

Students must file complaints within a reasonable period of time, not to exceed 30 calendar days, after the informal grievance process has been exhausted. Students must file a grievance within 30 days of the end of the term in which the incident occurred.

Filing the Formal Grievance

Original copies of the formal written grievance document shall be filed with both the regional office of Student Affairs and the College's Executive Director for Student Support Systems (50 W. Fall Creek Parkway N. Dr., Indianapolis, Indiana 46208). The Executive Director shall assign a College Grievance Coordinator who shall coordinate the handling of the grievance within the region.

Mediation

Reasonable efforts should be made by the Grievance Coordinator to mediate a mutually agreeable resolution of the matter with the parties. A signed document should be generated by the Grievance Coordinator stating the results of the mediation.

Student Status Committee

The Student Status Committee is a committee whose purpose is to review all formal grievances referred to it and recommend a resolution to the chief administrative officer. It will be composed of six members, including two full-time instructional staff members and two administrative staff persons appointed by the chief administrative officer of the region. The additional two members will be students designated by the Student Government Association or the chief student affairs officer. The Committee's review of a formal appeal will begin no later than 30 days after fact-finding and mediation terminates. The Grievance Coordinator shall keep the grievance body informed of efforts related to fact-finding and mediation. Central Office support, as needed, will be available to the Grievance Coordinator.

Disposition of a Formal Grievance

By the Student Status Committee

If mediation does not resolve the grievance the Student Status Committee shall, in all cases, conduct a hearing. Unless there is a mutual resolution of the grievance, the grievance shall not be dismissed prior to the hearing. Written notice of the procedures, actions and meetings at all stages of the formal complaint procedure, including the role of advisors to each party, will be provided to both the student (grievant) and respondent.

The Student Status Committee will ensure the student due process. The student has the following rights:

1. Reasonable advance written notification of the time and place of the hearing;
2. Notification in writing of the charges with sufficient particularity to enable the student to prepare a defense;
3. Notification in writing of the names of the witness(es) directly responsible for reporting the alleged violation or, if there are no such witness(es), written notification of how the alleged violation was reported;
4. Notice of actions and meetings at all stages of this appeal procedure;
5. An opportunity to be heard;
6. An opportunity to question witnesses at hearings;
7. An opportunity to have a representative present when presenting facts, being questioned, or asking questions;
8. An expeditious hearing of the case;
9. An explanation of the decision rendered in the case.

The student shall not be required to testify against him or herself.

Once the formal grievance has been initiated and attempts by the Grievance Coordinator to mediate a settlement have been exhausted, a hearing shall be held pursuant to the hearing guidelines entitled "Student Grievance Hearing Procedural Guidelines." These guidelines, which are occasionally updated, describe how the actual hearing will be conducted. The Grievance Coordinator will provide a copy to both the student (grievant) and respondent at the beginning of the formal process. Persons who desire to view the guidelines should contact the chief student affairs officer for a copy.

The Student Status Committee will issue a recommendation(s) to the chief administrative officer following its deliberation. Recommendations of the Student Status Committee if approved by the chief administrative officer are final, unless appealed to the Office of the President (see Appeal to the Office of the President). The student will be informed in writing of the chief administrative officer's decision. A copy of the letter with the chief administrative officer's decision will be filed in the student's permanent record.

Appeal to the Office of the President

If the student does not accept the decision of the Student Status Committee, the student may appeal, in writing, within 30 calendar days from the written notification by sending a written notice to the General Counsel, College wide Appeals Grievance Body, at 50 W. Fall Creek Parkway N. Dr., Indianapolis, IN 46208.

An appeal of the decision of the Student Status Committee to the College wide Appeals Grievance Body is limited to procedural errors. The College wide Appeals Grievance Body does not review or re-hear the merits of the original grievance. The College wide Appeals Grievance Body can recommend to the President that the decision should stand or to remand it back to the campus Chief Administrative Officer for reconsideration. The decision of the President is final.

The STUDENT GRIEVANCE POLICY can be also found in the Ivy Tech Community College Course Catalog and in the Ivy Tech Community College Student Handbook.

DISCIPLINARY ACTION

The successful completion of the program depends on the completion of all clinical education courses. Ivy Tech Community College must rely upon our hospital and clinical affiliates to provide the facilities for our clinical education courses. It is of the utmost importance that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the affiliates rules of conduct while in the clinical situation. These rules of conduct include such things as starting and quitting times, lunch/coffee breaks, equipment care, handling of patients, etc.

The Physician, Chief Technologist, Assistant Chief Technologist and/or the on-site instructor in the affiliated hospital have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or for not complying with hospital or college policies. If a disciplinary action should become necessary, a form will be filled out by one or more of the above listed personnel and a copy will be given to the student. The Clinical Coordinator and Program Director will decide if further action is appropriate.

If the student is dismissed from the affiliate that he is assigned to, he/she will not be allowed to continue in any clinical rotation for the length of the suspension regardless of the level of his/her grades in any other area.

Any student suspension will be handled through the Clinical Coordinator, the Program Director, the involved clinical site, and the College, as needed.

The final decision for permanent dismissal will be made by the Ivy Tech Community College Diagnostic Medical Sonography Program Director and faculty.

It is a requirement that the clinical education phase of the program must be completed before the student is eligible for graduation.

Grounds for immediate dismissal include felonies, theft, alcohol consumption, all improper uses and abuses of legal and illegal drugs, gambling, fighting, and any other situation deemed injurious to the well-being of the clinical affiliate.

Days missed due to suspension must be made up by the student.

PROBLEMS

We realize that occasionally problems can arise during your 17 months of training. We can help you solve those problems only if we are aware of them.

Any problems incurred in the clinical areas should first be brought to the attention of the clinical instructor, who will then advise you regarding the type of documentation needed.

Any problem dealing with the program as a whole, such as your work at Ivy Tech Community College or problems that cannot be answered to your satisfaction by the clinical instructor should be referred to the program director, in writing.

Any situation beyond this point should be addressed according to the institution chain of command.

SECTION IV
HEALTH AND SAFETY PRACTICES

COMMUNICABLE DISEASE

Pre-acceptance health testing and a physical are required for all potential students prior to beginning the clinical portion of the program. Students must obtain a medical examination at their own expense and submit results to the Program Director. TB test must be repeated on or before the anniversary date of admission into the program.

INFECTIOUS DISEASE POLICY

1. Any student who is diagnosed with an infectious disease that is infectious despite the use of Standard Precautions should immediately notify a program official so that an assessment can be made and any necessary precautions implemented to protect the health of the student, patients, other students, and employees. The goal in all such cases is to protect the health, welfare, and safety of patients, students, and employees to the greatest extent possible.
2. Reasonable efforts will be made to permit students diagnosed with infectious diseases that is infectious despite the use of Standard Precautions, to continue their education as long as they are able to do so without a significant risk of harm to the health, welfare, or safety of themselves, patients, other students, or employees. In assessment of the risk involved, the nature and duration of the risk, the severity of the potential harm, and the likelihood of transmission will be considered.
3. Each decision will be made on a case-by-case basis and will require individualized assessment.

INFECTION CONTROL

The purpose of the infection control policy is to ensure the safety of the patients, families, students, and other health care workers from infectious diseases. Infection control is the use of techniques and precautionary methods in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus. 1. Practice good hand washing techniques before and after every patient. 2. Read infection control policy at clinical site. 3. Remove jewelry, such as rings with stones. 4. Always wear freshly laundered clothing. 5. Follow isolation techniques when posted. 6. Wear protective clothing when prescribed. 7. Wear gloves when needed. 8. Dispose of all contaminated wastes into proper disposal site or container. 9. Clean all surfaces with an approved disinfectant or germicide.

STUDENT VERIFICATION OF TRAINING IN STANDARD PRECAUTIONS

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer must provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because Health Sciences students may have direct contact with blood or other body fluids, the Health Sciences programs are required to provide training in Standard Precautions.

This training will take place on an annual basis prior to the student entering the clinical or externship setting. A signed form verifying the student's attendance at the training will be retained in the School of Health Sciences office as documentation of training in Standard Precautions. This form will be provided in the course in which the instruction is received.

WORKPLACE HAZARDS

Material Safety Data Sheets (MSDS) for the fixer and developer are located in the darkroom and in the Program Director's office. They are available at any time.

EMERGENCY RESPONSE

Refer to the *Emergency Response Guide* posted in all classrooms. The *Emergency Response Guide* covers responses to fire, medical emergencies and ambulance, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, and bomb threats/suspicious mail/biological agent threats.

PREGNANCY POLICY

Declared Pregnant Student: A student who has **voluntarily informed the program officials, in writing**, of her pregnancy and the estimated date of confinement. A student has the right to declare their pregnancy; at such time the precautions listed below are recommended. The student also has the right to not declare their pregnancy, in which case, the student also has the right to undeclared her pregnancy at any time. This is in accordance with Federal and State laws.

Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation schedule through various assigned areas without interruption; should any student suspect pregnancy, they are recommended to report it immediately to the Program Director.

Upon declaration of pregnancy, it is suggested that the student will:

2. Submit a statement from her physician verifying pregnancy and the expected due date. The statement should include the physician's recommendation as to which of the following options would be advisable:
 - a. Immediate leave of absence.
 - b. Withdrawal from clinical rotations with continued participation in didactic instruction.
 - c. Continued full-time status.
3. Submit in writing, her decisions as to remaining in the program dependent on the above, or resigning from the program. If resignation is the choice, no other action is indicated.
4. Leave of absence will be reviewed on an individual basis by the School Medical Advisor, Department Chairperson, and the Program Director dependent on the physician's recommendation
5. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this option.
6. If maintaining full-time status, the following is recommended:
 - a. Strict adherence to **all** safety precautions for protection purposes
 - b. At any time the declared student feels she is working in an unsafe area or under conditions she feels are detrimental, the student should remove herself immediately and report to the Department Supervisor and/or Program Director.
 - c. Since most Ultrasound Departments are often located within the Radiology Department or where there is potential for radiation exposure, the student should adhere to the A.L.A.R.A. concept in keeping possible radiation exposure as low as reasonably achievable. The maximum allowable exposure for the declared pregnant student is 0.5rems during the entire gestational period. The student may request a radiation dosimeter to monitor her while she is in the clinic.
7. Be informed that, dependent on the type of course(s) degree of difficulty of the course(s), and her academic standing and length of time out, she may be required to retake the course(s) in its entirety.
8. Be required to complete upon her return all clinical competences and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by the Program Faculty in those clinical competencies completed prior to time out and will be subject to participation for review purposes should the Faculty deem it necessary.
9. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician.
10. Realize that the student must complete, upon her return, **all** requirements for graduation, including length of time in the program, required course(s), clinical competencies, and clinical rotations. No diploma or certificate will be issued until **all requirements** have been successfully met.

EXAMPLE FORM LETTER FOR DECLARING PREGNANCY

(See program official form)

This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter; you may use a form letter the licensee has provided to you, or you may write your own letter.

DECLARATION OF PREGNANCY

To: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv), unless that dose has already been exceeded between the time of conception and submitting this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

(Student Signature)

(Your Printed Name)

(Date)

HEALTH INSURANCE

For healthcare insurance any student can go to the website below and receive information regarding healthcare coverage.

<http://www.hhs.gov/healthcare/>

More information can also be obtained on how to purchase insurance at the website below.

<https://www.healthcare.gov/get-coverage/>

SECTION V
FORMS

During the program there will be many types of forms encountered. While many records are maintained electronically, there are still some forms that require your signature. These may include but are not limited to:

- Professional development log
- Course evaluations
- Clinical evaluations
- Counseling forms
- Disciplinary forms
- Course registration forms
- Peer scanning

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

GROUND FOR DISMISSAL

I have read and understand that the following actions are considered grounds for dismissal. It should be noted that a student could be suspended from the program at any time during the Program for violation of any one of the grounds listed below:

1. Failing grades in Sonography and or other courses
2. Insubordination
3. The conviction and or known use of, or possession of illegal drugs or controlled substances
4. Failure to accomplish clinical assignments and objectives
5. Cheating in related, program, or professional courses
6. Altering or falsifying clinical records
7. Fighting or other injurious actions
8. Theft
9. Not maintaining patient confidentiality or failure to abide by the rules of HIPPA
10. If any clinical refuses to allow a student on the property for violations such as theft or misconduct, or failure to maintain patient safety, the student will not be allowed to continue.
11. Failing to adhere to the direct and indirect scanning policy or performing examinations in the clinical setting without the supervision of a technologist.
12. Performing a portable examination without a technologist
13. Any other unprofessional or unethical conduct established by the SDMS

Student's signature implies awareness of this policy before entering clinical phase of the Program.

Student's Signature

Date

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

LAB RULES

1. No food or drinks are allowed in the lab during lab hours.
2. Any unauthorized or inappropriate use of the lab could lead to suspension or withdrawal from the Program
3. Lab must be left in a clean and orderly fashion after use is completed.
4. Electrical safety rules must be observed.
5. Uniforms are to be worn during lab times and during instruction
6. Volunteer forms must be signed by any volunteers before the scan is performed.
7. No children are allowed in the classroom, labs, or at clinical sites while in a student role.
8. No examinations will be performed without program faculty supervision.
9. No one is to be in the Sonography Lab without permission from program instructors.
10. Any use of the Sonography Lab requires sign in and out times.
11. All volunteers must have signed a volunteer permission form and program personnel must give approval.

Student Signature

Date

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

I, _____, am aware that I have a latex allergy and that there are major risks involved in working in an environment where latex supplies and equipment are being utilized. As with any allergy, what begins as a minor irritant may eventually turn into a major health issue, including respiratory involvement from inhaling airborne particles.

While Ivy Tech Community College will try to accommodate my special needs by providing latex free products I _____, acknowledge that they cannot guarantee there will be no exposure to latex. The college does not have the authority to dictate to clinical sites or other external organizations what accommodations can be made for me.

I recognize that latex exposure is common in most healthcare facilities. The risks of pursuing a degree in this field have been discussed with me. However, I choose to continue my education in the _____ program.

Signature

Date

Program Chair

Date

As of this time, I have no known latex allergy. I am aware this type of allergy can develop at any time and will notify my Program Director if an allergy develops as well as my Clinical Instructor.

Signature

Date

Printed Name

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

AGREEMENT TO PREGNANCY POLICY

It is the policy of the Ivy Tech Community College Imaging Sciences Program to set clearly specified rules and procedures regarding student pregnancy. Radiation exposure has a potential to cause harmful biological effects to the unborn child, especially during the first three months. I also understand I will incur the cost of fetal badge monitoring is I choose to have this provided.

All students sign the College's pregnancy policy.

I have read and understand the Pregnancy Policy outlined in the Diagnostic Medical Sonography Student Handbook and Policy Manual.

Student's Signature

Date

Student's Printed Name

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

ACADEMIC GRADING POLICY REQUIREMENTS

I acknowledge that I have read and understand the academic grading policy, scale, and procedures regarding probation and suspension for the Imaging Sciences program as outlined in the Student Handbook and Policy Manual.

Student's Signature

Date

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY

PORTABLE EXAMINATIONS

As a student of the Diagnostic Medical Sonography program at Ivy Tech Community College, I understand that students are **NOT ALLOWED** to:

1. Do bedside or portable exams without a Sonographer immediately available. This means that a Sonographer must be in the room or adjacent to the room where the examination is taking place. Repeats of all unsatisfactory portable images necessitates that a sonographer be in the room with the student when the images are being taken.

Violations of this rule may be grounds for dismissal from the program.

Student's Signature

Date

DIRECT AND INDIRECT SUPERVISION

As a student of the Diagnostic Medical Sonography program at Ivy Tech Community College, I understand that students are **NOT ALLOWED** to:

1. Take images of any patient without the indirect supervision of a technologist. Indirect supervision means that a Sonographer is available in the department or on the floor in which the examination is being performed to come into the room to assist the student if the need should arise. This does not necessitate their physical presence in the room during the time the student performs the examination on the patient.
2. Take images of any patient without the direct supervision of a Technologist unless competency has been previously demonstrated. Direct supervision means that a Technologist is physically present in the examination room at all times when the student is attempting to perform an examination on a patient and will intervene should the need arise.

Violations of this rule may be grounds for dismissal from the program.

Student's Signature

Date

**IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
CLINICAL HOURS AGREEMENT**

I have been made aware that typical operational hours are from 7: 00 am through 6:00 pm. However, I understand I may have clinical hours outside of this time frame.

I understand that student clock hours spent evenings and/or weekends must not exceed 25% of total clinical clock hours and that I am not exceed 40 hours per week or 10 hours per day, combined clinical and classroom instruction. I also understand that there must be a 1:1 ratio student to registered technologist.

Signature

**IVY TECH COMMUNITY COLLEGE – REGION 7
DIAGNOSTIC MEDICAL SONOGRAPHY CLINICAL PARTICIPATION CONTRACT**

I, _____, acknowledge the following:
(print name)

I understand that the decisions made for clinical assignment are based upon what will be the best educational outcome for each student according to the semester requirements, and clinical sites/clinical instructors that are available at any given time. _____

I understand that there are MANY factors that are considered when clinical rotations are assigned, and that proximity to my home is a consideration, but is NOT a primary deciding factor. _____

I understand that I may be required to travel long distance to reach the clinical sites to which I am assigned. _____

I understand that the clinical sites and clinical instructors are all volunteers, sharing the benefit of their knowledge and experience with me; and as such are under NO OBLIGATION to mentor me. I agree that I will conduct myself in a professional & respectful manner at all times, and will behave as if I am a guest in their home. _____

I understand that there are a minimum number of clinical hours that I must complete each semester; and that during those clinical hours, I will have specific requirements for the number & types of studies to be completed each semester.

I understand that the clinical assignments of my fellow students has NO bearing upon my own clinical placement. I accept that the program faculty realizes all of the needs of the clinical sites, the requirements for our accreditation, the requirements of the College & the educational needs of the students; and as such are in the best position to make the appropriate decisions regarding my clinical education. _____

I understand that complaints based upon the clinical assignments of other students WILL NOT BE TOLERATED.

I understand that resolution of any personal conflict that I may have with my clinical assignment (including, but not limited to child care, transportation, outside employment, etc.) is ultimately my own responsibility. _____

I understand that I cannot demand that my clinical site be changed to accommodate my personal conflicts. _____

I understand that clinicals are courses that are required for the degree. Therefore, refusal to attend an assigned clinical site will result in an “F” in the course. _____

Signature

Date

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Clinical Attendance Policy

A. Protocol:

1. Students are allowed to miss 2 days from Clinical per semester. Student will do 5 case studies at clinical to compensate for each day missed. **TIME MUST BE MADE UP WITH PRIOR APPROVAL FROM THE PROGRAM CLINICAL COORDINATOR AND FACILITY CLINICAL INSTRUCTOR.** **Missing more than 2 days a semester will affect the clinical grade unless otherwise excused for listed reasons.**
2. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.
3. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. Lunch must be taken.
4. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
5. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
6. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program Clinical Coordinator.**
7. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
8. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**

B. Bereavement Policy

If a student has the unfortunate experience of losing a member of his/her immediate family, arrangements to miss clinical for bereavement will need to be approved by the program clinical coordinator. This time will need to be made up.

- a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.
- b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty

For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served and any days missed over 2 days must be made up.

D. Make-up Policy:

Make-up time will be approved by the Clinical Coordinator and the site clinical instructor PRIOR to making up the time. All make up time must be pre-approved by the program Clinical Coordinator and the Clinical Instructor at the clinical setting. Time missed will be made up in increments of 4 hours or 8 hours (with the addition of ½ hour lunch). **All make-up time must be made up within three weeks of the missed time, unless a medical or military slip is brought to us justifying the delay or the clinical site lists alternate acceptable times.** Any time missed in the last week of clinical will receive an “Incomplete” until that time is made up.

E. Vacations and Breaks:

While in the clinical setting, which begins in the Fall Semester of your first year, you have semester breaks and legal holidays that are recognized by the College. Students will observe those holidays recognized by the College. If the College is closed, students may not go to clinical. Any vacation time should be scheduled during breaks and are not permitted during normal semester class and clinical times

F. Attendance:

Students should arrive at the clinical site at or before the scheduled starting time. This should be 10 minutes before the scheduled time to allow for preparations and assignments.

At some time, you may be required to rotate through evenings and weekends at your clinical site. This will be assigned with enough advanced notice for your convenience.

During the course of your clinical and didactic education, you will not be scheduled for more than a total of forty hours per week, including scheduled classes.

A student will not leave the department without first notifying the technologist in charge.

If you become sick while on duty, notify the technologist in charge.

In the case of school closure, as stated in the Ivy Tech Community College Student Handbook, the student is not required to attend his/her clinical rotation that day. However, any time missed due to these circumstances, shall be made up at the discretion of the Program Director. Those attending a clinical rotation during the closing of a clinical site will be given credit for their attendance.

A professional meeting or related educational programs may be attended for clinical time on a one to one basis. One hour of the time will be given for each fifty minutes of educational time. It must be requested via email through the Clinical Coordinators.

We understand that there are circumstances in life that require the adjustment of schedules. We also expect you to treat your clinical time as a working interview and time that must be completed just as you would in a paid position. In saying this; when an adjustment needs to be made for make-up time, time off for other reasons or rearrangement of days, the Clinical Coordinator should be contacted first, and if the plan is cleared, then the site Clinical Instructor can be approached for approval of the plan. No plans should be approved by the student and the site first- before the Clinical Coordinator is consulted in the plan.

Student Signature

Date

Printed Name

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG TESTING must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Imaging Sciences program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them. As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”*** Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

Students are required to report any new arrests or charges after the initial background check. Self reporting is expected and required!

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

- American Registry of Radiologic Technologists at 651-687-0048
- American Registry of Diagnostic Medical Sonographers at 800-541-9754
- Cardiovascular Credentialing International at 800-326-0268

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

***Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

Acknowledgment:

I have read and understand the above statements regarding criminal background checks and drug testing as requirements of the program and prerequisites for clinical affiliates.

Student's Printed Name

Student's Signature

Program

Date

Ivy Tech Community College of Indiana
DIAGNOSTIC MEDICAL SONOGRAPHY
CONFIDENTIALITY STATEMENT

I, _____, will abide by the policies of the Clinical Affiliate during my rotation to that affiliate.

1. I am responsible for my own conduct at all times.
2. I will accept responsibility for my own conduct.
3. I will think before I speak.
4. With any matters which I feel need to be discussed, I will speak only with my Clinical Coordinator, Clinical Instructor or the person in charge of the department in which I am affiliating.
5. I will stay within the proper channels of authority.
6. I will hold in confidence all personal matters committed to my keeping.
7. I will at all times practice the ethics of my profession.
8. The release of any confidential information during my rotation through any facility will constitute grounds for immediate withdrawal from the Imaging Sciences Program.
9. I will abide by the rules of HIPPA.
10. I will conduct myself as a representative of not only Ivy Tech Community College but also of the profession of Diagnostic Medical Sonography.

DATE

SIGNATURE

IVY TECH COMMUNITY COLLEGE – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

PROGRAM HANDBOOK AGREEMENT

I have read and understand the Program Handbook for the Diagnostic Medical Sonography Program, including policies, at Ivy Tech Community College, Region 7, Wabash Valley Indiana. The contents have been fully explained and all pertinent questions have been answered.

I fully understand that if I do not comply with the handbook and the policies that it may be grounds for probation, suspension, or immediate dismissal.

Full Legal Name, Printed

Student Signature

Date

* The policies, procedures, and regulations of this handbook are in effect immediately. Any additions, changes, or corrections made by the College or the Program will be circulated and posted for inspection.