SCHOOL OF HEALTH SCIENCES
IMAGING SCIENCES PROGRAM
DIAGNOSTIC MEDICAL SONOGRAPHY
GENERAL CONCENTRATION
2015-2016
STUDENT HANDBOOK & POLICY MANUAL

IMAGING SCIENCES CHAIRPERSON
LOU ANN WISBEY, MS, RT(R)(T)

PROGRAM DIRECTOR
JENNAFER GRASFEDER, MLD, RT(R), RDMS, RVT, RDCS

Revised September, 2014
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.

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.
# TABLE OF CONTENTS

Introduction ..............................................................................................................................................5
Diagnostic Medical Sonography Mission Statement and Program Goals ..................................................5
Instructional and Administrative Personnel ................................................................................................6
Program Selection Process ..........................................................................................................................7
Didactic Education and Distance Education Options ..................................................................................7

SECTION I: CLINICAL EDUCATION
Clinical Requirements .................................................................................................................................9
  - CPR Policy ............................................................................................................................................9
  - Criminal Background Check and Drug Testing .....................................................................................9
  - Drug and Alcohol Consumption ........................................................................................................9
  - Health Services ....................................................................................................................................9
  - Malpractice Insurance ........................................................................................................................9
  - Medical Examinations ........................................................................................................................9
  - Physical Requirements for Clinicals ......................................................................................................9

Code of Ethics ..........................................................................................................................................10
Professional Conduct ...............................................................................................................................12
Professional Organizations .....................................................................................................................12
Conflicts of Interest ................................................................................................................................13
Sexual Harassment ..................................................................................................................................13
Prohibition against Alcohol and Drug Abuse ..........................................................................................13

Clinical Sites ............................................................................................................................................14
  - Clinical Travel Policy .........................................................................................................................14

Attendance, Tardiness and Vacation ........................................................................................................15
Clinical Site Leave of Absence Policy .......................................................................................................15
Dress Code and Hygiene ...........................................................................................................................16
  - Dress Code for Clinicals .....................................................................................................................16-17

Breaks and Lunch Periods .......................................................................................................................17
Leaving the Department during Scheduled Hours ....................................................................................17
Outside Jobs ..............................................................................................................................................17
Problems ................................................................................................................................................17
Altering Clinical Records .........................................................................................................................18
Telecommunication Policy ........................................................................................................................18
Child Care ...............................................................................................................................................18
Criminal Background Checks and Drug Testing Information ...................................................................19
  - Ethics Eligibility ...................................................................................................................................19
  - Random Drug Testing ........................................................................................................................19

Certification/Licensure Training Disclaimer .............................................................................................19
Pregnancy Policy .......................................................................................................................................20-21
Electrical Safety Hazards ..........................................................................................................................22
Workplace Hazards ..................................................................................................................................22
Emergency Response ...............................................................................................................................22
Infectious Disease Policy ..........................................................................................................................22
Student Verification of Training in Standard Precautions ........................................................................22

SECTION II: GENERAL INFORMATION
Academic Grading Scale ............................................................................................................................25
Academic Probation ..................................................................................................................................25
Academic Suspension ...............................................................................................................................25
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Admission Policy</td>
<td>25</td>
</tr>
<tr>
<td>Student Transfer into the Program from another Program</td>
<td>25</td>
</tr>
<tr>
<td>Non-Traditional Program Completion</td>
<td>25</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>26</td>
</tr>
<tr>
<td>Disciplinary Action Form</td>
<td>27</td>
</tr>
<tr>
<td>Student Appeal of a Grade</td>
<td>28</td>
</tr>
<tr>
<td>Student Complaint Process: General Complaint</td>
<td>28</td>
</tr>
<tr>
<td>Clinical Competencies</td>
<td>29</td>
</tr>
<tr>
<td>Special Rotations for Evenings, Weekends, and Third Shift Clinical Assignments</td>
<td>30</td>
</tr>
<tr>
<td>Trauma &amp; Special Procedures Clinical Education Objectives</td>
<td>31</td>
</tr>
<tr>
<td>Pediatric Clinical Education Objectives</td>
<td>32</td>
</tr>
<tr>
<td>Sonography Clinical Hours</td>
<td>33</td>
</tr>
<tr>
<td>SECTION III: EVALUATION FORMS</td>
<td></td>
</tr>
<tr>
<td>Clinical Competency Evaluation Form</td>
<td>35</td>
</tr>
<tr>
<td>Affective Domain Performance Evaluation</td>
<td>36-38</td>
</tr>
<tr>
<td>SECTION IV: FORMS TO BE SIGNED</td>
<td></td>
</tr>
<tr>
<td>Student Handbook and Policy Manual Agreement</td>
<td>40</td>
</tr>
<tr>
<td>Pregnancy Policy Agreement</td>
<td>41</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>42</td>
</tr>
<tr>
<td>Academic Grading Policy Requirements</td>
<td>43</td>
</tr>
<tr>
<td>Lab Rules</td>
<td>44</td>
</tr>
<tr>
<td>Portable Examinations</td>
<td>45</td>
</tr>
<tr>
<td>Direct and Indirect Supervision</td>
<td>45</td>
</tr>
<tr>
<td>Clinical Transportation Agreement</td>
<td>46</td>
</tr>
<tr>
<td>Criminal Background Check/Drug Testing Agreement</td>
<td>47</td>
</tr>
<tr>
<td>Confidentiality Agreement</td>
<td>48</td>
</tr>
<tr>
<td>Health/Visual Examination Forms</td>
<td>49-55</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Imaging Sciences Program Diagnostic Medical Sonography Concentration at Ivy Tech Community College welcomes you. The Diagnostic Medical Sonography (DMSI) Concentration is designed to provide the knowledge necessary to pursue a career in Sonography.

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 concentration 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.

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 both the faculty and the Advisory Committee, we set for the following goals for the Diagnostic Medical Sonography Concentration:

1. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

2. To graduate students with knowledge and skills of an entry-level sonographer while demonstrating quality patient care.

3. To provide graduates who possess a lifelong desire of education that can fulfill the needs of the health care community in an ethical manner.

4. To provide students with problem-solving and critical thinking skills.

5. To graduate students with effective communication skills.
# INSTRUCTION AND ADMINISTRATIVE PERSONNEL

Ivy Tech Community College

School of Health Sciences Fax

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan David Weinzapfel</td>
<td>Chancellor</td>
<td>2200</td>
</tr>
<tr>
<td>LeaAnn Crooks</td>
<td>Campus President</td>
<td>2367</td>
</tr>
<tr>
<td>Dr. Deanna King</td>
<td>Vice-Chancellor of Academic Affairs</td>
<td>2205</td>
</tr>
<tr>
<td>Leah Allman</td>
<td>Vice-Chancellor of Student Affairs</td>
<td>2289</td>
</tr>
<tr>
<td>Julie Will, RN MSN</td>
<td>Dean of the School of Health Sciences</td>
<td>2244</td>
</tr>
<tr>
<td>Lou Ann Wisbey, MS, RT(R) (T)</td>
<td>Program Chairperson</td>
<td>2242</td>
</tr>
<tr>
<td>Jennafer Grasfeder, MLD RT (R) (RDMS) (RDCS) (RVT)</td>
<td>Program Director</td>
<td>2237</td>
</tr>
<tr>
<td>Mary Diel, MS, RT(R) (M)</td>
<td>Instructor</td>
<td>2236</td>
</tr>
<tr>
<td>Melanie Castle, BS, RT (R)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Srinivasarao Malyala, MD</td>
<td>Radiologist, Medical Director</td>
<td></td>
</tr>
</tbody>
</table>

Sullivan County Community Hospital
PROGRAM SELECTION PROCESS

Each year in the summer, a new class is selected to start the Imaging Sciences Diagnostic Medical Sonography Concentration. The program is limited in the number of students that may be accepted by the number of Clinical Sites that provide the student Clinical Education. The number of students that a Clinical Site may have is determined by the number of full-time day registered technologists at that site that are actually performing sonographic examinations.

The selection process occurs each year in the Spring semester. If you want to be admitted as a student into the Diagnostic Medical Sonography Concentration, you must apply for the selection process with the DMSI program. The selection process looks at a prospective student’s grades for general education completed for the program as well as the TEAS scores.

Students coming into the program will be assigned a Clinical according to space availability. The program’s didactic instruction delivery is by Internet and classroom. Driving and/or transportation are required.

Once the class is chosen, we will have a meeting at Ivy Tech Community College Wabash Valley Region at the Terre Haute main campus in Spring to explain how the program works to the student, to answer questions regarding the handbook and to register for the Fall semester. This meeting is mandatory for all students accepted into the program.

DIDACTIC INSTRUCTION

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.

An all day program seminar once a week at the Terre Haute campus and clinicals are required for all students.

During finals week, or other times when needed, you may have to attend additional classes or meetings. Notice will be given ahead of time.

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

For driving directions:
http://www.randmcnally.com
http://maps.yahoo.com
http://www.mapquest.com
SECTION I: CLINICAL EDUCATION
CLINICAL REQUIREMENTS

CPR Policy

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

Criminal Background Checks and Drug Testing

See page 19 of this handbook and policy manual for criminal background checks and drug testing information.

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.

Health Services

All students at Ivy Tech Community College, Terre Haute, are covered by accident insurance. The College does not provide health services for students.

The College has arranged for students to obtain health insurance. Students purchase insurance coverage directly from the insurance company. Application forms and brochures explaining coverage and rates are available through the Registrar’s Office during registration periods. Coverage and rates are subject to change.

Malpractice Insurance

Malpractice insurance is secured through the school. The cost is included in the student's semester fees.

Medical Examinations

See the Physical Examination and Immunity Documentation Form at the end of this handbook and policy manual for the required immunizations and/or titers. For students enrolled in clinical courses more than 12 months, some of the immunizations and physical requirements will have to be updated to continue. If the student does not wish to be immunized, a signed waiver must be included in their student file.

Physical Requirements for Clinical

See the Physical Examination and Immunity Documentation Form and Visual Examination Form at the end of this handbook and policy manual for the essential functions/physical requirements for the Imaging Sciences program.
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.
PROFESSIONAL CONDUCT

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 are 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. 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 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.

PROFESSIONAL ORGANIZATIONS

1. American Registry of Diagnostic Medical Sonographers [www.ardms.org](http://www.ardms.org)
2. American Society of Diagnostic Medical Sonographers [www.sdms.org](http://www.sdms.org)
3. American Registry of Radiologic Technologists [www.arrt.org](http://www.arrt.org)
4. Intersocietal Commission for Accreditation [www.intersocietal.org](http://www.intersocietal.org)
5. The American Society of Echocardiography [www.asecho.org](http://www.asecho.org)
6. The Society for Vascular Ultrasound [www.svunet.org](http://www.svunet.org)
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 a 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.

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 Student Handbook for the complete Policy and Complaint Procedure Against Harassment.
CLINICAL SITES

Clinical Affiliates of the Diagnostic Medical Sonography Concentration, Wabash Valley Region:

Bedford, IN  Bloomington, IN
Brazil, IN  Clinton, IN
Indianapolis, IN  Greencastle, IN
Martinsville, IN  Paoli, IN
Paris, IL  Sullivan, IN
Terre Haute, IN  Vincennes, IN
Linton, IN  Columbus, IN

CLINICAL TRAVEL POLICY

The Ivy Tech Community College DMSI Program utilizes many clinical sites. Each student may be required to attend clinicals 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 the clinical competency requirements for the program, regardless of what gas prices maybe or how close the site is to your home.

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

Be aware that most clinical sites are non-smoking. While at clinicals, you must follow their smoking policy.

2 Site list is subject to change
ATTENDANCE, TARDINESS, AND VACATION

1. While in the clinical setting, which begins in the Spring 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 clinicals.

2. Any time missed must be made up. Any clinical absence due to a reason other than extended illness must be made up within three weeks of the absence. Excused clinical absences at the completion of a semester will result in an incomplete grade in clinical education for the semester until the time is made up.

If you are going to be absent from a clinical site, you must notify the appropriate personnel, i.e.: on-site instructor, chief technologist, or assistant-chief within a reasonable length of time that you will not be there and email your Clinical Coordinator on the Ivy Tech campus. Most institutions consider a reasonable length of time to be one to two hours before the beginning of your scheduled rotation. Abuse of this rule could result in expulsion from the clinical site and/or the Sonography Technology Program. An absence from the clinical site for two or more consecutive days should also be reported to the program and a medical release should be provided.

3. 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.

4. Four times tardy will count as a one-day absence. The clinical coordinator or the on-site clinical instructor may assign you a full eight hours make-up for four such occurrences.

5. If a student has need for time off or for special arrangements on his/her duty days, the student must first get permission from the program, i.e.: Director or Clinical Coordinator, and the change must be approved by the on-site instructor. This request will only be approved under special circumstances.

6. At sometime, 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.

7. During the course of your clinical and didactic education, you will not be scheduled for more than a total of forty hours per week, or ten work hours in one day including scheduled classes.

8. 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.

9. SDMS 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.

10. Under no circumstances may a Sonography student receive pay for/during clinical time. Any student who violates this rule will be immediately suspended pending dismissal from the program. Any questions about employment in an Imaging Sciences environment should be presented to the program personnel for clarification.

**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, the student can return to clinical only with the approval of the program officials and with agreement of the clinical officials.
DRESS CODE AND HYGIENE

The Ivy Tech Community College Sonography 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.

4. Cell phones are not permitted in some areas of the clinical. If you carry a beeper or a cell phone, it must be of a type that will not make noise. Use of such a beeper or cell phone must be limited to emergencies only. Constant attention to personal matters not related to clinical may result in declining student grades and eventual dismissal from clinical.

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

Ivy Tech Community College
Imaging Sciences
Dress Code for Clinical Courses

1. **HAIR** - Should be clean and neat, well-controlled style, secured away from the face. No extreme hair styles or coloring are permitted. Male students must be clean shaven, or beards and mustaches must be clean and neatly trimmed.

2. **UNIFORM** - Official program uniform, khaki pants and jacket, green top. Jacket and top must be embroidered with the school emblem and “sonography”. White tennis shoes or medical shoes must be worn with white or tan socks or support hose. Patterned socks are not permitted.

The uniform should fit properly with dress length being two inches below the knee and pants legs at least one inch form the floor. Uniforms should be clean and pressed.

Undergarments should be worn and non-visible. Hose and socks must be clean.

Shoes are to be clean and in good repair, and white in color. Laces must be white and laundered frequently. No open toed shoes or moccasins are allowed. Shoes must have back; they need to be a full shoe. Facilities may limit the use of certain types of footwear.

Equipment should be taken to clinicals every day. You will need to take your ID badge, pen, notebook and your portfolio.

Radiology only: need film badge, markers and technique notebook

3. **JEWELRY** – A watch, a plain wedding and/or engagement ring or one plain ring may be worn. Only one pair of earrings that are not dangle or hanging in type is permitted. Oversize, ornate or brightly colored watchband are not appropriate.

4. **IDENTIFICATION** - Identification is worn at ALL times. Then picture badge is placed on the left side of the top or jacket. Failure to wear the appropriate identification may result in exclusion from the clinical experience.

5. **COSMETICS** - Cosmetics should be use in moderation and with discretion. Perfume products, including scented lotions are NOT to be taken and are not permitted in the clinical setting. Perfumes, colognes, and body powder should be used with consideration of others in all other settings. Arrival to the clinical site with strong odors will result in exclusion from the day’s clinical experience. The absence will be required to be made up at another time. A repeated offense may result in clinical course failure.
6. **FINGERNAILS** – Fingernails are to be kept well manicured, clean and short enough to avoid injury to patients. Clear nail polish may be allowed in some clinical settings, however; there are some clinical sites that allow no polish. If clear nail polish is worn then there should be no cracks or chips in the polish. Acrylic/sculpted nails are NOT allowed.

7. **PERSONAL HYGIENE** – Daily bathing, frequent shampooing, oral hygiene, and use of underarm deodorants are essential practice. Presenting to the clinical site with an offensive body odor will result in being sent home from the clinical site. The absence will be required to be made up. A repeated offense may result in clinical failure.

8. **SMOKING** - Smoking in any public building is prohibited by law except in designated areas. Students are not permitted to smoke or use tobacco products inside the school, or at clinicals. Students may not smoke in uniform or at the clinical sites. The agency policies must be adhered to.

9. **CHEWING GUM** - Chewing gum may not be chewed in the clinical setting.

10. **BODY PIERCING AND TATOOS** - Visible **NON ear** piercing must be covered or removed. One pair of small plain post earrings may be worn. No other jewelry except what was discussed prior is allowed. Many institutions now require that any visible tattoos be covered with a bandage. Please refer to your clinical institution’s policy or ask your clinical instructor before attending clinical.

11. **NO DRINKING OF ALCOHOLIC BEVERAGES IN CLINICAL UNIFORMS.**

* These items are intended as a guide and the minimal clinical standards. Clinical institutions may employ additional restrictions.

**BREAKS AND LUNCH PERIODS**

Students will observe the departmental policies regarding breaks and lunch periods. Occasionally, due to emergencies or heavy caseloads, these breaks/lunches will be missed. Only then may you be compensated by early release from clinical on a slow day.

**LEAVING THE DEPARTMENT DURING SCHEDULED HOURS**

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.

**OUTSIDE JOBS**

Outside employment is discouraged during the first year due to program load. If a student must work, employment hours are scheduled around program hours. Remember this is a hybrid program.

**PROBLEMS**

We realize that many problems may arise during your training. We can help you solve those problems only if we are aware of them. Remember, this is a hybrid program.

Any problems incurred in the clinical areas should first be brought to the attention of the clinical instructor, in writing.

Any problem dealing with the program as a whole, whether they deal with 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 to the Director of Instruction, in writing.
ALTERING CLINICAL RECORDS

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

TELECOMMUNICATION POLICY

The telephones and computers located in the Ultrasound 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.

Excessive outside phone calls will not be tolerated by the clinical sites/programs and may be grounds for clinical probation or suspension.

Cell phones in the clinical setting will be subject to the rules of the Clinical sites.

CHILD CARE

Dependable childcare arrangements should be made prior to beginning the program. A back-up caregiver should also be considered. A pre-school facility is available on the main campus. For more information, please call 1-800-377-4882, ext 2304. 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.
CRIMINAL BACKGROUND CHECKS AND DRUG TESTING INFORMATION

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.

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. 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.***

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College – Wabash Valley Region 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.
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:

1. 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.

2. 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.

3. 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

4. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this option.

5. 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 located within the Radiology Department, 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 0.5rem during the entire gestational period. The student may request a radiation dosimeter to monitor her while she is in the clinic.

6. 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.

7. 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.

8. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician.

9. 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.
ELECTRICAL SAFETY RULES

- All electrical equipment and appliances must be approved for use in the ultrasound 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.

WORKPLACE HAZARDS

Material Safety Data Sheets (MSDS) are located in the darkroom and in the Program Director's office. They are available at anytime.

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.

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.

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.

**CLINICAL AND LABORATORY PROCEDURES**

* (The following form will be signed in the course in which the instruction is received)

I realize that instruction in giving injections/drawing blood and handling samples is a part of my educational program. Since I will be expected to perform the indicated procedures safely and accurately during the clinical/laboratory component of my program, I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical environment. Likewise, I am aware of the dangers inherent with giving and receiving injections, venipuncture, phlebotomy, and handling body fluids. I acknowledge the need for 100% use of Standard Precautions and sterile technique when performing these procedures.

Therefore, I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile techniques
3. Handling urine, stool and blood samples only as instructed and under faculty supervision
4. Handling syringes and other sharp equipment only as instructed
5. Practicing injections, venipuncture, and phlebotomy in the laboratory setting only under faculty supervision
6. Administering injections, venipuncture, and phlebotomy in the clinical setting only under the supervision of faculty or faculty designee

Printed Name

__________________________________________

Course Number

____________ ____________________________

Signature Date

I agree to hold harmless Ivy Tech Community College or its faculty from any injury that might occur to me due to any student practical training and participation while at the college or affiliate facilities as part of supervised clinical/lab training within my student role. It is understood that the College agrees to exercise reasonable care in performing the above-mentioned procedures as part of its student training program.

I understand that I will be required to provide specimens as well as collect and evaluate them. This waiver is given in consideration of this valuable service given by the College.

Printed Name

__________________________________________

Course Number

____________ ____________________________

Signature Date
SECTION II: GENERAL INFORMATION
ACADEMIC GRADING SCALE

The grading scale for each course will be determined by the instructor. It will never be more rigorous than the following except in certain clinical competency tests.

A  100-94  
B  93-88  
C  87-84  
D  83-80  
F  79 and below

An “F” as a grade requires academic termination from the program.

ACADEMIC PROBATION

A student who does not achieve a minimum of a 2.00 GPA at the end of each term 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 DMSI Program and does not improve by the end of the first term on academic probation or upon well-documented violations of the Program Guide or Institutional Handbooks will lead to student suspension from the program.

A student does have the right and privilege to pursue the Student Grievance Procedure outlined on pages 29-31 of this manual and in the Ivy Tech Community College Student Handbook.

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

RE-ADMISSION POLICY

Any student who drops out, is expelled, or is suspended from the program for any reason must re-apply for admission to the program. This may also require an interview.

After being out of the program for more than one year, a student must repeat all of the DMSI courses in the program.

Re-entry into the program will be on condition of faculty vote. Any student re-admission is dependant on faculty consensus by anonymous vote, clinical spots available, program sequencing, and the quality of any assigned remedial requirement that the faculty deems appropriate.

STUDENT TRANSFER INTO THE PROGRAM FROM ANOTHER PROGRAM

Any student wishing to transfer into the program must apply for college admission. Transfer credits will be evaluated and transfer of credit will occur through college policy. Such transfer shall be subject to the availability of an appropriate clinical placement, and student admission policies.

Any credit transferred into Ivy Tech Community College through the APLE (Assessment of Preview Learning Experience) will be assessed a fee according to college policies.

NON-TRADITIONAL PROGRAM COMPLETION

Completion of the program depends on completion of all of the program requirements and competencies. Any student needing extra time to complete the program will be considered on a case-by-case basis.
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 Supervising 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 Imaging Sciences Program Director and faculty.

It is a requirement that the clinical education phase of the program must be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologists, American Registry for Diagnostic Medical Sonographers, or Cardiovascular Credentialing International.

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.
DISCIPLINARY ACTION FORM

STUDENT DATA:

Name: ___________________________________________________

Hospital: _______________________________________________

Supervisor: _______________________________________________

NATURE OF THE INCIDENT:


COMMENTS:


PREVIOUS DISCIPLINARY ACTION:


DISCIPLINARY ACTION:

VERBAL REPRIMAND: _____________

PROBATION: ________ (_____) DAYS

DISMISSAL FROM SITE: _____________________

_______________________________   ____________________________
   Radiologist                        Date

_______________________________   ____________________________
   Chief Technologist                Date

_______________________________   ____________________________
   On-Site Coordinator               Date

_______________________________   ____________________________
   Clinical Instructor               Date
STUDENT APPEAL OF A GRADE

When a student believes the final grade he/she received in a course is inaccurate, he/she should make an appointment with the instructor who issued the grade or status and explain the reason for this belief. This process must be initiated within thirty (30) calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most if not all misunderstandings will be resolved at this level.

If the grade or status issue is not resolved, the student can appeal in writing to the instructor’s supervisor. This individual may be the department chairperson or program chairperson. Once the student has appealed the grade or status with the chairperson, if the issue is not resolved to the student’s satisfaction the student may appeal the department chairperson, next higher chair-person or whoever is next in line.

The student’s next recourse is to appeal to the regional chief academic officer. The student must notify the Vice Chancellor for Academic Affairs of his/her intent to appeal the grade. An appeals committee will be formed by the Vice Chancellor for Academic Affairs, consisting of a faculty member from the program or from the school in which the program is housed, a faculty member from another school, the regional Vice Chancellor for Student Affairs or designee, the regional Vice Chancellor for Academic Affairs, and an optional fifth person, possibly staff. The appeals committee’s decision will be forwarded to the student. Students not satisfied with the committee’s decision may make a final appeal to the regional Chancellor.

STUDENT COMPLAINT PROCESS: GENERAL COMPLAINT

When a student believes he/she has a legitimate general complaint against the college, faculty, or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident. The student and the college, faculty, or staff should make every effort to resolve this issue. It is expected that most, if not all, misunderstandings be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual’s supervisor. Once the student has submitted his/her complaint in writing with the individual’s supervisor, if the issue is not resolved to the student’s satisfaction the student may submit his/her complaint, in writing, to the Office Vice Chancellor for Students Affairs.

The Office of the Vice Chancellor for Student Affairs will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his/her complaint, then he/she may submit his/her complaint in writing to the Office of the Chancellor. The Office of the Chancellor will review and attempt to resolve the complaint and determine the next course of action.

The Student Appeal of a Grade and the Student Complaint Process can be in the Student Rights handbook at www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf.
## GENERAL DIAGNOSTIC MEDICAL SONOGRAPHY

**Abdomen**
- Abdomen Complete
- Gallbladder
- Liver
- Pancreas
- Renal
- Spleen
- RUQ (Right Upper Quadrant)
- Abdomen for Ascites
- Aorta
- IVC
- Renal Arteries/Veins
- Portal Vein Study
- Appendix
- Pyloric Stenosis
- Pediatric Abdomen

**OB/Gyn.**
- Pelvis (Transabdominal)
- Pelvis (Transvaginal)
- 1st Trimester OB
- 2nd Trimester OB
- 3rd Trimester OB
- OB limited
  - Viability, AFI, Cervical length, Presentation

**Small Parts**
- Thyroid
- Testicles
- Soft Tissue Mass
- Breast

**Other**
- Neonatal Head
- Musculoskeletal
- Interventional / Biopsy / Amniocentesis
- Interoperative Procedure
- Tissue for Foreign Body

**Other Modality**

## VASCULAR SONOGRAPHY

**Carotid**

**Lower Extremity**
- Arterial Study
- Venous Study

**Upper Extremity**
- Arterial Study
- Venous Study

**Abdominal**
- Aorta
- IVC
- Renal Arteries/Veins
- Portal Vein Studies

**Other**
- Pseudoaneurysm Compression
- TCD
- Dialysis Graft Study
- Vein Mapping
- Venous Reflux Study
- Transthoracic Outlet Study
- Interoperative Procedure

**Other Modality**

*All competencies may not be required depending on the concentration; a list of required competencies will be given to students when they begin the program.*
SPECIAL ROTATIONS FOR EVENINGS, WEEKENDS, AND THIRD SHIFT 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. The opportunity for more trauma, portable, and possibly pediatric exams is much greater. Since a newly graduated student is subject to employment, it is to their advantage to have experienced these shifts. Students may be exposed to various "special exams" and emergency procedures. This will serve to enhance their decision-making skills.

Students may be assigned to afternoon or evening shift for a two (2) week rotation during every clinical after Clinical I. Students may have a one weekend evening rotation and be assigned to two (2) 8 hour clinical assignments over a weekend. The hours considered "evening shift" may vary from one clinical facility to another depending on department schedules and work loads. 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.

Performance Objectives:

At the completion of the evening shift and/or weekend rotation, the student will be able to:

1. Interpret patient history from the requisition.
2. Assess patient condition and/or range of movement.
3. Determine if additional or alternative positions may be required.
4. Select and retrieve any accessories as appropriate to the examination.
5. Identify the location of the emergency cart.
6. Make readily available oxygen apparatus, blood pressure cuff, stethoscope, emergency cart, and supplies needed for injections of medication when requested by physician or other qualified personnel.
7. Without undue hesitation, adjust transducer and patient to obtain projection required if patient cannot assume the routine position.
8. Select and adjust technical factors as necessary to compensate for positioning changes or patient condition.
9. Perform non-sonographer duties (filing & scheduling) as required by department.
TRAUMA & SPECIAL PROCEDURE CLINICAL EDUCATION OBJECTIVES

After the patient has been assessed and judged by a registered sonographer to be suitable for the student's ability level, the student must in the area of patient care:

1. Demonstrate the ability not to contribute to the patient's immediate concern over his/her condition or the condition of others who may have been involved in the accident, which caused their injuries.

2. Display the talent to obtain cooperation from the patient with reassurances and competent positioning methods which cause minimal patient discomfort.

3. Exhibit the expertise to obtain images without causing patient discomfort or disturbing patient IVs, catheters, O₂ tubing, or any other device attached to the patient for treatment.

4. Choreograph the movement of the patient from the cart to the table and back, to obtain images with minimal patient discomfort obtaining assistance when necessary.

5. Notify the proper personnel if the patient's condition changes or if they suspect the patient's condition is changing.

6. Practice proper sterile procedures when working in the OR.

7. Provide for patient safety throughout the exam.

8. Maintain the respect, dignity, and confidentiality of the patient at all times.

9. Complete all necessary paperwork for the exam.

10. Supply appropriate protection apparel to those in the room.

11. Properly identify images according to patient name, date, and anatomy

Associated with safety and protection the student will:

1. Follow the OSHA guidelines at all times thus minimizing the possibility of disease transfer between themselves and the patient. (body fluid precautions)

2. Protect the patient's safety by having the side rails up at all times when transferring patients.

Regarding trauma positioning methods, the student must:

1. Display the ability to obtain images of the patient without moving the patient if the need arises.

2. Never remove a splint or immobilization device without the attending physician's request or permission.

3. Modify scanning methods to minimize patient discomfort while obtaining satisfactory images.
PEDIATRIC CLINICAL EDUCATION OBJECTIVES

In terms of **Patient Care**, the student is able to:
1. Discuss ways to communicate and to gain cooperation from pediatric patients of all age levels.
2. Discuss the psychological effects of hospitalization upon children.

In terms of **Safety and Protection**, the student is able to:
1. Discuss means and equipment used for self-protection.
2. Discuss the special care required by pediatric patients to insure their safety while in the sonography department as well as being transported to and from the department.
3. Describe isolation technique for patients brought to the department.
4. Describe isolation technique used in portable sonography.

In terms of **Sonographic and Immobilization Equipment**, the student is able to:
1. Identify and discuss the use of specific immobilization devices.
2. Name other items often used for immobilization.
3. Be able to immobilize a patient properly for examinations.
4. Discuss the type of sonography equipment used for children especially to facilitate speed of the exam.
5. Manipulate general ultrasound equipment.
6. Be able to label images with patient information.

In terms of **Sonographic Procedures**, the student is able to:
1. List the routine projections for standard procedures.
2. Observe, assist, and perform standard ultrasound examinations.
3. Manipulate technique and set the appropriate technique
4. Observe and assist in procedures specific to pediatric sonography.
5. Discuss and evaluate the above procedures.
6. Discuss the preparation and scheduling for examinations.
7. Observe and assist on portable exams.
8. Observe and assist in emergency room procedures.
9. Observe and assist in special procedures.

In terms of **Image Evaluation**, the student is able to:
1. Evaluate the routine projections for positioning accuracy and technical accuracy.
2. Discuss the relevance of quality assurance.
3. Describe means used at Children's hospital for quality assurance.
SONOGRAPHY CLINICAL HOURS

First Rotation (Spring) = 225 hours with ½ hour lunch
(includes a 8 week hands-on lab on-campus on Tuesday & Thursday plus a clinical for the rest of the semester)

Second Rotation (Summer) = 225 hours with ½ lunch

Third Rotation (Fall) = 225 with ½ lunch

Fourth Rotation (Spring) = 225 hours with ½ lunch

1st Rotation: 15 hours per week (after first 8 weeks)

2nd Rotation: 22.5 hours per week

3rd-4th Rotations: 15 hours per week
SECTION III: EVALUATION FORMS

- The evaluation form is an example ONLY. There is an evaluation form for each individual examination.
Ivy Tech Community College  
Diagnostic Medical Sonography  
Student Exam Progress / Proficiency Form- Abdomen Complete

Name_________________________________________ Date _________________________________

Facility __________________________ Technologist (print)______________________________________

| Difficulty of case: 1 – Easy  3 – Medium  5 – Difficult (Not included in grade calculation) |
|----------------------------------------|--------|--------|--------|--------|
| Patient size: 1 – Thin  3 – Average  5 - Obese |
| Patient anatomy 1 – Normal Anatomy 3 – Some Variation 5 – Major Anomalies |
| Patient cooperation 1 – Cooperative 3 – Moderate 5 - Uncooperative |

Rate the student’s performance in the categories listed below using the following methods of evaluation:

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

| 1 2 3 4 5 |
|------------------|--------|--------|--------|--------|
| 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

| 1 2 3 4 5 |
|------------------|--------|--------|--------|--------|
| 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 |
| Implements critical thinking skills |
| Properly labels images |
| Properly demonstrates safe ergonomic techniques |
| Properly demonstrates safe scanning techniques according to ALARA principles |
### Knowledge and Demonstration of Anatomy

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary survey of each organ or system</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly demonstrates each organ in the longitudinal and transverse axis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly evaluates and demonstrates the pancreas to include head, neck, body, tail and surrounding vasculature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly demonstrates the liver to include the right, left and caudate lobe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly demonstrates the biliary system and the CBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly demonstrates the gallbladder, fundus, body, neck</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly identifies and demonstrates the renals and urinary bladder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly demonstrates the portal system, right left and main/ Doppler color and direction of flow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly identifies and demonstrates IVC and aorta</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly identifies and demonstrates the spleen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly identifies and demonstrates hepatic veins, SMA, portal confluence, renal vasculature,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly identifies retroperitoneal structures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate number of images acquired to accurately identify anatomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to accurately measure appropriate anatomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to identify surrounding relational anatomy to each organ pleural</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Knowledge of Pathology

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated ability to properly identify abnormal findings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly measured any present pathology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated ability to evaluate areas related to the pathological process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate number of images acquired to accurately define the condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated ability to adequately describe or document the condition, written or verbally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to define critical pathology that requires immediate physician notification</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is this exam pediatric?** Yes          No                    Patient age ________________

Technologist Comments:

**Technologist signature** ________________________________ Date ____________________

Please list credentials

*Clinical instructors must have the appropriate credential for the concentration they are verifying.*

Student Comments:

**Student signature** ________________________________ Date ____________________

Final Grade _____
Ivy Tech Community College
Imaging Sciences
Affective Domain

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*

Initiative- Willing to perform procedures and duties independently, without being prompted. Enthusiastic about learning and willing to seek out answers and direction when needed.

1 2 3 4 5 6 7 8 9 10

Comments:

Attitude- Demonstrates interest in assignments/ cases, receptive to suggestions or corrections and exercises self-control.

1 2 3 4 5 6 7 8 9 10

Comments:

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.

1 2 3 4 5 6 7 8 9 10

Comments:

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.

1 2 3 4 5 6 7 8 9 10

Comments:

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.).

1 2 3 4 5 6 7 8 9 10

Comments:

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.
Attendance and punctuality: The student’s attendance is regular and arrival each day is in a prompt and timely manner.

Comments:

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.

Comments:

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.

Comments:

Scanning efficiency: Demonstrates the ability to scan efficiently with the respect to time and patient condition. Maintains proper ergonomic techniques while scanning.

Comments:

Clinical application of skills: Performs clinical procedures with skill and professionalism while maintaining proper patient care. Records images and technologist impression reports accurately.

Comments:

Facility ______________________________________________________________________________________________

Clinical Technologist: ____________________________________________________________ Date __________________

Printed ______________________________________________________________________ ______________________

Ivy Tech Faculty ________________________________________________________________ Date ___________________

Student ______________________________________________________________________ Date ___________________

Grading scale:
103-110 = A
97-102 = B
92-101 = C
88-91 = D
SECTION IV: FORMS TO BE SIGNED
POLICY MANUAL AGREEMENT

I have read and understand the "Student Policy Manual" for the Imaging Sciences Program Diagnostic Sonography concentration at Ivy Tech Community College Wabash Valley Region. 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 that it may be grounds for probation, suspension, or immediate dismissal.

_____________________________________________________________________
Student Signature

_____________________________________________________________________
Date

_____________________________________________________________________
Printed, Full Legal Name

3 The rules and regulations of this handbook are effective immediately. Any changes or corrections made by the College or Program will be circulated and posted for inspection.
IVY TECH COMMUNITY COLLEGE – IMAGING SCIENCES PROGRAM
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. All students sign the College's pregnancy policy.

I have read and understand the Pregnancy Policy outlined in the Imaging Sciences Sonography Technology Concentration Student Policy Manual.

_____________________________   ____________________
Student’s Signature     Date

_____________________________
Student's Printed Name
GROUND FOR DISMISSAL

The grounds for Dismissal are listed below. It should be pointed out that a student may be suspended from the program at any time during their training for violation of any one of the grounds listed.

1. Failing grades in DMSI final tests or a grade of an “F” on any college course.

2. Insubordination

3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substance.

4. Failure to accomplish clinical assignments and objectives.

5. Unprofessional or unethical conduct.

6. Cheating in related or professional courses.

7. If any clinical refuses to allow a student on the property for violations such as theft or misconduct, the student will not be allowed to continue.

8. Any other serious or inappropriate action on the student’s part that would merit dismissal.

By signing this form, you are aware of these policies before entering the program.

__________________________________________  ____________
Student’s Signature                      Date
ACADEMIC GRADING POLICY REQUIREMENTS

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

_______________________________  ____________________
Signed      Date
DIAGNOSTIC MEDICAL SONOGRAPHY
LAB RULES

1. No one is to be in the Ultrasound Lab without permission from program instructors.
2. Any use of the Lab without supervision of instructors will require documented signatures of in/out time.
3. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the program.
4. Lab must be left in a clean and orderly fashion when use is complete.
5. Per College Policy: no food or drinks allowed in the labs.
6. Per College Policy: children are not permitted in labs/classrooms and they cannot be left unattended on Ivy Tech property.

______________________________  ______________________
Student Signature               Date
PORTABLE EXAMINATIONS

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

2. Do bedside or portable exams without an 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
CLINICAL TRANSPORTATION AGREEMENT

I am aware that Ivy Tech Community College-Wabash Valley has multiple clinical sites\textsuperscript{4}. I may be placed at any one of these sites to complete my clinical competency requirements for the program, \textit{regardless of what gas prices maybe or how close the site is to my home}:

<table>
<thead>
<tr>
<th>Site</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedford, IN</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Brazil, IN</td>
<td>Clinton, IN</td>
</tr>
<tr>
<td>Indianapolis, IN</td>
<td>Greencastle, IN</td>
</tr>
<tr>
<td>Martinsville, IN</td>
<td>Paoli, IN</td>
</tr>
<tr>
<td>Paris, IL</td>
<td>Sullivan, IN</td>
</tr>
<tr>
<td>Terre Haute, IN</td>
<td>Vincennes, IN</td>
</tr>
<tr>
<td>Columbus, IN</td>
<td>Linton, IN</td>
</tr>
</tbody>
</table>

I understand the above information and agree:

Print First and Last Name: ________________________________

Sign: ___________________________ Date: __________

\textsuperscript{4} Additional sites maybe added.
CRIMINAL BACKGROUND CHECKS AND DRUG TESTING INFORMATION

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.

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.

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.***

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

46 of 53
Ivy Tech Community College of Indiana
IMAGING SCIENCES PROGRAM

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.

__________________________________________
DATE

__________________________________________
SIGNATURE
IVY TECH COMMUNITY COLLEGE OF INDIANA – WABASH VALLEY REGION
HEALTH SCIENCE PROGRAMS

PRE-ENTRANCE VISUAL EXAMINATION FOR
IMAGING SCIENCES

Name ____________________________   Student ID (CO) # ____________________________

A detailed baseline examination is required prior to clinical experience assignment.

Visual Examination:

Far   R20/_______________   Near   R20/_______________
     L20/_______________   L20/_______________

Specify with or without glasses or contact lenses _________________________________

Color Vision ____________________________

Depth Perception ____________________________

I have examined (student’s name) ____________________________, and find the student capable of
delivering direct patient care and/or client services.

/                     /        /                     /
Name of Optometrist (PRINT)  Signature   Date
-OR-
Name of Ophthalmologist (PRINT)
Ivy Tech Community College of Indiana  
School of Health Sciences - Health Care Support  
Physical Examination and Immunity Documentation Form

THIS SECTION TO BE COMPLETED BY STUDENT:

Student Name:__________________ Student ID: C _____________ Date of Birth ___/___/___

Address:_______________________________________________________________________

Phone: Home ____ - ____- _____ Work____ - ____- _____ Cell ____ - ____- _____

Email:_______________________________

I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.

<table>
<thead>
<tr>
<th>Name of Student (PRINT)</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR ADVANCED REGISTERED NURSE PRACTITIONER:

Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform essential functions of the program. Health care provider must complete and sign all 3 sections of this form. It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

1. **Immunity Status**: Documentation of immunity requires either a vaccine that is up to date according to CDC recommendations or serologic evidence of immunity. If the student declines one or more the following vaccines, a declination form must be completed and signed by the student’s health care provider.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date of Vaccine</th>
<th>Titer Showing Immunity</th>
<th>Date of Titer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2 (1 mo. following #1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis C (titer only)</td>
<td>Titer Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza (1 dose annually)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles (2 doses, 4 weeks apart)</td>
<td></td>
<td>MMR 1:</td>
<td></td>
</tr>
<tr>
<td>Mumps (1 dose)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella (1 dose)</td>
<td></td>
<td>2:</td>
<td></td>
</tr>
<tr>
<td>Varicella (2 doses, 4 weeks apart)</td>
<td></td>
<td>1: 2:</td>
<td></td>
</tr>
<tr>
<td>Tdap - 1 dose</td>
<td></td>
<td>Titer Below</td>
<td></td>
</tr>
<tr>
<td>Td Booster (every 10 years after Tdap)</td>
<td></td>
<td>Titer Below</td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>Vaccine above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Vaccine above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pertussis</td>
<td>Vaccine above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Tuberculosis Screening**: Tuberculin Mantoux skin testing or Quantiferon TB Gold blood test required; and chest x-ray if either result is positive.

- **Tuberculin Skin (Mantoux) Test**: For students who have not had a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing should employ a two-step method, with a second test in 1-3 weeks. If student has documented annual tuberculin skin testing, the last annual results may be recorded for first test and the current test may be recorded for second test.

  **First Test**:
  - Date Given: _____/____/____  time: _____
  - Date Read: _____/____/____  time: _____
  - Results: _____ mm

  **Provider Signature:** _______________________

  **Second Test**:
  - Date Given: _____/____/____  time: _____
  - Date Read: _____/____/____  time: _____
  - Results: _____ mm

  **Provider Signature:** _______________________

- **Quantiferon TB Gold Blood Test**

  - Results: Date of test: _____/____/____
  - Negative: □  Positive (chest x-ray required): □  Indeterminate (requires mantoux): □

  **Provider Signature:** _______________________

- **Chest X-Ray (Required if Tuberculin skin test or Quantiferon TB Gold test is positive)**

  - Date of chest x-ray: _____/____/____
  - Normal: □  Abnormal: □

  **Provider Signature:** _______________________


3. **Physical examination**

   A complete list of essential functions required for the program may be found in the student’s program handbook. Academic capabilities may be documented through other means; however, the student’s physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider.

   Frequency:  
   - **O** = Occasionally (1-33%)  
   - **F** = Frequently (34-66%)  
   - **C** = Constantly (67-100%)

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodations</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
</table>
| **GROSS MOTOR SKILLS** | • 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) | **F** | | |
| **FINE MOTOR SKILLS** | • 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) | **C** | | |
| **PHYSICAL ENDURANCE** | • 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) | **C** | | |
| **PHYSICAL STRENGTH** | • 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) | **F** | | |
| **MOBILITY** | • Twist  
                       | • Bend  
                       | • Stoop/squat  
                       | • Move quickly (e.g., response to an emergency)  
                       | • Climb (e.g., ladders/stools/stairs)  
                       | • Walk | **F** | | |
| **HEARING** | • 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)  
<pre><code>                   | • Hear auditory alarms (e.g., monitors, fire alarms) | **C** | | |
</code></pre>
<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodations</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
</table>
| VISUAL            | - 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)                                                     | C         |                         |                             |
| TACTILE           | - 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)                                                          | F         |                         |                             |
| SMELL             | - Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)                                        
|                   | - Detect smoke                                                        
|                   | - Detect gases or noxious smells                                       
| READING           | - Read and understand written documents (e.g., policies, protocols)                                                    | F         |                         |                             |
| ARITHMETIC COMPETENCE | - 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                                            | C         |                         |                             |
Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

I have reviewed the student’s immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes ☐ No ☐

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

Yes ☐ No ☐

Based on my assessment, I believe the student is physically and mentally capable of performing the essential functions described above.

Yes ☐ No ☐

Provider Name/Credentials _________________________ Signature _____________________________

(Name of physician, licensed physician assistant or nurse practitioner)

Provider Phone: _____ - _____ - _____