



MERCY

MEDICAL CENTER

A Ministry of the Sisters of Charity Health System

School of Diagnostic Medical Sonography

Policy & Procedure Manual

COMPLETE LISTING OF POLICIES OF MERCY MEDICAL
CENTER
SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

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Mission Statement of Mercy Medical Center, School of Diagnostic Medical Sonography

The School of Diagnostic Medical Sonography at Mercy Medical Center strives to prepare the student for an entry-level position in the field of Ultrasound as a Sonographer. The graduating student is eligible to apply for the exam given by the American Registry of Diagnostic Medical Sonography. The school strives to prepare competent entry-level abdominal, OB and gyn sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The school strives to ensure that our graduates are prepared to assume responsible positions on the healthcare team and continue Christ's healing ministry by providing quality, compassionate, affordable and accessible care for the whole person.

MERCY MEDICAL CENTER

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

GOALS/OBJECTIVES OF THE PROGRAM

1. Prepare competent entry-level abdominal, obstetric and gynecologic sonographers in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
2. Upon graduation the student shall be able to:
 - Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results;
 - Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician;
 - Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
 - Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services;
 - Demonstrate appropriate communication skills with patients and colleagues;
 - Act in a professional and ethical manner
 - Facilitate communication and education to elicit patient cooperation and understanding of expectations, and responds to questions regarding sonographic examination.

Technical Standards for Sonography Students

(Adapted from MMC Sonographer Technical Standards)

Skills:

- Organizational
- Verbal
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Read/Comprehend written instructions
- Follow verbal instructions

Mental and Emotional Requirements:

- Manage stress appropriately
- Make decisions under pressure
- Handle multiple priorities
- Work in areas that are confined and/or crowded

Physical Requirements:

MEDIUM WORK: Exert up to 50-lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly

- Stand for 6 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision:
Near (< 20≅); Mid (>20≅ - < 20=)
Far (> 20=)

ACCREDITATION AND SPONSORSHIP

The School of Diagnostic Medical Sonography is sponsored by:

MERCY MEDICAL CENTER
1320 MERCY DRIVE, NW
CANTON, OHIO 44708

Bruce Stefancik, CRA, RT
Administrative Director of Radiology
330-489-1070

Mercy Medical Center is Joint Commission accredited

The Joint Commission
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
Phone: 630-792-5000
Web site: www.jointcommission.org

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The School of Diagnostic Medical Sonography is overseen by

Gary Greathouse, M.S. Ed., RT (R)
Program Director of the School of Radiography
Mercy Medical Center

School of Radiography is JRC-ERT accredited

JRCERT
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
Web site: www.JRCERT.org

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The School of Diagnostic Medical Sonography Program Director:

Susan Bielanski, BS, RDMS

The Ultrasound Department is ACR accredited

ACR
1891 Preston White Drive
Reston, VA 20191-4397
Phone- (703) 648-8900
Web site: www.acr.org

The School of Diagnostic Medical Sonography is CAAHEP accredited

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone- 727-210-2350
Web site- www.caahep.org

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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CANTON, OHIO

SPONSOR'S RESPONSIBILITIES

The following goals have been set out by management of Mercy Medical Center and approved by the Board of Trustees as a guide to orderly growth, development, and improvement of health services provided by Mercy Medical Center.

The goals exist because of our belief and commitment to the concept that Mercy Medical Center exists to insure a healthier community both in body and mind. This concept encompasses a responsibility to require the students and faculty to be of good moral character and use sound judgment and professional ethics in all facets of their work while attending this institution. Furthermore, students and faculty must realize that their behavior outside of this Medical Center will also reflect the values of this hospital and the school.

Mercy Medical Center shall develop, operate, manage, and conduct medical education programs; including, but not limited to, undergraduate and post-graduate programs for students and physicians.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
MERCY MEDICAL CENTER
CANTON, OHIO

DESCRIPTION OF PROFESSION

The profession of a Diagnostic Medical Sonographer requires judgment and the ability to provide appropriate health care services. A sonographer is a highly skilled professional qualified by education to provide patient services using diagnostic medical sonography, as directed by a licensed doctor of medicine or osteopathy. The general sonographer may provide this service in a variety of settings where the physician is responsible for the use and interpretation of appropriate procedures. General sonographers assist physicians in gathering data necessary to reach diagnostic decisions.

The sonographer is able to perform the following:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results;
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician;
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services;
- Demonstrate appropriate communication skills with patients and colleagues;
- Act in a professional and ethical manner
- Facilitate communication and education to elicit patient cooperation and understanding of expectations, and responds to questions regarding sonographic examination.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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CANTON, OHIO

PROGRAM DESCRIPTION

The School of Diagnostic Medical Sonography at Mercy Medical Center offers a 12-month, CAAHEP accredited program which qualifies the graduate, to apply for the ARDMS abdomen and ob/gyn examinations.

Full time enrollment consists of forty (40) hours per week attendance. Students attend 7:00am-3:30pm Monday through Friday. This includes both classroom and clinical experience. Part time enrollment and Distance education are not available.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
MERCY MEDICAL CENTER
CANTON, OHIO

PROGRAM ORGANIZATION

The School of Diagnostic Medical Sonography at Mercy Medical Center is directed in consultation with the Medical Director. The Program Director has line authority from and accountability to the Radiology Department through the Administrative Director, Radiology Services and The Radiology Schools Manager.

An Advisory Committee is organized for the purpose of establishing policies and giving general direction. The Committee insures that all persons involved in and affected by the program are fairly represented in all major decisions.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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GENERAL INSTRUCTIONAL FACILITIES

All instructional facilities for the School of Diagnostic Medical Sonography are on the campus of Mercy Medical Center. The students are not required to commute to other locations for any portion of their classroom instruction

CLASSROOM

The conference rooms used are located throughout the hospital. The rooms seat 10 students easily. The Radiology Conference rooms located within the department are used for some classes. The rooms seat 10 students easily.

OFFICES

The Program Director's office is located within the Ultrasound Department. Other faculty not having private offices can use the Program Director's office for their own planning, research, counseling, etc. as needed.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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CLINICAL FACILITIES

The School of Diagnostic Medical Sonography uses the facilities of the Ultrasound Department at Mercy Medical Center. The Department equipment consists of Siemens S2000 touch and Siemens S2000 and Siemens Sequoia units.

Quality Assurance is performed on all equipment on a regular basis.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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CANTON, OHIO

LABORATORY FACILITIES

General Ultrasound rooms in the department are used by students and faculty to conduct experiments and to practice ultrasound procedures. The students are provided with scan lab experience for most exams before they attempt them in the Ultrasound Department on patients.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
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CANTON, OHIO

LIBRARY FACILITIES

The technical library for the School of Diagnostic Medical Sonography is located in the Program Director's Office. There are also books for reference kept in the Ultrasound department.

Students and staff may borrow books from the Medical Library as well. The Medical Library keeps Ultrasound resources on reference and in circulation. The Medical Library is accessible by badge swipe system 24-hours a day, 7 days a week. There are several computers available there with internet access.

Students may also take advantage of "Ohio Link" through the medical library.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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| POLICY: Competency-based Criteria | | POLICY NUMBER: 3.111 | |
| EFFECTIVE DATE: NOV. 1, 1999 | REVISED: May, 2000 Oct., 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S.Black, R.D.M.S. |
| <p>Minimum acceptable levels of performance have been established for clinical education. These address both quantitative and qualitative standards.</p> <p><u>QUANTITATIVE:</u></p> <p>Minimum numbers and types of procedures are required for each quarterly grading period. Completion of these competencies is necessary to receive a passing grade. The student must successfully complete a minimum of 2 similar, "practice" exams with the clinical instructor or program director prior to receiving a competency in an exam.</p> <p>All failed competency forms must be turned in to the program director. After 3 failed attempts at competency, the student will be given additional lab instruction/clinical assistance before another attempt for that competency can be made. Two additional "signed practices" must be documented prior to re- attempting that exam for a competency.</p> <p><u>QUALITATIVE:</u></p> <p>Minimum acceptable performance standards for procedures have been established. In order to be considered competent in performing the procedure, the student must receive an 80% or higher grade. This is the minimum acceptable standard.</p> | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|--|---|--|---|--|--|
| TITLE: Required Clinical Competencies | | POLICY NUMBER: 3.112 | | | | |
| EFFECTIVE DATE: November, 1999 | REVISED: May, 2000 April 2008 April 2009 October 2015 May 2016 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. | | | |
| <p>During the 12-month education, the student must prove to be competent in performing the some of the following procedures and have knowledge of the following equipment:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; vertical-align: top;"> <ul style="list-style-type: none"> Achilles tendon Aorta Liver Gallbladder/biliary Pancreas Renals Spleen Pelvis Transvaginal Breast Bladder Abdomen Limited Abdomen Complete OB 1st, 2nd and 3rd trimester Biophysical profiles Thorax Thyroid Testicle Prostate Abdomen Doppler Neonatal head Knee Infant spine Hips Lesions Biopsy/Needle procedure 3D face-OB ARFI Pylorus Shoulder Non-cardiac chest </td> <td style="width: 30%; vertical-align: top; padding-left: 20px;"> <p>Equipment Comps:</p> <ul style="list-style-type: none"> Doppler S200- touch S2000 Sequoia </td> <td style="width: 35%;"></td> </tr> </table> | | | | <ul style="list-style-type: none"> Achilles tendon Aorta Liver Gallbladder/biliary Pancreas Renals Spleen Pelvis Transvaginal Breast Bladder Abdomen Limited Abdomen Complete OB 1st, 2nd and 3rd trimester Biophysical profiles Thorax Thyroid Testicle Prostate Abdomen Doppler Neonatal head Knee Infant spine Hips Lesions Biopsy/Needle procedure 3D face-OB ARFI Pylorus Shoulder Non-cardiac chest | <p>Equipment Comps:</p> <ul style="list-style-type: none"> Doppler S200- touch S2000 Sequoia | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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| TITLE: Competency time limit policy | | POLICY NUMBER: 3.113 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EFFECTIVE DATE: October 4, 2010 | REVISED: October 2015 May 2016 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>In order to ensure that patients receive care in a timely manner and that students are given an adequate amount of time to complete a competency exam, a time limit will be placed on the competency.</p> <p>The student will be given 50% of time over the appointment time.</p> <p>For exams scheduled as a 30 minute appointment, the student will be given 45 minutes of scan time to complete the competency.</p> <p>For 60 minute exams the student will be given 90 minutes to complete the competency.</p> <p>If the student does NOT complete the exam in the allotted time, it will be considered an automatic failure.</p> <p>30 minute exams include:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">gallbladder</td> <td style="padding: 2px;">liver</td> <td style="padding: 2px;">pancreas</td> <td style="padding: 2px;">spleen</td> <td style="padding: 2px;">renals</td> </tr> <tr> <td style="padding: 2px;">aorta</td> <td style="padding: 2px;">pelvis</td> <td style="padding: 2px;">transvaginal</td> <td style="padding: 2px;">BPP</td> <td style="padding: 2px;">thyroid</td> </tr> <tr> <td style="padding: 2px;">testicles</td> <td style="padding: 2px;">breast</td> <td style="padding: 2px;">knee</td> <td style="padding: 2px;">lesion/mass</td> <td style="padding: 2px;">fetal position</td> </tr> <tr> <td style="padding: 2px;">OB targeted</td> <td style="padding: 2px;">1st trimester OB</td> <td style="padding: 2px;">ABD limited/RUQ</td> <td style="padding: 2px;">neonatal head</td> <td style="padding: 2px;">Achilles</td> </tr> <tr> <td style="padding: 2px;">ARFI</td> <td style="padding: 2px;">non-cardiac chest</td> <td></td> <td></td> <td></td> </tr> </table> <p>60 minute exams include:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Fetal Age (2nd and 3rd trimester OB)</td> <td style="padding: 2px;">ABD complete</td> <td style="padding: 2px;">ABD Doppler</td> </tr> </table> | | | | gallbladder | liver | pancreas | spleen | renals | aorta | pelvis | transvaginal | BPP | thyroid | testicles | breast | knee | lesion/mass | fetal position | OB targeted | 1 st trimester OB | ABD limited/RUQ | neonatal head | Achilles | ARFI | non-cardiac chest | | | | Fetal Age (2 nd and 3 rd trimester OB) | ABD complete | ABD Doppler |
| gallbladder | liver | pancreas | spleen | renals | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| aorta | pelvis | transvaginal | BPP | thyroid | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| testicles | breast | knee | lesion/mass | fetal position | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OB targeted | 1 st trimester OB | ABD limited/RUQ | neonatal head | Achilles | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ARFI | non-cardiac chest | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fetal Age (2 nd and 3 rd trimester OB) | ABD complete | ABD Doppler | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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| TITLE: Proof of Competency in Performing Procedures | | POLICY NUMBER: 3.12 | |
| EFFECTIVE DATE: November 1999 | REVISED: May 2000 April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S.Black R.D.M.S. |
| <p>Under no circumstances will any student be permitted to perform any procedure without direct supervision prior to being evaluated for competency for that procedure. Competency checks will be performed by a registered staff sonographer or the Program Director. Any competencies given by a "registry eligible" sonographer must be checked and undersigned by the program director.</p> <p>Competencies may only be performed during normally scheduled clinical hours. (No afternoons or weekends)</p> <p>A list shall be posted in a central location in the Department of Ultrasound indicating all procedures for which a student has been competency checked. This list will be updated on an ongoing basis by the Program Director.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|---|--|--|
| TITLE: Overtime Compensation | | POLICY NUMBER: 3.130 | |
| EFFECTIVE DATE: November 1999 | REVISED: Sept. 2002 May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>All justified overtime will be documented on the student's Attendance Record. This time will be reviewed on a regular basis and the student will be advised as to his/her available time.</p> <p>Compensatory/Overtime time may not be used to obtain early graduation or to miss scheduled classes. Compensatory time may be applied toward sick time, professional days or personal business.</p> <p>Compensatory time will be granted at the discretion of the Program Director. Permission or denial will be based on the policies concerning academic standing, sick time, and class schedule. Refer to Policies #4.230, #4.231, #4.232, #4.3, #7.421 and #7.43.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------------------|--|--|
| TITLE: Scheduling - Total Time Allowed | | POLICY NUMBER: 3.131 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>The total number of hours a student spends in the training program shall not exceed forty (40) hours per week. This will include classroom instruction and clinical experience. No averaging of variable hours or weeks will be permitted.</p> <p>To insure quality patient care, a student will be permitted to remain past the normal shift ending time All overtime compensation must be taken according to Policy #3.130.</p> <p>Make up time falls under a different ruling. Please refer to policy # 7.48</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|--|---|--------------|----------------|---------------|----------------------|------------|-------|-----|--------------------|--------------------|---------------|-----------|-------------------------|
| TITLE: Clinical Rotation Schedules | | | POLICY NUMBER: 3.132 | | | | | | | | | | | | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. | | | | | | | | | | | | |
| <p>The clinical rotation schedules are posted in advance. Every effort is made to assure that all students will have equal opportunity to experience all possible clinical learning situations.</p> <p>*NOTE: No changes will be made in the rotation schedule without permission from the Program Director, Clinical Instructor or designate.</p> <p>Students that have completed all required clinical competencies for the current quarter may request a rotation through another area for educational purposes. These areas include, but are not limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">-radiologist</td> <td style="width: 25%;">- vascular lab</td> <td style="width: 25%;">- cardiac lab</td> <td style="width: 25%;">-ultrasound off-site</td> </tr> <tr> <td>-radiology</td> <td>- MRI</td> <td>-CT</td> <td>- nuclear medicine</td> </tr> <tr> <td>-radiation therapy</td> <td>- mammography</td> <td>-specials</td> <td>- ultrasound off-shifts</td> </tr> </table> <p>The program director will coordinate with other areas to schedule the student's rotation and will inform the student of the scheduled time. Allowed time length of each rotation will be based on the student's clinical performance and the educational value of the rotation. Every effort will be made to accommodate reasonable requests.</p> | | | | -radiologist | - vascular lab | - cardiac lab | -ultrasound off-site | -radiology | - MRI | -CT | - nuclear medicine | -radiation therapy | - mammography | -specials | - ultrasound off-shifts |
| -radiologist | - vascular lab | - cardiac lab | -ultrasound off-site | | | | | | | | | | | | |
| -radiology | - MRI | -CT | - nuclear medicine | | | | | | | | | | | | |
| -radiation therapy | - mammography | -specials | - ultrasound off-shifts | | | | | | | | | | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Daily Shift Assignments | | POLICY NUMBER: 3.133 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>Students will be scheduled forty (40) hours a week. This will include weekdays only and will encompass both clinical time and classes.</p> <p>**NOTE: No changes will be made in the schedule without permission from faculty of the School.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | | | | | | | | | |
|--|---|--|---|---------|-------|-----------------|-------|------------------------|-------|-----|------|
| TITLE: Distribution of Clinical Experience | | POLICY NUMBER: 3.14 | | | | | | | | | |
| EFFECTIVE DATE: November 1999 | REVISED: January 2006 October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. | | | | | | | | |
| <p>Clinical assignments include the following approximates for types of clinical experience and are subject to change based on student needs:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Abdomen</td> <td>44.6%</td> </tr> <tr> <td>Obstetrical/GYN</td> <td>35.9%</td> </tr> <tr> <td>Superficial Structures</td> <td>19.2%</td> </tr> <tr> <td>MSK</td> <td>0.3%</td> </tr> </table> | | | | Abdomen | 44.6% | Obstetrical/GYN | 35.9% | Superficial Structures | 19.2% | MSK | 0.3% |
| Abdomen | 44.6% | | | | | | | | | | |
| Obstetrical/GYN | 35.9% | | | | | | | | | | |
| Superficial Structures | 19.2% | | | | | | | | | | |
| MSK | 0.3% | | | | | | | | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|---|
| TITLE: Validation of Clinical Competency Requirements | | POLICY NUMBER: 3.15 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The required clinical competencies listed in Policy #3.122 will be reviewed annually by the Program Director and appropriate faculty. The following criteria should be used in updating clinical requirements:</p> <ul style="list-style-type: none">-Availability of Procedures in Ultrasound Department-Availability of Clinical Assignments for each Student-Difficulty Level of Required Procedures-Time Constraints of Training Process-Requirements of Potential Employees <p>*NOTE: The Program Director is responsible for conducting external validation studies of the Program and reporting to the advisory committee. The program director may seek advice from other personnel either internally or externally.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|---|---|---|
| TITLE: Clinical Supervision | | POLICY NUMBER: 3.2 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>A Registered Sonographer shall be present on the premises in the Ultrasound Department at all times for assistance when students are performing procedures. This includes procedures for which the student has proved competent.</p> <p>Students must have a Sonographer present when performing a procedure for which competency has not been proven.</p> <p>Students may perform a procedure without immediate supervision of the following exists:</p> <ol style="list-style-type: none">(1) Student has proven competent to perform procedure(2) A qualified Sonographer reviews exam/rescans before patient is dismissed. | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-----------------|--|---|
| TITLE: Clinical Instructor | | POLICY NUMBER: 3.3 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The Clinical Instructor, School of Diagnostic Medical Sonography, shall have the primary responsibility for evaluating student performance in diagnostic sonography.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-----------------|---|---|
| TITLE: Student Capacity | | POLICY NUMBER: 3.41 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The number of students enrolled in the Program shall not exceed recommendations of the JRC-DMS. The JRC-DMS must be notified if a change in capacity of students is requested.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|--|---|
| TITLE: Attrition Rate | | POLICY NUMBER: 3.42 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The Program Director will be responsible for conducting attrition studies and exit interviews on a regular basis to help identify reasons for attrition. The Program Director also may seek advice from personnel within the Department of Ultrasound, Radiology or from personnel within the Medical Center.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Didactic Curriculum - Content | | POLICY NUMBER: 4.11 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>A file shall be maintained for all updated course objectives and outlines. This file is open for review by all students and members of the faculty and staff.</p> <p>The Program Director shall keep copies of all tests, exams, and evaluations in a locked file. These are to be open to authorized faculty for their use only.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------------------|--|---|
| TITLE: Class Attendance | | POLICY NUMBER: 4.21 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>All scheduled classes must be attended.</p> <p>It is the student's responsibility to arrange for make-up of any classes or exams missed due to illness. Any exams not made up within two days of the student's return will be automatic "Fs. Arrangements may be made with the Program Director.</p> <p>Classes missed due to unexcused absences cannot be made up.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-------------------------------|---|---|---|------------------------------|---|------------------------|---|---------------------------|---|------------------------|---|-------------------------------|
| TITLE: Computation of Grades | | POLICY NUMBER: 4.220 | | | | | | | | | | | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. | | | | | | | | | | |
| <p>Grades are computed on a quarterly basis for each course based upon the following grading system:</p> <table style="margin-left: auto; margin-right: auto;"><tr><td style="padding-right: 20px;">A</td><td>(4.0) = Excellent (100%-93%)</td></tr><tr><td>B</td><td>(3.0) = Good (92%-84%)</td></tr><tr><td>C</td><td>(2.0) = Average (83%-75%)</td></tr><tr><td>D</td><td>(1.0) = Poor (74%-69%)</td></tr><tr><td>F</td><td>(0.0) = Failing (68% & below)</td></tr></table> | | | | A | (4.0) = Excellent (100%-93%) | B | (3.0) = Good (92%-84%) | C | (2.0) = Average (83%-75%) | D | (1.0) = Poor (74%-69%) | F | (0.0) = Failing (68% & below) |
| A | (4.0) = Excellent (100%-93%) | | | | | | | | | | | | |
| B | (3.0) = Good (92%-84%) | | | | | | | | | | | | |
| C | (2.0) = Average (83%-75%) | | | | | | | | | | | | |
| D | (1.0) = Poor (74%-69%) | | | | | | | | | | | | |
| F | (0.0) = Failing (68% & below) | | | | | | | | | | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Incomplete Credit | | POLICY NUMBER: 4.211 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>An "I" (Incomplete) may be given at the instructor's discretion if course material is not completed on time.</p> <p>The "I" must be replaced with a valid grade no later than six weeks following the end of the quarter.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-------------------------------|--|---|
| TITLE: Transfer Credit | | POLICY NUMBER: 4.222 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>To maintain the Program standards of excellence both clinically and academically, transfer credits will not be accepted for courses included in the curriculum for the sonography school.</p> <p>No student will be granted "advanced placement".</p> <p>No credit is given for work experience.</p> <p>*Prerequisites degrees and classes will accepted from appropriately accredited institutions.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|--|---|
| TITLE: Scholastic Standing | | POLICY NUMBER: 4.230 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>Scholastic standing shall be defined by the following criteria:</p> <ul style="list-style-type: none">(1) Good Standing: The student is progressing in a satisfactory manner, maintaining at least a 2.0 cumulative GPA, and a passing grade for each class offered.(2) Academic Probation: The student is not performing satisfactorily.<ul style="list-style-type: none">(a) Failure to maintain a 2.0 GPA(b) Failure to pass any course in the curriculum, including clinical(3) Disciplinary Probation: The student exhibits unacceptable behavior patterns. Refer to Student Conduct Policy #7.6. | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|----------------------------------|--|---|
| TITLE: Clinical Grades | | POLICY NUMBER: 4.231 | |
| EFFECTIVE DATE: November, 1999 | REVISED: June 12, 2001 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The student is expected to complete the required competencies by the end of the clinical quarter. Satisfactory levels of clinical performance must be maintained throughout the four (4) quarters to remain in good standing.</p> <p>The clinical grade is based on the merit/demerit system (policy #7.6). the clinical grading scale is as follows:</p> <p style="text-align: center;">100- 93%- A 92-84%- B 83-75%- C 74-69%- D Below 68%- F</p> <p>Clinical performance is reviewed quarterly. Any student performing below minimum standards shall be placed on probation. Refer to Policy #4.230, Section (2).</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|---|
| TITLE: Course Failure | | POLICY NUMBER: 4.232 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>In the event a student fails a course, either clinical or didactic, the following will occur:</p> <p style="padding-left: 40px;">The student is placed on probation for three (3) months. At the end of the probationary quarter, all courses must be successfully completed to prevent dismissal.</p> | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------------------|---|---|
| TITLE: Academic or Clinical Probation | | POLICY NUMBER: 4.24 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>Any student not maintaining at least the minimum acceptable grade average in both didactic and or in the clinical will be placed on probation.</p> <p>Probationary period is defined as three (3) months in length. At the end of the probation, the student will be re-evaluated to determine whether sufficient progress has been made to prevent dismissal.</p> <p>Any student having more than one probationary period during training will automatically be terminated.</p> <p>Probationary status at the end of the fourth quarter will disqualify a student from graduating.</p> <p>The Advisory Committee reserves the right to place any student on probation who does not meet requirements of the Medical Center either didactically or clinically.</p> <p>Minimum acceptable course grade is a C. although D's are given they are considered unsatisfactory and will lead to probationary status.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|---------------------------------|--|---|
| TITLE: Class Schedules | | POLICY NUMBER: 4.3 | |
| EFFECTIVE DATE: November, 1999 | REVISED: October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>The master class schedule shall be planned in advance for the school year.</p> <p>Quarterly class schedules will be given to the students in the course syllabus. It is the student's responsibility to attend all scheduled classes.</p> <p>No classes shall be scheduled on weekends, evenings, or on days when students are routinely scheduled off. Students requesting days off when classes are scheduled are responsible to make prior arrangements with the Instructor.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|---|--|---|
| TITLE: Graduation Requirements | | POLICY NUMBER: 4.4 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 Mar 2005 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>In order to be eligible for graduation, the student must</p> <ul style="list-style-type: none"> - Satisfactorily complete all clinical requirements (Policy #3.112) - Maintain a satisfactory GPA clinically (Policy #4.231) - Maintain a satisfactory GPA didactically (Policy #4.232) - Proficiently use oral and written medical terminology - Demonstrate knowledge of human anatomy and physiology - Demonstrate proper operation of Ultrasound equipment and accessories - Demonstrate normal and abnormal anatomy during ultrasound examination, as well as the ability to discuss sonographic findings and pathological process <ul style="list-style-type: none"> - Have an understanding of ultrasound physics and can identify and correct the causes of artifacts - Demonstrate concern and empathy for the patient - Complete 12 months of clinical and didactic education - Complete all make up time over 40 hours - Have all costs to the program paid in full | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|--|
| TITLE: Budget Process | | POLICY NUMBER: 5.11 | |
| EFFECTIVE DATE: Nov. 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>The financial needs of the School of Diagnostic Medical Sonography shall be addressed through the regular budget process of the Medical Center. The Program Director shall submit the School's budgetary needs to the Radiology Administrator for preparation.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-------------------------------|---|---|
| TITLE: Fees to Students | | POLICY NUMBER: 5.22 | |
| EFFECTIVE DATE: Nov. 1999 | REVISED: April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>Student fees shall include the following:</p> <ul style="list-style-type: none">(a) Application fee (Policy #7.21)(b) Tuition (Policy #7.22) | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | |
|---|-----------------------------------|
| POLICY: Collection of Tuition | POLICY NUMBER: 5.23 |
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|---|--|---|---|
| EFFECTIVE DATE: Nov. 1999 | REVISED: February 2004 October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
|---|--|---|---|

The collection of tuition shall be as follows:

- (1) Upon acceptance, the student must pay a \$100.00 of the tuition which is **non-refundable**.
- (2) \$800.00 is due the first day of class.
- (3) The remainder of the tuition is to be paid prior to graduation if the student is making payments. (see policy 7.22)

| | |
|--|-----------------|
| Sonography School Tuition: | \$14,000.00 |
| - Tuition due upon acceptance (non-refundable) | \$100.00 |
| - Tuition due on first day of classes | <u>\$800.00</u> |
| Remaining Tuition= | \$13,100.00 |

Payment Options:

| Per Quarter | Monthly |
|-------------|-----------|
| \$3275.00 | \$1091.67 |

Special arrangements can be made with the Program Director in the event of hardship. **All tuition must be paid in full prior to graduation in order to receive the diploma and approval for registration with the ARDMS.**

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|---------------------------------|---|---|
| TITLE: Advertising Materials - Guidelines | | POLICY NUMBER: 5.31 | |
| EFFECTIVE DATE: November, 1999 | REVISED: October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |

The web site and other advertising materials must be accurate in the reflection of Program costs. All costs must be fairly and accurately stated. Any references to employment or income prospects must be fair and realistic.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|---------------------------------|--|---|
| TITLE: Advertising Materials - Approval | | POLICY NUMBER: 5.32 | |
| EFFECTIVE DATE: November, 1999 | REVISED: October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>All materials must be approved by the Advisory Committee prior to publication.</p> <p>After approval, the materials shall be submitted through regular Medical Center channels for approval, proofreading and posting.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|---|
| TITLE: Student Status vs Employee Status | | POLICY NUMBER: 5.41 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Students may not be employed in the Department of Ultrasound to perform Sonographer's functions nor may students be counted on as primary manpower in the function of the Department of Ultrasound in Radiology.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|---|---|--|
| TITLE: Program Director - Qualifications | | POLICY NUMBER; 6.11 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Program Director shall meet the qualifications required by the JRC-DMS and shall be registered in ABD and OB/Gyn Ultrasound by the American Registry of Diagnostic Medical Sonographers. The Program Director shall be a full time employee of the Department of Radiology at Mercy Medical Center and have a minimum of a Bachelor Degree.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|---|
| TITLE: Program Director - Responsibilities | | POLICY NUMBER: 6.12 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>There shall be a specific job description for the Program Director designating primary responsibilities to and for the School of Diagnostic Medical Sonography. The job responsibilities shall include, but not be limited to:</p> <ul style="list-style-type: none"> • the organization, administration, periodic review, Policy effectiveness of the Program, in consultation with the Medical Director • maintaining and updating School records and student records required by law • developing class schedules and clinical rotations • assisting in student selection process • developing overall curriculum and objectives • coordinating faculty and instructional resources • counseling students • academic teaching responsibilities • regularly performing student reviews • chairs the Advisory Committee | | | |
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SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY

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|---|-----------------|--|---|
| TITLE: Change of Program Director | | POLICY NUMBER: 6.1 3 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>If there is a change in the Program Director, notification will be made to the JRC-DMS immediately. Upon notification, the curriculum vitae of the new Program Director will be submitted within thirty (30) days. If the new candidate is not selected within this timeframe, continuity of the Program and progress shall be submitted with notification to the JRC-DMS.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Medical Director Qualifications | | POLICY NUMBER: 6.21 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Medical Director shall be the Chairman of the Ultrasound Section of Radiology at Mercy Medical Center or a Radiologist certified by the ACR and a member of the radiology medical staff at Mercy Medical Center.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|------------------------|---|---|
| TITLE: Medical Director - Responsibilities | | POLICY NUMBER: 6.22 | |
| EFFECTIVE DATE: November, 1999 | REVISED: 2/6/04 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Medical Director shall:</p> <ul style="list-style-type: none"><input type="checkbox"/> work with the Program Director in the development of goals, standards of performance and objectives of the Program<input type="checkbox"/> participate in curriculum development for the purposes of medical accuracy and completeness<input type="checkbox"/> perform, when needed, limited instructional duties<input type="checkbox"/> assist Program Director with faculty reviews<input type="checkbox"/> be responsible for final Program review of student health criteria<input type="checkbox"/> review all student health records/reports prior to the first day of classes<input type="checkbox"/> serve as the Medical and Radiologists' representative on the Advisory Committee | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------------------|---|--|
| TITLE: Change of Medical Director | | DATE: 6.23 | |
| EFFECTIVE DATE: November 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>If the Medical Director is changed, the Program Director shall notify the JRC DMS. The Program Director shall submit curriculum vitae of the new Medical Director within thirty (30) days. If a suitable candidate is not found within that time frame, the Program Director shall notify the JRC DMS to define the problem and express the continuity of the Program.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|---------------------------------|---|--|
| TITLE: Clinical Instructor - Qualifications | | POLICY NUMBER: 6.31 | |
| EFFECTIVE DATE: November 1999 | REVISED: October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Clinical Instructor shall be registered by the American Registry of Diagnostic Medical Sonographers in at least Abdomen and OB/Gyn and meet other qualifications acceptable to the JRC-DMS. The Clinical Instructor shall be an employee of the Radiology Department at Mercy Medical Center and work under the director of the Program Director.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Clinical Instructor - Responsibilities | | POLICY NUMBER: 6.32 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>There shall be a specific job description of the Clinical Instructor detailing responsibilities to the School of Diagnostic Medical Sonography. The job responsibilities may include any or all of the following:</p> <ul style="list-style-type: none">-assists students with identifying weaknesses and correcting their clinical performance-demonstrates and instructs alternative methods of obtaining scans due to patient condition-determines competency of students-assists with development of clinical rotation-serves as voting member on the Advisory Committee-assists with clinical evaluation tools-maintains clinical records in good order as prescribed by the JRC-DMS-has limited academic teaching responsibilities | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Faculty Qualifications | | POLICY NUMBER: 6.41 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>All members of the faculty shall be registered sonographers, radiologists, nurses, or hold appropriate degrees/certifications to teach assigned subjects.</p> <p>The faculty members shall demonstrate an ability and willingness to teach assigned course work as stated in Policy #6.44 Faculty Responsibilities.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Appointment of Faculty | | POLICY NUMBER: 6.42 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Program Director shall see that all areas of the curriculum have qualified instructors to instruct the courses. The Program Director is free to use discretion in recruiting Medical Center personnel both within and outside the Department of Radiology.</p> <p>The Program Director shall have the primary responsibility for selection of faculty. Financial commitments and resources outside the Medical Center must have administrative approval except in such cases involving sales or manufacturing representatives providing educational programs as part of their service to the Department of Radiology.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|---------------------------------|--|---|
| TITLE: Faculty Review and Evaluations | | POLICY NUMBER: 6.43 | |
| EFFECTIVE DATE: November, 1999 | REVISED: October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Faculty members shall be reviewed by the Program Director annually. Reviews shall include input from the student body using evaluation instruments as approved by the Advisory Committee and/or the annual JRCDMS student evaluation form.</p> <p>The Program Director and the Medical Director are responsible to see that identified areas of weakness are corrected.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Faculty - Responsibilities | | POLICY NUMBER: 6.44 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>Members of faculty shall be responsible for providing quality units of instruction that are well-planned and organized. Course outlines, and objectives should be used. Tests will be specific to course content. Test results shall be reported promptly to the Program Director.</p> <p>Each member of the faculty is responsible for maintaining current copies of the following:</p> <ul style="list-style-type: none">-curriculum vitae-course outline-course objectives-evaluation tools | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|--|---|
| TITLE: Faculty - Instructional Loads | | POLICY NUMBER: 6.45 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Instructional loads shall not be so heavy as to prevent the instructors from performing their administrative, technical or medical duties. Faculty members with primary care responsibilities to patients shall normally be limited to no more than four (4) teaching hours per week.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-----------------|---|--|
| TITLE: Continuing Education | | POLICY NUMBER: 6.50 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Advisory Committee requires continuing education for the instructional staff. Instructional staff is responsible for maintaining their registered status with the A.R.D.M.S.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-------------------------------|---|--|
| TITLE: Advisory Committee Composition | | POLICY NUMBER: 6.511 | |
| EFFECTIVE DATE: November 1999 | REVISED: April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>The Advisory Committee for the School of Diagnostic Medical Sonography shall have the following representation:</p> <p>Program: Medical Director Program Director</p> <p>Administration: Administrative Director, Radiology services or representative</p> <p>Department: Staff Sonographer</p> <p>Ex-officio members: Student Liaison</p> | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|--|---|
| TITLE: Appointment of Student Liaison | | POLICY NUMBER: 6.512 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Student Liaison members of the Advisory Committee shall be elected by the student body each year. The Advisory Committee shall reserve the right to object to nominees selected. This objection shall be based primarily on, but not limited to, unacceptable academic or clinical performance.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-----------------|---|--|
| TITLE: Advisory Committee Functions | | POLICY NUMBER: 6.513 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>The Advisory Committee for the School of Diagnostic Medical Sonography shall have the authority and responsibility to oversee the following activities concerning the School:</p> <ul style="list-style-type: none">a. Make and approve policy changesb. Make and approve organizational changesc. Approve all faculty appointmentsd. Review faculty effectivenesse. Approve all changes in curriculumf. Make appointments to other committeesg. Define functions and set guidelines for other committeesh. Review student progress in the Programi. Make changes in student status based on performance as needed | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-------------------------------|---|--|
| TITLE: Admissions Committee Composition and Functions | | POLICY NUMBER: 6.511 | |
| EFFECTIVE DATE: November 1999 | REVISED: April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>The Admissions Committee for the School of Diagnostic Medical Sonography shall be comprised of at least:</p> <ul style="list-style-type: none">- Program Director- Administrative Director, Radiology services or representative- Staff Sonographer- Radiography school representative <p>The admissions committee will be responsible for selection of the upcoming class of students.</p> | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------------------|--|---|
| TITLE: Curriculum Committee Composition | | POLICY NUMBER: 6.531 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Curriculum Committee for the School of Diagnostic Medical Sonography shall be comprised of the following:</p> <ul style="list-style-type: none">◆ Medical Director◆ Staff Sonographer◆ Program director◆ Graduate Sonographer (if available) | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-------------------------------|--|---|
| TITLE: Curriculum Committee Functions | | POLICY NUMBER: 6.532 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Duties:</p> <ol style="list-style-type: none">1. Review existing curriculum, goals, objectives and determine validity with regards to:<ol style="list-style-type: none">a. Registry exam resultsb. Graduate capabilities/weaknesses2. Develop changes needed in the curriculum based on:<ol style="list-style-type: none">a. Registry resultsb. ARDMS registry outlinesc. Graduate capabilitiesd. JRCEDMS criteria3. Give approval to all curriculum and objectives prior to submission to the Advisory Committee | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-----------------|---|---|
| TITLE: Non-discrimination Policy | | POLICY NUMBER: 7.1 | |
| EFFECTIVE DATE: November, 1999 November 2017 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Bielanski, R.D.M.S. |
| <p>Selection of students to the program shall be based on the applicant's ability, preparation, attitude, interest and personal qualities indicating potential to successfully meet the terminal goals of the program.</p> <p>It is the Medical Center's policy that it will comply with the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), Ohio Revised Code 4112.02(A), and Title II of the Genetic Information Nondiscrimination Act (GINA), and the Regulations issued thereunder, and that this policy will be administered and will continue to be conducted in such a manner that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, genetic information, or any other characteristic protected by law..</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|--|---|--|---|--|
| TITLE: Criteria for Admission | | POLICY NUMBER: 7.12 | | | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000, 2/4/04, Jan.2006, April 2008, July 2009, August 2010 March 2013 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. | | |
| <p>The following shall be used for determining the acceptability of a candidate for admission to the Program:</p> <p>Applicant must be a graduate of a 2-year AMA Allied health education program that is patient care related OR a 4-year Bachelors Degree with:</p> <ul style="list-style-type: none"> • GPA of at least 2.5 • Documentation of at least 4 hours observation in sonography • Current BLS certification • Satisfactory completion of the following prerequisites: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology) </td> </tr> </table> | | | | <ul style="list-style-type: none"> General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math | <ul style="list-style-type: none"> Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology) |
| <ul style="list-style-type: none"> General Physics Communicating skills /College Composition Medical Terminology Human Disease Algebra 101, or higher level college Math | <ul style="list-style-type: none"> Human Anatomy and Physiology Human Anatomy and Physiology II (or Human Structure & Function or Human Biology) | | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|--|---|--|
| TITLE: Application for Admission | | POLICY NUMBER: 7.13 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000, 2/4/04 April 2008 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The following materials must be received by the School before an application can be considered:</p> <ul style="list-style-type: none">▪ Completed application form▪ Transcripts from colleges attended▪ Two completed recommendation forms▪ \$25.00 non-refundable application fee▪ Documentation of 4 hours sonography observation.▪ BLS certification▪ Degree or certificate of graduation from a 2-year Allied Health Education program OR 4-year Bachelors Degree | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|--|---|--|
| TITLE: Application Procedure | | POLICY NUMBER: 7.14 | |
| EFFECTIVE DATE: November, 1999 | REVISED: Sept. 2002, 2/4/04 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>One class of students will be admitted in July of each year.</p> <p>Completed applications must be submitted by April 1 along with the \$25.00 application fee.</p> <p>Four hours of observation in sonography must be documented (see policy 7.12)</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|---|---|--|
| TITLE: Interview and Acceptance Procedure | | POLICY NUMBER: 7.15 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 Jan. 2005 Sept. 2002 May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>All applicants interviewed for admission will be informed of the Committee's decision to accept or deny admission.</p> <p>Interview scores are based on two portions.</p> <ul style="list-style-type: none"> • <u>Application score</u> (based on courses taken, grades, degree and healthcare experience) • <u>Panel Interview</u> (based on average score of panel members on a set of pre-determined questions) <p>All applicants not meeting requirements shall be notified by telephone or letter.</p> <p>Final class selection will be made by approximately April 30th of each year.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-------------------------------|---|--|
| TITLE: Pre-entrance Medical Examination | | POLICY NUMBER: 7.16 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2016 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Accepted students are required to have a physical examination prior to commencement of training. The student's physician must sign the health history sheet as well as the technical standards form to ensure the student is fit for clinical duties. The student is required to submit evidence of immunizations.</p> <p style="margin-left: 40px;">A. Health requirements to be completed PRIOR to hospital clinical experience:</p> <ol style="list-style-type: none"> 1. Health history (including childhood disease history) questionnaire 2. Immunizations: <ol style="list-style-type: none"> a. Tetanus date. Although protective for 10 years, tetanus immunization must afford you protection throughout your affiliation. * Tetanus/Diphtheria/Pertussis immunization is STRONGLY RECOMMENDED. b. MMR Immunization (2 doses) * Laboratory evidence of immunity (screen or titer) for Measles, Mumps and Rubella can be substituted for immunization. Varicella Immunization (2 doses) Laboratory evidence of Immunity (screen or titer) can be substituted for immunization Hepatitis B Vaccine Laboratory evident of Immunity (Screen or titer can be substituted for immunization) Influenza Vaccine – required of all students assigned to clinicals during flu season – normally November 1st thru April 1st yearly and is provided by the hospital. 3. PPD U/5 TB skin test (not Tine) or Blood Assay within 3 months. Two-step PPD required if no TB test in previous 12 months. If positive reactor, a copy of chest X-ray (within one year) must be attached. <p>The medical reports are reviewed by the Medical Director of the School and placed in the student's file. Reports are retained in the student's permanent file.</p> <p>Costs incurred to complete the requirements are the responsibility of the student.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|-----------------|---|--|
| TITLE: Student/ Staff Scanning policy | | Policy Number 7.161 | |
| EFFECTIVE DATE: June 2000 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>For learning purposes only, students shall be permitted to scan staff sonographers, radiologists and fellow students, provided the subject has volunteered.</p> <p>Under no circumstances should a student, sonographer or radiologist be coerced into volunteering. The scan subject shall volunteer of his or her own free will.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-------------------------------|---|--|
| TITLE: Exposure to Infectious Disease | | POLICY NUMBER: 7.1662 | |
| EFFECTIVE DATE: December 1999 | REVISED: April 2016 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |

Students of the Sonography program shall follow the Mercy Medical Center Infection Control program policies. The applicable policy follows this page.

POLICY:

Segments of the Employee Health Program are available for student/faculty (both nursing and non-nursing) to provide treatment of illness/injuries which occur during assigned activities at the Medical Center. The program encompasses any student who is affiliated with an educational program sponsored by or based at the Medical Center.

The Employee Health Service attempts to establish that no communicable disease or physical condition is present which could be detrimental to the student/faculty member or in any way alter the health status of the patient.

The health program for student/faculty participants is administered in either the Employee Health Service Department or Emergency Department.

PROCEDURE:

I. Pre-Clinical Requirements/Non-Nursing

A. Health requirements to be completed PRIOR to hospital clinical experience:

1. Health history (including childhood disease history) questionnaire

2. Immunizations:

a. Tetanus date. Although protective for 10 years, tetanus immunization must afford you protection throughout your affiliation.

* Tetanus/Diphtheria/**Pertussis** immunization is STRONGLY RECOMMENDED.

b. **MMR Immunization (2 doses)**

* Laboratory evidence of immunity (screen or titer) for **Measles, Mumps and Rubella** can be substituted for immunization.

Varicella Immunization (2 doses)

Laboratory evidence of Immunity (screen or titer) can be substituted for immunization

Hepatitis B Vaccine

Laboratory evident of Immunity (Screen or titer can be substituted for immunization)

**Influenza Vaccine – required of all students assigned to
clinicals during flu season – normally November 1st thru
April 1st yearly**

3. PPD U/5 TB skin test (not Tine) or **Blood Assay** within 3 months. Two-step **PPD** required if no TB test in previous 12 months. If positive reactor, a copy of chest X-ray (within one year) must be attached.
- B. The Medical Center’s student affiliate must receive the school checklist as proof of the completed requirements two weeks PRIOR to actual clinical duty. This is solely the responsibility of the student/faculty member.
- D. Costs incurred to complete the requirements are the responsibility of the student/faculty member.
- II. Pre-Clinical Requirements/Nursing
- A. Health requirements to be completed PRIOR to hospital clinical experience:
1. Physical examination including a health history and **MMR/Varicella Titers, Hepatitis B Titer.**
 2. Immunizations must be current for the following:
 - a. Tetanus/Diphtheria (within 10 years). **TDap Preferred**
 - b. Rubella, Rubeola and Mumps (unless titers are positive for immunity).
 - c. **Varicella Vaccine (unless titer is positive for immunity)**
 - d. **Hepatitis B Vaccine (unless titer is positive for immunity)**
 - e. **Annual Flu Vaccine if completing clinical assigned during flu season, typically November 1st thru April 1st yearly**
 - f. PPD U/5 TB Test (not TINE) or **blood assay** within three months or Two-Step **PPDTB** Skin Test for students and/or faculty who have not been tested within the past calendar year. If there is a positive reaction, a chest x-ray is to be obtained at the time of the initial positive reaction and/or initial affiliation with the Clinical Center.
- If known as a positive reactor, an x-ray is to be obtained upon initial affiliation with the Clinical Center. If negative, no further x-ray is required unless symptoms develop.

Students and faculty with a positive TB Skin test and a subsequent negative chest x-ray are required to complete and submit a TB questionnaire to the Clinical Center Coordinator on a yearly basis.

III. During Clinical Assignments

- A. If student/faculty member becomes ill while on clinical assignment at the Medical Center, they should notify their instructor and should be either excused from duty or referred to the Emergency Department for acute, serious problems requiring urgent care.
- B. If student/faculty member becomes injured (includes all exposures to contagion) while on clinical experience at MMC, they should:
 - 1. Report incident to their instructor and follow their individual school's procedure.
 - a. If needle stick or exposure to contagion occurs, follow the guidelines outlined in the Infection Control Policy for blood exposure to non-employees and follow-up as outlined by their individual school.
 - b. If serious injury/urgent problem, report to the Emergency Department If serious injury/urgent problem, report to the Emergency Department
 - c. Contact the individual school's physician or private physician.
- C. Follow-up care for work related conditions consists of notifying participant of particular type of follow-up care needed (if any). This follow-up is the responsibility of the participant.

Authorized by:



Thomas E. Cecconi, President & CEO

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|---|
| TITLE: Withdrawal from Program | | POLICY NUMBER: 7.17 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A student planning to withdraw voluntarily should arrange for a conference with the Program Director and submit an official letter of resignation. Students exiting without official notification to the faculty will be dropped from training through the policy of voluntary termination because of non-attendance.</p> <p>An absence of three consecutive scheduled days without proper notification is considered voluntary termination.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Readmission to Program | | POLICY NUMBER: 7.18 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A former student, who had a valid reason for withdrawing from the Program, may apply for readmission. The student's past performance will be evaluated to determine the potential for success or failure if readmission is granted.</p> <p>Areas that will be evaluated include academic and clinical performance and past behavioral problems.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Application Fee | | POLICY NUMBER: 7.21 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A \$25.00 application fee must accompany the application when submitted. The application fee is non-refundable.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|--|---|---|---|
| TITLE: Tuition | | POLICY NUMBER: 7.22 | |
| EFFECTIVE DATE: November, 1999 | REVISED: June 12,2001 2/4/04 October 2015 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. |
| <p>Tuition for the course in Diagnostic Ultrasound may change and the prospective students will be informed.</p> <p>\$100.00 of the tuition is payable by the candidate upon acceptance. The \$100.00 acceptance fee is non-refundable.</p> <p>\$800 will be collected on the first day of class. The student is responsible for payment of the remaining tuition in lump sum or by monthly or quarterly payments. In the event of hardship, every effort will be made to arrange a special payment schedule.</p> <p>The balance of the tuition is due prior to graduation.</p> <p>If a student withdraws from the Program, tuition will be refunded as follows:</p> <p style="margin-left: 40px;">Student withdraws during the: 1st quarter- 75% of the full tuition will be refunded 2nd quarter- 50% of the full tuition will be refunded 3rd quarter- 25% of the full tuition will be refunded 4th quarter- no tuition be refunded</p> <p>The Medical Center reserves the right to change tuition after review on an annual basis.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Fees and Expenses | | POLICY NUMBER: 7.23 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Students shall be responsible for paying for the following:</p> <ul style="list-style-type: none">a. Uniforms to meet the dress code.b. Maintaining uniforms in accordance with the dress code.c. Textbooks.d. Notebooks, paper and other school supplies.e. Housing and living expenses. | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

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|---|-------------------------------|
| TITLE: Probationary Period for New Students | POLICY NUMBER: 7.25 |
|---|-------------------------------|

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|--|-----------------|---|---|
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
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POLICY:

Every effort is made by the School to carefully screen, select and place the proper candidate for each student position; however, proper placement can only be made by the use of a "trial" or probationary period. During this period, the student and the faculty will communicate on an ongoing basis to assure that continued long-term student status is in the best interest of both the School of Diagnostic Medical Sonography and the student.

PROCEDURE:

1. NEW STUDENTS

A. The first month (30 days) of education shall be considered a probationary period.

B. During the initial probationary period, a student may be subject to termination without notice. If at any point during this period it becomes clear that the student is not suited for the Program or if the faculty is convinced the student is not suited for the Program, either party can terminate the student status immediately.

C. The student will be closely monitored during the probationary period to determine adjustment to Departmental routine and compliance with School policies. The Corrective Action policy will be enforced with students after the probationary period is completed.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Pregnancy | | POLICY NUMBER: 7.321 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Although a student is not legally required to report her pregnancy, the student is encouraged to inform the Program Director of a suspected pregnancy.</p> <p>Clinical restrictions will apply to the student technologist the same as they would to the Staff Sonographer. Under no circumstances will a student be dismissed from training due to pregnancy. Should the student need to take a leave of absence, there may be an extension in the length of training.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Personal Time, Sick Time | | POLICY NUMBER: 7.411 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The student is allotted 5 days (40 hours) of personal time during the education period of 12 months.</p> <ul style="list-style-type: none">* This time can be used for illness, personal appointments, doctor visits, etc.* Any time not used within the last two weeks of training, can be used to receive early dismissal from The clinical rotation provided they have already met their graduation requirements. * Any time above days or hours used, will go into makeup time in a 1 for 1 or hour for hour basis. <p><u>Suspensions:</u> Any student suspended for either clinical infractions, academic infractions or both Is a standard three-day suspension. These three days must be extracted from the student's vacation time.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|------------------------------|--|---|
| TITLE: Absence and Tardiness | | POLICY NUMBER: 7.412 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May, 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Absence and tardiness shall be classified under three (3) categories: Excused, unexcused and excused with permission.</p> <p>Excused: An absence that is due to a valid reason satisfactory to the Program Director Examples: Illness, jury duty, physician appointments, and military leave.</p> <p>Unexcused: An absence that is not due to a valid reason satisfactory to the Program Director. Examples: Sleeping in, suspensions.</p> <p>Absent with Permission: Absences arranged in advance with Program Director. These absences will not be counted toward the student's available sick time. Examples: Funeral leave and attendance at professional meetings.</p> <p>Suspensions: Any student suspended for either clinical infractions or academic infractions. It is a standard three day suspension. These three days must be extracted from the student's vacation time and are more severe than a normal absence.</p> | | | |
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DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Reporting an Absence | | POLICY NUMBER: 7.413 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>When reporting an absence, the student must notify the Program Director, a Clinical Instructor, or a Supervisor.</p> <p>An absence of three (3) consecutive scheduled days without notification shall be considered voluntary termination.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| TITLE: Excessive Absence and Tardiness | | POLICY NUMBER: 7.414 | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|----------------------------|---------------|---|---|---|-------|---|--|---|------------------------|---|--|---|--|---|--------------------------------------|-----|---|---|---|
| EFFECTIVE DATE: January 11, 2010 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black, R.D.M.S. | | | | | | | | | | | | | | | | | | | | |
| <p>Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 180days. Consecutive days missed for the same illness constitute one (1) incident.</p> <p>If the student exceeds the allowable number of incidents within the time period, they will be referred to progressive corrective action. Please see policy # 7.61.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; padding-bottom: 10px;">Number of Incidents</th> <th style="text-align: left; padding-bottom: 10px;">Reason</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px 0 5px 20px;">½</td> <td style="padding: 5px 0 5px 20px;">Forgot Badge/ Forgot to clock in or out</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">½</td> <td style="padding: 5px 0 5px 20px;">Tardy</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">½</td> <td style="padding: 5px 0 5px 20px;">Home early after working at least 4 hours of shift</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">½</td> <td style="padding: 5px 0 5px 20px;">Not clocking in or out</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">1</td> <td style="padding: 5px 0 5px 20px;">Home early without working at least 4 hours of shift</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">1</td> <td style="padding: 5px 0 5px 20px;">Late without working at least 4 hours of shift</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">1</td> <td style="padding: 5px 0 5px 20px;">Call-off within procedure guidelines</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">1 ½</td> <td style="padding: 5px 0 5px 20px;">Late call-off not within procedure guidelines</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">2</td> <td style="padding: 5px 0 5px 20px;">Failure to call-off or appear for shift</td> </tr> </tbody> </table> <p style="margin-top: 20px;">Other Related policies Make up time # 7.48 Class Attendance # 4.21</p> | | | | Number of Incidents | Reason | ½ | Forgot Badge/ Forgot to clock in or out | ½ | Tardy | ½ | Home early after working at least 4 hours of shift | ½ | Not clocking in or out | 1 | Home early without working at least 4 hours of shift | 1 | Late without working at least 4 hours of shift | 1 | Call-off within procedure guidelines | 1 ½ | Late call-off not within procedure guidelines | 2 | Failure to call-off or appear for shift |
| Number of Incidents | Reason | | | | | | | | | | | | | | | | | | | | | | |
| ½ | Forgot Badge/ Forgot to clock in or out | | | | | | | | | | | | | | | | | | | | | | |
| ½ | Tardy | | | | | | | | | | | | | | | | | | | | | | |
| ½ | Home early after working at least 4 hours of shift | | | | | | | | | | | | | | | | | | | | | | |
| ½ | Not clocking in or out | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Home early without working at least 4 hours of shift | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Late without working at least 4 hours of shift | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Call-off within procedure guidelines | | | | | | | | | | | | | | | | | | | | | | |
| 1 ½ | Late call-off not within procedure guidelines | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Failure to call-off or appear for shift | | | | | | | | | | | | | | | | | | | | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Return to School Certificate | | POLICY NUMBER: 7.422 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The student must obtain a doctor's excuse to return to school after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation.</p> <p>If the physician has indicated that the student must be on light duty, then the student will be excused from tasks that are beyond his/her physical capability.</p> <p>NOTE: The Program Director reserves the right to request a physician's note from a student after two (2) consecutive days of illness.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Time Cards | | POLICY NUMBER: 7.44 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p><u>EARLY CLOCK IN</u> Students may clock in prior to their scheduled start time however, they will not accrue overtime. Time cards will be edited to reflect the scheduled start time. Also, they are not permitted to perform exams prior to their scheduled start time.</p> <p><u>EARLY CLOCKING OUT</u> Clocking out early without prior approval is considered grounds for progressive corrective action.</p> <p><u>RECORDING OVERTIME</u> All overtime recorded on a time sheet will be evaluated by a faculty member.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Leave of Absence | | POLICY NUMBER: 7.45 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A student may request a leave of absence for medical reasons if advised by his/her private physician. The maximum single granted amount of time will be thirty (30) days.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|---------------------------------|---|--|
| TITLE: Make-Up Time | | POLICY NUMBER: 7.48 | |
| EFFECTIVE DATE: November, 1999 | REVISED: May 2000 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The student must make up all hours exceeding 40 hours sick time during their training. If the student wishes to make up the time prior to graduation, he/she may volunteer for extra hours on day or evening shifts. The program director must approve all make up times and dates prior to the student completing it.</p> <p>Student will NOT be allowed to attempt competencies during make up time after 3:30pm on weekdays or on weekends because the clinical instructor and program director are not available for supervision or review of the competency.</p> <p>Suspensions have a different ruling. Please refer to policy 7.411. Suspensions are considered more severe and the days will be taken from the student's vacation time depending on the time of the occurrence.</p> <p><u>The following provision is made for extended illness not habitual absenteeism:</u></p> <p>An absence of thirty (30) days or more during the twelve (12) month training period will disqualify the student from graduating with the class. The student will be asked to complete an amount of time equivalent to the time missed in excess of the 40 hours sick time before the Program Director will sign for the registry application.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|------------------------------|---|--|
| TITLE: Vacations | | POLICY NUMBER: 7.52 | |
| EFFECTIVE DATE: November, 1999 | REVISED: Jan. 2005 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Students are given two (2) weeks vacation during the one-year Program scheduled one week at a time by the Program Director. The distribution will be as follows: Five days during December Five days for Spring Break</p> <p>*Vacations may not be used to achieve early graduation.</p> <p>*Vacations may be used to make up previous sick time used.</p> <p>* Scheduling of vacation is at the discretion of the scheduler.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Discounts for Students | | POLICY NUMBER: 7.54 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>Prescriptions:</p> <p>Students are allowed the same discount on personal prescriptions and cafeteria purchases as the employees of the Medical Center.</p> <p>Availability of this benefit is subject to continuing approval of Mercy Medical Center Administration.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Academic Counseling | | POLICY NUMBER: 7.551 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The students shall have their grades reviewed at the end of each grading period by the Program Director. The student's strengths, weaknesses and progress will be evaluated.</p> <p>Students are encouraged to meet with individual instructors to review progress any time throughout the classes.</p> <p>Clinical evaluations will be reviewed with the students as soon as possible after they are received.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Personal Counseling | | POLICY NUMBER: 7.552 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Students are encouraged to discuss any problems affecting their performance in the Program with the Program Director or other faculty personnel.</p> <p>Students may also request the services of the CONCERN Program or the Employee Assistance Program for help with personal problems. The Program Director may refer the student when it becomes apparent that personal problems are interfering with the student's performance.</p> | | | |

**SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY**

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|--|--|---|---|--------------------------|--|---------------------------|--|-------------------------------|----------------------------------|--|----------|-----------------------------------|-------------------------------------|--|--|---------------------------------------|---|---|--|
| TITLE: Merit/Demerit Program | | POLICY NUMBER: 7.6 | | | | | | | | | | | | | | | | | |
| EFFECTIVE DATE: November 5, 2001 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black RDMS | | | | | | | | | | | | | | | | |
| <p>The demerit system was designed to assure that sonography students comply with program and hospital rules and objectives. Demerits can only be issued by the Program Director or the Clinical Instructor. Certain violation, as listed below, will warrant a verbal warning first. If the student violates a second, a demerit will be issued. Other violations, as listed below, will be an automatic demerit with no verbal warning. Any demerit given in a quarter will be a deduction of 2 points off the final clinical grade.</p> <p>The merit system was designed to reward students for exceeding expectations required by the program. A merit is worth 2 hours of clinical time. Merits may only be given by the Program Director or the Clinical Instructor. Any student earning a merit can only use it as clinical time if they have no demerits for the quarter. If the student has received demerits, then the merit is used to increase their clinical grade by 2 points.</p> <p>A verbal warning will be issued first followed by a demerit for any further violations for the violations listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Dress code violations</td> <td style="width: 50%;">5. Taking longer than allotted lunch times</td> </tr> <tr> <td>2. Neglecting room duties</td> <td>6. Early departure or late return from class</td> </tr> <tr> <td>3. Not participating in exams</td> <td>7. Forgetting to clock in or out</td> </tr> <tr> <td>4. Leaving clinical area without informing sonographer</td> <td>8. Tardy</td> </tr> </table> <p>Automatic 2 point demerits:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Eating in non-designated areas</td> <td style="width: 50%;">5. Not turning in weekly log sheets</td> </tr> <tr> <td>2. Not calling off prior to start time for illness</td> <td>6. Not turning in other required clinical papers</td> </tr> <tr> <td>3. Not having images checked by staff</td> <td>7. Not wearing or forgetting I.D. badge</td> </tr> <tr> <td>4. Not following professional standards or objectives</td> <td></td> </tr> </table> <p>Merits will be given for the following :</p> <ol style="list-style-type: none"> 1. Perfect attendance in a quarter 2. Written thanks from a physician, staff member, or patient 3. Repeated exceptional evaluations or compliments from staff 4. QI slip for an exceptional exam from a Radiologist | | | | 1. Dress code violations | 5. Taking longer than allotted lunch times | 2. Neglecting room duties | 6. Early departure or late return from class | 3. Not participating in exams | 7. Forgetting to clock in or out | 4. Leaving clinical area without informing sonographer | 8. Tardy | 1. Eating in non-designated areas | 5. Not turning in weekly log sheets | 2. Not calling off prior to start time for illness | 6. Not turning in other required clinical papers | 3. Not having images checked by staff | 7. Not wearing or forgetting I.D. badge | 4. Not following professional standards or objectives | |
| 1. Dress code violations | 5. Taking longer than allotted lunch times | | | | | | | | | | | | | | | | | | |
| 2. Neglecting room duties | 6. Early departure or late return from class | | | | | | | | | | | | | | | | | | |
| 3. Not participating in exams | 7. Forgetting to clock in or out | | | | | | | | | | | | | | | | | | |
| 4. Leaving clinical area without informing sonographer | 8. Tardy | | | | | | | | | | | | | | | | | | |
| 1. Eating in non-designated areas | 5. Not turning in weekly log sheets | | | | | | | | | | | | | | | | | | |
| 2. Not calling off prior to start time for illness | 6. Not turning in other required clinical papers | | | | | | | | | | | | | | | | | | |
| 3. Not having images checked by staff | 7. Not wearing or forgetting I.D. badge | | | | | | | | | | | | | | | | | | |
| 4. Not following professional standards or objectives | | | | | | | | | | | | | | | | | | | |
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SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Progressive Corrective Action | | POLICY NUMBER: 7.61 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Progressive Correction Action follows in a four-step sequence:</p> <ol style="list-style-type: none">1. Verbal warning2. Written warning3. Suspension4. Dismissal <p>The Program Director has the option to use any step or to skip steps in the process due to the severity of the infraction.</p> <p>A student may be dismissed without any other steps for serious violations at the discretion of the Advisory Committee. The student has the right to appeal according to the Appeals Policy #7.7.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|---|---|--|
| TITLE: Dress Code: Male and Female Students | | POLICY NUMBER: 7.62 | |
| EFFECTIVE DATE: November, 1999 | REVISED: April 2008 September 26, 2001 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Students are expected to dress professionally and conservatively. Good judgment in clothing is expected. Failure to adhere to the dress code may result in Progressive Corrective Action up to and including dismissal. The following is the School dress code:</p> <p><u>Hair:</u> Hair should be clean, well-groomed and shoulder length or pulled back so as not to fall on patients.</p> <p><u>Make-up:</u> Cosmetics must be soft or subdued colors, nail color must be neutral or moderate shades.</p> <p><u>Beards:</u> Beards or mustaches must be clean and trimmed. Male students must be otherwise clean shaven.</p> <p><u>Cologne:</u> Cologne must be kept to a minimum. Excessive fragrance will not be permitted.</p> <p><u>Jewelry:</u> Jewelry will be limited for the safety of the employee and the patient. No visible body piercings are permitted with the exception of earrings (see below)</p> <p><u>Earrings:</u> Earrings will be limited to two per ear. No hoop earrings are permitted.</p> <p><u>Necklaces:</u> Visible necklaces will not be permitted; however, they may be tucked into clothing.</p> <p><u>Bracelets:</u> Bracelets of any type are not permitted.</p> <p><u>Watches:</u> A wristwatch may be worn.</p> <p><u>Rings:</u> One ring may be worn on each hand.</p> <p><u>Pins:</u> Photo ID badges must be worn. Only one seasonal pin will be permitted.</p> <p><u>Tattoos:</u> No visible tattoos are permitted.</p> <p>Mercy logo apparel- May be worn on Fridays or spirit days. Logo apparel is not to be worn other days of the week.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|---|---|--|
| TITLE: Dress Code: Male & Female Students (page 2) | | POLICY NUMBER: 7.62 | |
| EFFECTIVE DATE: November 1999 | REVISED: April 2008 Sept.26,2001 February 2016 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p><u>Uniforms:</u> Uniforms must be navy blue with no designs. Jeans or sweat pants are not permitted. Females: Skirts must be knee length or longer.</p> <p><u>Shoes:</u> All white shoes must have no designs or trim. White socks will be worn.</p> <p>Females: White hose will be worn with skirts. Socks over hose are not permitted.</p> <p>Students not complying with the dress code will be sent home to change. Sick time hours will be used for this purpose.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|--------------------------------------|---|--|
| TITLE: Conduct and Infractions | | POLICY NUMBER: 7.63 | |
| EFFECTIVE DATE: November, 1999 | REVISED: November 2010 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The student is expected to observe good standards of conduct and practice. The following violations will result in Progressive Corrective Action up to and including dismissal from the Program:</p> <ol style="list-style-type: none"> a. Negligence or inconsiderate treatment of patients, visitors, or employees. b. Habitual absences or tardiness without cause. c. Absence of three consecutive days without notification. d. Willful destruction of property. e. Insubordination. f. Possession of, or drinking of, liquor or alcoholic beverages on Medical Center premises or while representing the Medical Center off site. g. Illegal use or possession of a controlled substance. h. Immoral, rude, or disorderly conduct. i. Sleeping or loitering while on duty. j. Willful violation of any Medical Center policies. k. Theft. l. Breach of confidential information. m. Cheating or plagiarism of any kind. n. Other infractions not addressed by School policy but follow Mercy Medical Center policy. o. Chewing gum, eating, or drinking beverages in the patient contact area. | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|------------------------|--|---|
| TITLE: Confidential Information | | POLICY NUMBER: 7.64 | |
| EFFECTIVE DATE: November, 1999 | REVISED: 2/6/04 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Medical Center assumes an obligation to keep in confidence all information that pertains to a patient. The responsibility is assumed by every person in any capacity in the Medical Center.</p> <p>Whether on or off duty, the student is to refrain from discussing a patient's medical, social, or any other condition.</p> <p>HIPAA regulations will be followed per hospital policy.</p> <p>Violation of this policy may subject the student to immediate dismissal and may involve legal proceedings if a suit is presented for disclosing confidential information.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|---|--|
| TITLE: Program Policies-Scope of Authority | | POLICY NUMBER: 7.65 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>Policies of the School of Diagnostic Medical Sonography supersede the policies of Mercy Medical Center for all matters concerning students of the program. Mercy Medical Center policies apply in all matters not addressed in School Policies.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-------------------------------|---|--|
| TITLE: Appeals and Grievance Policy | | POLICY NUMBER: 7.7 | |
| EFFECTIVE DATE: November, 1999 | REVISED: Sept. 2002 | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A student may file a grievance or appeal for the following through the grievance procedure:</p> <ul style="list-style-type: none"> ◆ an unfavorable clinical evaluation ◆ a unfavorable grade ◆ Progressive Corrective Action ◆ a grievance against faculty <p>Grievance/Appeals Procedure:</p> <ol style="list-style-type: none"> A. The student shall contact the Program Director, Education Manager or Radiology Department Manager to file an official grievance in writing. The formal grievance must be filed within ten (10) days from the said action. The grievance should state simply the reasons for disagreeing. B. The Program Director will schedule an advisory committee meeting and within ten (10) days. The program director will immediately notify the student of the date. C. At the meeting of the Advisory Committee, the student will present his/her position and may call witnesses with direct knowledge of the incident in question. The student may be represented by another student at this meeting. D. If the student fails to be satisfied with the decision of the advisory committee, she/he may appeal in writing to the Human Resources manager of the Medical Center. The Human Resources manager's decision is final. This appeal must be filed within ten (10) days of the Advisory Committee's decision. | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------------------|---|--|
| TITLE: Post-Graduation Employment | | POLICY NUMBER: 7.8 | |
| EFFECTIVE DATE: November 1999 | REVISED: Jan 2006 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>If there is a position to be filled in the Department of Ultrasound, graduating students will be considered for the opening. Selection will be based upon scholastic and clinical performance during the one year of education. Graduating students seeking employment by the Medical Center should make application with the Department of Human Resources.</p> <p>The Department of Radiology and the Medical Center do not guarantee graduating students employment.</p> <p>The Medical Center employs only registered and registry eligible Sonographers</p> <p style="padding-left: 40px;">If a graduating student is hired, it is as "Registry Ready". He/she is given one year to pass the Registry. If he/she fails to do so, he/she is automatically dismissed. If one exam of the registry has been passed, then the employee will be given a 3 month extension. If they are not registered by the deadline, they will be terminated.</p> <p>The School does not have a formal placement service. All known available jobs are posted.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Professional Days | | POLICY NUMBER: 7.81 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Sixteen (16) hours is allotted to each student as "Professional Days". The hours may be used in either 4- or 8-hour increments. A signed registration form or program must be presented to the Program Director upon the student's return from the meeting.</p> <p>These days are reserved for professional use only and will be governed by the rules set forth above.</p> <p>Students attending continuing education meetings sponsored by sonography professional organizations will be granted clinical hours equivalent to the length of the meeting. The student will be required to bring the CME form or program as proof of attendance.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|---|--|
| TITLE: Content of Permanent Student File | | POLICY NUMBER: 8.111 | |
| EFFECTIVE DATE: November 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black R.D.M.S. |
| <p>Permanent records shall be maintained for each student accepted into the Program. The School of Diagnostic Medical Sonography shall retain the following items for the student's permanent file:</p> <ol style="list-style-type: none">1. Application for admission2. Interviewing material or sheets3. Prior Allied Health Program transcripts4. Record of fees paid5. Health records of the student6. Attendance records and sheets7. Transcripts from training8. Counseling summaries9. Anecdotal forms (if any)10. Date of graduation12. Student Rules Agreement Sheet | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|---|
| TITLE: Review of Student Files | | POLICY NUMBER: 8.121 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Due to the Family Educational Rights Act of 1974, no person can review a student file without the expressed written consent of the student.</p> <p>Any student wishing to review his/her permanent file may do so by contacting the Program Director.</p> <p>Any student wishing to obtain information from his/her file; such as transcripts or attendance records, must sign a release of records sheet which may be obtained in the School of Diagnostic Medical Sonography office.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|--|-----------------|--|---|
| TITLE: Record of Curriculum - Maintenance | | POLICY NUMBER: 8.21 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>The Program Director is responsible to maintain a complete copy of the curriculum to include:</p> <ul style="list-style-type: none">A. Description of all coursesB. Course outlines for all coursesC. Course objectives for all courses | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|---|
| TITLE: Record of Curriculum - Instructor's Duties | | POLICY NUMBER: 8.22 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>Each instructor is responsible to submit the following items to the Program Director for each course taught:</p> <ol style="list-style-type: none">1. Course description2. Course outline3. Course objectives4. Evidence that evaluations correlate with the objectives <p>These items will be reviewed annually and updated as needed.</p> | | | |

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY
POLICY

| | | | |
|---|-----------------|--|---|
| TITLE: Student Handbook | | POLICY NUMBER: 8.31 | |
| EFFECTIVE DATE: November, 1999 | REVISED: | AUTHORIZED BY: Advisory Committee | PREPARED BY: Susan Black, R.D.M.S. |
| <p>A Student Handbook/ policy manual shall be printed that will include:</p> <ul style="list-style-type: none">a. Attendance policiesb. Conduct policiesc. Dress codesd. Academic standardse. Graduation requirementsf. Clinical performance standardsg. Probationary policyh. Employmenti. Student benefits <p>The Student Handbook will be reviewed the first week of School and the signed Student Rules Agreement will be placed in the student's permanent file.</p> | | | |

SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY

| | | | |
|---|---|---|--------------------------------------|
| TITLE: Periodic Program Evaluation | | POLICY NUMBER: 9.10 | |
| EFFECTIVE DATE: November 1999 | REVISED: 2/4/04 March 2011 | AUTHORIZED BY: Advisory Committee | PREPARED BY: S. Black RDMS |
| <p>Ongoing Program evaluation will be conducted with the following tools:</p> <ul style="list-style-type: none">- Graduate surveys- -annually- Employer surveys- annually- Student surveys- 4th quarter.- Faculty survey- 4th quarter- Attrition/graduation rates- annually- ARDMS registry results- annually <p>The results will be used to gauge the effectiveness of the Program, highlight weaknesses in the Program and act as a mechanism of change for areas of weakness.</p> | | | |