Diagnostic Medical Sonography Program

Associate in Applied Science Degree
This handbook is provided to inform the student of the policies that affect the Diagnostic Medical Sonography Program. The student is also directed to the school catalogue for policies that pertain to the college.

In addition to the general college objectives leading to the development of a well-rounded individual, the sonography division provides learning experiences which will enable the graduate of this program to perform the functions of a Diagnostic Medical Sonographer.

At the completion of the program, the student will graduate with an Associate in Applied Science degree in Diagnostic Medical Sonography. In order to use the RDMS title (Registered Diagnostic Medical Sonographer) the DMS graduate must pass National credentialing boards.

**DIAGNOSTIC MEDICAL SONOGRAPHY**
Diagnostic Medical Sonography (DMS) is a diagnostic procedure that uses high frequency sound waves to create detailed images of the human body. Sonographers use state-of-the-art technology to scan patients and obtain images of the abdomen, pelvis, small parts, heart, blood vessels, and fetus to aid in the diagnosis of a disease. Sonography is a profession that requires a high degree of independence, judgment, knowledge, maturity, and stamina. The diagnostic medical sonographer is a skilled person qualified academically and clinically to perform ultrasound exams while working closely with a qualified Physician and /or Radiologist. To create an ultrasound image, the sonographer must have an in-depth knowledge of physics, disease processes, human anatomy, and sonographic technique. Physicians depend on the sonographer’s knowledge to evaluate normal and abnormal images of various organ tissues. To work successfully, the sonographer must be a sensitive, caring individual dedicated to helping others.

The role of ultrasound in medicine is continually growing. New applications and imaging equipment are in a constant state of development. Its continued growth and development are dependent on highly qualified and well-trained medical sonographers. With a current shortage of skilled health care workers, demand is high for sonographers across the country. Starting salaries vary greatly from one location to the next. Experience, position title, formal education, specializations, and time on the job tend to increase the sonographers income.

**MISSION**

**PHILOSOPHY**
The philosophy of the sonography program is consistent with the mission, goals and objectives of The Alabama College System. The program provides curricula to develop the knowledge, skills, and abilities necessary for entry level employment in Medical Sonography. The sonography faculty endorses the following beliefs:

**PURPOSE AND GOALS**
- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To stimulate a lifelong pursuit of education in both healthcare and student’s specific arena of interest
- To develop a critical thinking approach to the student’s academic learning
- To stimulate and enhance the creativity of individuals who may then make a significant contribution to their field of interest
- To develop interpersonal skills in communicating with the patient and their families, medical and administrative individuals, and Physicians who will act as career supervisors

**OUTCOMES**
1. **Theoretical Competency**: Seventy-five (75) percent of students will meet the passing standard for the exit examination.
2. **Clinical Competence:** Eighty (80) percent of the employers and graduates returning surveys will report satisfaction (Using postsecondary form for Graduate and Employer Satisfaction Tool).

3. **Diagnostic Medical Sonography Graduation Rate:** At least sixty (80) percent of students admitted to the sonography program will graduate within six terms of program admission.

4. **Pass Rate:** Sixty (60) percent of graduates will obtain certification by the ARDMS in at least one specialty within 12 months post graduation.

5. **Job Placement Rates** Eighty (80) percent or greater of those seeking employment will be employed in the field of sonography within 12 months of graduation.

**Grade Scale**

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and below

DMS students must maintain a grade of 75% or higher on major required courses in order to advance to the next semester courses. Failure to do so will result in program dismissal.

**ADMISSION POLICIES**

**Admission Requirements:**
(Program applications will be accepted between May 1 and June 15)

1. Unconditional admission to the College.

2. Complete general required courses for pre-sonography by end of summer term of application year.

3. Submit Diagnostic Medical Sonography program application documents by **June 15th:**

   - Diagnostic Medical Sonography Program Application
   - Documentation of four (4) quality hours of observation signed by ARDMS/RT(S) registered sonographer
   - **Unofficial** copy of transcripts from all colleges previously attended including LBWCC
     - Pre-sonography Courses must be completed by the end of summer term of the year applying
   - Proof of **ACT** score of **19** or higher*
   - Handbook Verification Form
   - Three (3) letters of reference
   - Essay – (one page minimum) “Why I Want to be a Sonographer”

4. Receive a composite ACT score of 19 or higher.*

5. Completion of all pre-sonography courses with a minimum of a “C” in each course (Cumulative GPA of 2.5).

**Admission to the Diagnostic Medical Sonography Program is competitive and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

*Applicants that have successfully completed an AAS or AS Degree in a related healthcare field such as Nursing, Radiologic Technology, etc. or applicants that possess a Bachelor or Master’s Degree in any career field will be considered for admittance on a case by case basis and may be exempt from the ACT requirement.

Revised 5/30/2017
A four semester program is available to students who have successfully completed a two-year or four-year college based on JRCERT accredited Radiologic Technology Program. Additional coursework may be needed in addition to the Radiology curriculum. (See DMS advisor for more information.)

- A transfer admission from another school is determined on an individual basis.
- The amount of transfer credit allowed by this program will be determined only after an evaluation by the faculty. Credit for general college courses will be allowed if the student obtains a grade of "C" or better.
- The Associate in Applied Science Degree program has a six semester, competency based curriculum that includes practical experience in regional health institutions.

**Student Health Requirements**

Diagnostic medical sonographers must be able to perform a variety of physical movements in order to care for and manipulate patients and heavy equipment. Any student admitted to the Program must acknowledge his/her ability to carry out the following technical standards with or without reasonable accommodations:

**Technical Standards**

- Push, pull or lift 50 pounds routinely and more than 50 pounds occasionally.
- Bend, stoop, kneel, squat or sit and reach routinely.
- Independently perform CPR as defined by the American Heart Association guidelines.
- Adequately control imaging transducer and manipulate equipment weighing up to 500 pounds on wheels.
- Have full use of hands, wrists, and shoulders.
- Adequately visualize and perceive image data on computer and video monitors to acquire and interpret sonographic image data with color distinction.
- Sufficiently distinguish fine audible differences including Doppler signals, patient and co-worker communication and patient conditions such as respirations or movements.
- Work standing on their feet 80% of the time.
- Interact compassionately and effectively with the sick or injured to include good communication skills.
- Assist patients on and off examining tables.
- Fluently demonstrate English language skills to provide optimum communication with patient and healthcare team members.
- Follow verbal and written instructions to provide optimum care for patients.
- Organize and accurately perform the individual steps in a sonographic procedure.

**SELECTION AND NOTIFICATION**

1. The DMS Program admits a beginning class annually fall semester.

2. Program applications will be reviewed for completion of program admission requirements. The Selection Committee considers all aspects of each applicant's record and offers admission to the best-qualified individuals.

3. Acceptance into the program will be determined upon completion of entrance requirements and as space is available. This notification will be made by mail approximately four to six weeks before the beginning of the term of admission.
4. Applicants are selected for admission using the following information:

- Completed application:
  - Program Application
  - Clinical Observation Form
  - Unofficial Academic Transcripts
  - ACT scores
  - Signed Handbook Verification Form
  - 3 Letters of Reference
  - Evidence of Previous Health Sciences Degree (if available)
  - Essay
  - Interview (Interviews will be scheduled upon receipt of completed applications)

5. Each category in the selection process is assigned a score. A cumulative score is calculated by combining the scores from each category.

6. Applicants are ranked in order of their cumulative score.

7. Applicants with the highest ranking cumulative scores are offered admission based on the current enrollment of the program.

8. Additional applicants are selected as alternates. An alternate is an applicant to whom admission may be offered in the event that one of the prospective students declines admission.

9. Notification of the outcome of each application will be mailed to the student by July 15th at the address provided on the application along with the date of mandatory orientation. Following acceptance into the program, students must respond in writing, confirming their intent to enroll within 10 days after the postmarked date of their acceptance letter. A student who fails to respond will forfeit his/her place in the class. A signed consent to drug testing and background check must accompany the acceptance confirmation.

PROGRAM EXPECTATIONS

Students admitted into the Diagnostic Medical Sonography Program are expected to comply with the LBW Student Code of Conduct along with the rules and regulations of every Clinical Affiliation of the DMS Program.

Upon Admission to the Program:

1. Sonography students are required to submit a completed LBWCC DMS physical examination form (current within one year), including proof of having completed 1 of 3 Hepatitis B vaccinations and proof of immunization or vaccinations for the diseases listed on the form by the deadline noted on the program acceptance letter. Students who fail to attend the Orientation or submit the required documentation will forfeit his/her place in the class.

2. Sonography students will be required to attend and pass a Basic Cardiac Life Support course offered by the college. BCLS certification is required by all DMS students in order to attend clinical rotations.

3. Accident and liability insurance, available through the college may be required.

4. Sonography Students will be required to undergo Background Screening and Drug Testing according to the LBWCC DMS program policy.

5. Medical insurance is required of all students in the program in order to attend required preceptorships.
PROGRESSION

Students selected for admission into the program must maintain a grade of 75% or higher on major required courses in order to advance to the next semester courses. Failure to do so will result in program dismissal.

Competencies will be required. Failure to complete each required competency with a grade of “75” or better will result in a failing grade for that course.

READMISSION

Students who drop or fail a DMS course are allowed to resubmit an application for future admission into the DMS program. Readmission is subject to class space and is dependent upon available clinical sites. Readmission is not guaranteed, but if granted, is only allowed once.

Completion Requirements

GENERAL REQUIRED COURSES
(PRE-SONOGRAPHY)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM*</td>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 115</td>
<td>Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPH 106</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

* IDS 102 offered by LBW will fulfill this requirement.

MAJOR REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 202</td>
<td>Foundations of Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMS 204</td>
<td>Sonographic Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DMS 205</td>
<td>Abdominal Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMS 206</td>
<td>Gynecological Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMS 207</td>
<td>Abdominal Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DMS 216</td>
<td>Sonographic Principles &amp; Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>DMS 217</td>
<td>Sonographic Principles &amp; Instrumentation Lab</td>
<td>1</td>
</tr>
<tr>
<td>DMS 220</td>
<td>Obstetrical Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 221</td>
<td>Obstetrical Sonography II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 225</td>
<td>Superficial Sonography</td>
<td>1</td>
</tr>
<tr>
<td>DMS 229</td>
<td>Sonography Preceptorship I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 230</td>
<td>Sonography Preceptorship II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 231</td>
<td>Sonography Preceptorship III</td>
<td>4</td>
</tr>
<tr>
<td>DMS 232</td>
<td>Sonography Preceptorship IV</td>
<td>5</td>
</tr>
<tr>
<td>DMS 240</td>
<td>Sonography Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 241</td>
<td>Sonography Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 250</td>
<td>Introduction to Advanced Sonography</td>
<td>3</td>
</tr>
</tbody>
</table>

49
DMS Program Application Deadlines

Applications for the DMS Program are available online:

By the end of the Summer Term prior to the anticipated year of entry into the program sonography applicants must:

1. Meet all the general admission requirements of LBWCC.
2. Complete general DMS Program Pre-Sonography courses.
3. No later than June 15th: Submit to Admissions Office a LBWCC college application declaring sonography as your major, plus official college transcripts demonstrating completion of required prerequisite courses.
   Students enrolled in the Summer Term completing their last Pre-Sonography courses should submit completed application documents to be considered for admittance to the program even though the courses are not completed. Any student that submits an application and obtains less than a “C” in these courses taken in the summer will be considered ineligible for admittance into the program in the fall.
   Completion of all required pre-sonography courses with a grade of “C” or higher is required prior to entry into the DMS Program.
4. Submit to the DMS Program Director, by June 15th deadline:
   Completed Diagnostic Medical Sonography Program Application which includes:
   ✓ Diagnostic Medical Sonography Program Application
   ✓ Documentation of four (4) quality hours of observation signed by ARDMS/RT(S) registered sonographer
   ✓ Unofficial copy of transcripts from all colleges previously attended including LBWCC
      ▪ Pre-sonography Courses must be completed by the end of summer term of the year applying
   ✓ Proof of ACT score of 19 or higher
   ✓ Handbook Verification Form
   ✓ Three (3) letters of reference
   ✓ Essay – (one page minimum) “Why I want to be a Sonographer”

(All required application forms may be printed from the website listed above)

Return Completed Application to:

Lurleen B. Wallace Community College- MacArthur Campus
Diagnostic Medical Sonography Program Director
Olivia E. Bush BSRT(R), RDMS, RVT
1708 N. Main St.
Opp, Al. 36467

5. Upon acceptance into the program, students must submit to Program Director on the day of ORIENTATION:
   • Completed health physical exam form
   • Official documentation of the following vaccinations, immunizations, and titers:

Revised 5/30/2017
1. Hepatitis B shot 1. *(Shots 2 and 3 and Positive Titer required. Schedule should be provided by Physician.)*
2. Varicella *(Proof of disease by MD or 2 vaccines with positive Titer required)*
3. MMR Vaccine x 2 or Positive Rubella Titer
4. TDAP *(Within last 10 years)*
5. TB skin test- defer if documented history of past positive TST or history of TB disease
   - 2 step TB skin test to be performed if new to healthcare field, or if over 12 months since most recent TST
   - Chest X-Ray with history of positive TST with no documentation of previously negative chest x-ray performed after the initially positive TST

(Vaccination requirements are subject to change based on clinical affiliation policies.)

6. **Upon acceptance into the program,** students will be required to attend and pass a Basic Cardiac Life Support course offered by the college. BCLS certification is required by all DMS students in order to attend clinical rotations.

7. **Upon acceptance into the program,** students will be required to undergo a complete Background check and drug testing as required by clinical sites and the DMS program.

8. **Upon acceptance into the program,** students may be required to purchase accident and liability insurance through the college.

A student who does not have an acceptable medical health form with required immunizations and Hepatitis B vaccine cannot attend a clinical site. A facility required drug screen and background check is necessary to attend a clinical site. Students who refuse to take blood or urine drug/alcohol screen tests, or comply with other necessary requirements will not be allowed by health care agencies to attend clinical rotations and will thus forfeit their position in the DMS program.

DMS students must meet the requirements of ALL clinical affiliations of the LBW DMS program in order to fulfill the preceptorship requirement of attending ANY clinical site.

*TB skin tests will be repeated annually.

**POINT SYSTEM FOR DMS STUDENT SELECTION**

*Points awarded for the following criteria:*
- ACT Composite Score (19-36 possible points)
- Essay (Max. 10 points)
- 3 Letters of Reference (Max. 10 points per letter)
- Job Shadowing (4 Hours = 10 points)
- Completion of formal education in a Health Sciences Field with appropriate credentials (Radiologic Technology, Respiratory Therapy, Nursing, etc.)
  - 6 months- 1 year program = 4 points
  - 1 year program = 6 points
  - 2 year or more program w/o appropriate certification= 10 points
    (If less than 1 year since completion of program)
  - 2 year or more program w/ appropriate certification = 20 points
- Interview = (Max. 35 points)

BIO 120  2 X ____ = ______ POINTS
BIO 201  2 X ____ = ______ POINTS
ENG 101  2 X ____ = ______ POINTS
HUM  2 X ____ = ______ POINTS
MTH 100  2 X ____ = ______ POINTS

Revised 5/30/2017
ORI 101  2 X ____ = _____ POINTS
PHY 115  2 X ____ = _____ POINTS
PSY 200  2 X ____ = _____ POINTS
SPH 106  2 X ____ = _____ POINTS

A= 5 PTS.
B= 3 PTS.
C= 1 PTS.

TOTAL POINTS ___________

In the event that one or more applicants receive the exact same number of total points, the date the completed admission application was received will be the deciding factor.

STUDENT RECORDS
Student records for all the Diagnostic Medical Sonography students are kept up to five years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

ATTENDANCE POLICY
Students are expected to make every effort to attend all classes, to arrive on time prepared to begin class, and to remain for the duration of the class.

a. Both lectures and labs are essential for success in this course. The maximum number of allowable absences (including both excused and unexcused absences) is 35 cumulative hours for the duration of the Diagnostic Medical Sonography Program (4 semesters). Should unexpected personal circumstances interfere with class, lab or clinical site attendance, students should discuss appropriate class arrangements with the instructor as soon as possible. Labs and clinical site attendance makeup is required and must be completed on “off” days such as non-scheduled clinical site days. There will be a total of two personal days given to each student to be used during the length of the program on a pre-arranged basis. Personal days are to be used for clinical site days only and do not have to be made up. Each student will be allowed a total of 4 hours of excused clinical time per scheduled ARDMS exam scheduled during a clinical day.

b. Students exceeding this number of absences may be administratively withdrawn by the instructor. - Due to the rigorous demands of the course, full –time employment is strongly discouraged for students of the Diagnostic Medical Sonography Program.

c. Arriving late and/or leaving early three times counts as one class absence. Seven minutes is the maximum amount of leniency allowed for time of arrival and departure for each class. Students must be present for at least half of the scheduled class time to be counted in attendance. Three clinical tardies, regardless of the time, is equal to a full clinical day absence. - To deter tardiness and absenteeism; Unannounced quizzes may be given at the beginning of the class period. Quiz material may cover assigned material or material from previous lectures. There will be NO MAKEUP for these quizzes; a grade of “0” will be given. - All absent hours for Diagnostic Medical Sonography students are recorded and become a permanent part of the student’s record and are available for review by the Commission on Accreditation for Allied Health Education Programs.

d. Make up work/tests are allowed at the discretion of the Instructor and will only be given after the final exam. If tardy and exam has begun-student will not be permitted to sit for the test, and the test will be counted as missed and taken after the final exam.
e. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Failure to attend may impact a student’s ability to qualify for financial aid and may result in the need to repay financial aid already received.

f. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of the student being absent.

g. Absences shall be considered excused due to the following reasons (subject to verification):
   i. Active military duty
   ii. Jury duty/court appearance
   iii. Illness of student or illness/death in the immediate family
   iv. Official College sponsored activity with proper advance notification by the sponsor of the activity
   v. Extenuating circumstance agreed to by the instructor

h. Attendance will be verified as required by federal and state regulations. Attendance requirements in programs that lead to board licensure or certification may differ from the policy in this course.

i. Information on appeals to administrative withdrawals may be obtained from the Attendance Policy, which is published online in the College Catalog and Student Handbook at www.lbwcc.edu (click on “About LBWCC” and “Publications”).

LEAVES OF ABSENCE
Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the Program Director. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Program Director or his assignee may, in his sole discretion, dismiss a student from the program.

PROGRAM PREGNANCY POLICY
In the event of pregnancy while enrolled in the Ultrasound Program:
The student has the option of whether to inform program officials of the pregnancy.
Once the pregnancy has been declared in writing to program officials, the student will choose from the following two options:
1. Withdrawal in good standing will allow readmission to the program after delivery.
2. Continuation in the program under the following circumstances:
   • Physician’s approval
   • Student is required to make up all clinical and didactic hours missed until all necessary course competencies are complete.

ACADEMIC INTEGRITY
All students enrolled in classes at Lurleen B. Wallace Community College Sonography Program are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records and other details relative to the assessment of student performance. Integrity and honesty is a quality essential of all sonographers, the faculty does not want students who are dishonest since that attitude and perspective will put patient’s health and lives at risk. Any dishonesty with regard to these matters is subject to censure or penalty in proportion to the seriousness of the action.

Dishonesty would include things such as:
(1) Copying answers of another person or persons during an examination,
(2) Secreting (hiding) of unauthorized materials to assist in an examination,
(3) Plagiarism, taking as one’s own statements those of another without giving due credit to the author, even though such material may have been restated in one’s own words,
(4) Fraudulently obtaining test information, falsifying records, transcripts, recommendations or other documents indicative of student qualifications.

Revised 5/30/2017
LBWCC also considers the following to be serious breaches of integrity:

i. Falsification of patient records.
ii. Breach of patient confidentiality.
iii. Taking property or drugs from clinical sites or patients.
iv. Felony convictions.
v. Endangering patients due to psychological impairment or by being under the influence of alcohol, or drugs.
vi. Falsification of assignments that are to be conducted on patients or members of the community.
vii. Having someone else complete your written assignments and submitting them as your work.

In proportion to the seriousness of the action, censure, and penalty may extend from a failing grade in the work in question to dismissal from the program. Ordinarily the responsibility for resolving the issues lies with the faculty member and the student.

- **“Statement on Cheating and Plagiarism”:** Cheating includes all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one’s own work. Plagiarism includes using materials from such sources as books, articles, class notes, web sources, & audio video resources. Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university.

- **“Statement on Disruptive Classroom Behavior”:** In the classroom or laboratory environment you must respect the rights of others seeking to learn, respect the professionalism of the instructor, and honor the differences of viewpoints. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

- **“Syllabus is Subject to Change”:** This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

- **Course Policies:**

**CELL PHONES, BEEPERS, ETC.**

- Cell phones, beepers, and other electronic devices are strictly prohibited during class, lab, and clinical hours.
- Cell phones should be turned off and left in a purse or book bag during class, lab, and clinical hours.
- If a cell phone rings or vibrates in class, 10 points will be deducted from your final course grade.
- Students who use cell phones during class, lab, or clinical hours (including texting, tweeting, etc.) will be dismissed from class, lab, or clinic and counted as absent and must meet with the instructor prior to returning.
- A student answering a phone during a test will receive a zero grade on the test.
- Students are allowed to use cell phones, etc. on lunch and between class breaks.

**INDIVIDUAL RESPONSIBILITY**

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution’s rules and regulations published in the catalog, program master plans and program application packages.

1. Professional behavior objectives:
   - Appears at the clinical agency, whether for patient assignment or care, appropriately dressed, consistent with agency dress code.
   - Presents a professional appearance in regard to neatness and personal hygiene.
   - Arrives at the clinical setting on time and notifies staff and/or instructor when leaving or returning to patient care agency.
   - Notifies clinical agency and all instructors in a timely manner when unable to report to the clinical assignments.
   - Notifies instructor if there are any physical or psychological conditions that would limit the ability to perform safe effective patient care.
   - Does not report for clinical under the influence of alcohol and/or mind altering drugs.

Revised 5/30/2017
- Does not discriminate against the clients on the basis of race, creed, national origin, physical disability, sexual preference, or disease entity.
- Is courteous to patients, staff and interdisciplinary team members, and faculty.
- Avoids the use of profane language with clients and staff.
- Does not use or smell of cigarettes, pipes, cigars, etc. during clinical hours.

2. Provides Safe Care Based on Scientific Principles
- Knows appropriate scan protocol prior to initiating sonographic exam.
- Prepares for client care by acquiring theory and knowledge essential to sonographic care of assigned patients.
- Implements safe care based on scientific principles (e.g., asepsis, protection from all physical and psychological injury.)

3. Demonstrates Ethical Behavior
- Maintains confidentiality of all client, family, and agency information.
- Informs instructor and/or staff of any unsafe practices observed in the clinical setting.

ADDITIONAL PERFORMANCE REQUIREMENTS
The Sonography applicant must be in good health and able to:

The Sonographer must have sufficient strength, motor coordination and manual dexterity to:

1. Transport, move, lift and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
2. Move, adjust and manipulate a variety of sonographic equipment, including the physical transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedure and standards of speed and accuracy; and

The Sonographer must be capable of:

1. Handling stressful situations related to technical and procedural standards and patient care situations; and
2. Providing physical and emotional support to the patient during the sonographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives.
3. Communicating verbally in an effective manner in order to direct patients during sonographic examinations.
4. Visually recognizing anatomy on CRT screen.
5. Reading and interpreting patient charts and requisitions for sonographic examinations.

The Sonographer must have the mental and intellectual capacity to:

1. Calculate and select proper technical factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.
2. Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology.

Non-adherence to any one of the above objectives will result in consequences ranging from an unsatisfactory clinical/lab grade to dismissal from the DMS program.

CERTIFICATION

Eligibility for Certification or Recertification by the ARDMS (American Registry of Diagnostic Medical Sonography)
(A) No individual is eligible to apply for certification or recertification unless in compliance with all ARDMS rules and standards. ARDMS may deny, revoke, suspend, or otherwise act upon certification or recertification, or eligibility to

Revised 5/30/2017
apply or sit for ARDMS examinations, where an individual is not in compliance with ARDMS rules and standards.

(B) The individual must truthfully complete and sign an application in the form provided by ARDMS and shall provide additional information as requested. The individual must notify ARDMS of any change of address, telephone number, and any other facts bearing on eligibility, certification, continued certification or recertification within fifteen (15) days of such an occurrence. All documents, communications or other information provided to ARDMS are the property of ARDMS and will not be returned.

(C) Applicants for initial certification, registrants, and applicants for recertification are required to notify ARDMS immediately of any conviction, guilty plea, or nolo contendeere plea or any disciplinary action taken by a state licensing board, state or Federal agency, or national professional association related to the public health or the provision of diagnostic medical sonography or vascular technology services.

Student Grievance Procedures (General)
Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the college will be promptly addressed by the appropriate authorities. The student grievance procedures excluding Civil Rights complaints are found in the College Catalog on pages 270 – 273.

PRECEPTORSHIPS
Students are required to complete a preceptorship during each semester of the program. They will be assigned to at least one site (hospital, clinic, or physician’s office) for the duration of the semester. Preceptorship is a form of volunteerism. It requires students to apply the knowledge they have learned from their coursework and in turn learn from the site employees they will be working with. Working closely with the sick, disabled and elderly requires a certain rapport and professionalism. Working with people with medical disabilities or age related problems sometimes requires working in situations that are out of our “comfort zone.” This will enhance the student’s ability to be comfortable in different scenarios. The student is not an employee of the clinic or of the health care facility. The student is not to expect and will not receive compensation for participation in the clinical course from either the institution or the health care facility. The student is not promised and should not expect to be offered a job at the health care facility as a result of participation in any clinical course.

At no time is a sonography student to represent him/herself as a licensed sonographer either during clinical rotations or outside of school clinical experiences.

Sites for clinical experiences are scheduled according to the available sites in order to provide the student with appropriate learning experiences. The rotations may be during the day, evening or weekend. The student must make plans to arrange his/her schedule to attend the assigned clinical sites. Failure to successfully complete the clinical component of a Preceptorship will result in an unsatisfactory grade for the course. Students applying to the program should be aware that preceptorships are required at some clinical sites requiring the student to travel distances greater than a 100 mile radius of the college.

Students are guests of any clinical site and should be aware that the site can terminate their clinical rotation at any time. Appropriate professional behavior is expected at all times.

DMS students must meet the requirements of ALL clinical affiliations of the LBW DMS program in order to fulfill the preceptorship requirement of attending ANY clinical site.

A student who loses privileges to attend a clinical site for any reason may be dismissed from the DMS program.

Non-adherence to any clinical site rule as established by the college or the clinical site will result in consequences ranging from a drop in ONE letter grade for each documented violation to dismissal from the DMS program.

Revised 5/30/2017
A facility required drug screen and background check is required to attend any clinical site. A student who does not have an acceptable medical form cannot attend any clinical site. Medical Forms will be included in admissions packets.

HEPATITIS VACCINATION
Effective July 8, 1992, a branch of the federal government, OSHA, declared that any person providing hands on patient care must be vaccinated against Hepatitis B or sign a disclaimer denoting that he/she was aware of the importance of such. Live health care facilities and live patients and residents are used in the process of DMS education. Hands on patient/resident care are provided by sonography students. In the interest of each student’s health, this school requires each student to have taken at least the first of the series of three injections required for Hepatitis B vaccination when their first clinical course begins. Completion of the series of injections is required to continue in the program. Proof of vaccination is required. EACH STUDENT MUST PROVIDE WRITTEN VERIFICATION OF HIS/HER HEPATITIS VACCINATION STATUS PRIOR TO ATTENDING ALL CLINICAL SITES. The cost of the three injection series of Hepatitis B Vaccination is between $110-$160. The series is taken over a six months time span. Each student is required to provide his/her own vaccinations. Private physicians or the county health department are possible providers of the injections.

STUDENT SAFETY The Diagnostic Medical Sonography Program upholds all Centers for Disease Control (CDC) guidelines and all students are expected to abide by these guidelines. During all invasive procedures, students must wear gloves and eye/face protection and protective clothing as necessary. DMS students should wear gloves in all aspects of patient care. In the event that a student is involved in an incident involving the exposure of bloodborn pathogens or communicable diseases, the student must notify the supervising sonographer and the employee nurse immediately. The LBW DMS faculty should also be notified. Sonography students should not be involved in procedures that include radiation exposure, at any time. Each student must produce proof of current hepatitis vaccination, current 2 step-Tb skin test (within one year), current rubella and tetanus vaccination, current malpractice insurance and current CPR card. IT IS THE STUDENT’S RESPONSIBILITY TO MAINTAIN THESE RECORDS AND PROVIDE THEM TO HIS OR HER CLINICAL INSTRUCTOR UPON REQUEST. ALL NECESSARY INFORMATION WILL BE COPIED AND RELEASED TO CLINICAL FACILITIES AS REQUIRED BY THAT FACILITY. A COPY OF ALL STUDENT INFORMATION/MEDICAL RECORD WILL ALSO BE KEPT ON FILE IN THE DMS DEPARTMENT. (See —Student Data Form at the end of handbook) Students are cautioned against scheduling business appointments, elective surgery, etc. during a term. Faculty cannot assist or evaluate students who are not at the clinical site. A physician’s complete release is required before a student is allowed to return to the clinical site. — LIGHT DUTY IS NOT AN OPTION FOR a Sonographer. The Allied Health Department, in compliance with the OSHA Hazard Communications Standard, Title 29, Code of Federal Regulation 1910.1200, has a compiled list of hazardous chemicals by Materials Safety Data Sheets (MSDS); ensures that containers/cabinets are labeled and that all involved are instructed on safety measures. Students, Staff, and Faculty should note hazardous chemical labels on storage/cleaning room doors and on the kitchen cabinet door. An emergency kit is located in the director's office closet. Eye wash equipment includes a 60cc syringe and a bottle of Normal Saline in the emergency kit. A list of hazardous chemicals is listed in the MSDS notebook located in the vending machine room in the Health Sciences building. Poison Control number is 1-800-292-6678.

CLINICAL BREAKS/LUNCH
Breaks are not part of the clinical day unless designated or arranged by the instructor. A thirty-minute lunch break is arranged at a designated time. Students are not allowed to skip lunch and count that time as part of their clinical hours. No student shall leave the facility for any reason during the clinical day unless prearranged with the clinical instructor and program director/coordinator for a specific purpose. Smoking is strictly prohibited during clinical hours which includes lunch and break times.

ACCIDENT/LIABILITY INSURANCE

Revised 5/30/2017
To attend a clinical rotation, accident insurance is required by the Health Sciences Department. Lurleen B. Wallace Community College can assist the student in purchasing a $42.00 accident policy. This policy or the documentation of another health/accident policy will be acceptable. All students are responsible for the financial aspects of any illness or injury at school or at a clinical site. Student malpractice insurance is required to be purchased by all students to allow them to attend the clinical facilities. These monies will be paid to the cashier at a designated time. Possession of a LBWCC receipt DOES NOT mean verification of insurance. The receipt for this insurance MUST be presented to the Sonography Program Director in a timely manner to insure the purchase of malpractice insurance. It is the responsibility of the student to present his/her insurance policy to his/her clinical instructor at the beginning of each clinical rotation upon request. No student will be allowed to attend clinical without proof of his/her malpractice insurance.

LIBRARY/LEARNING RESOURCE MATERIAL
Independent reading and learning is encouraged by the faculty of the DMS Program. Library materials are available in the school to be checked out on a variable time schedule. Books may be checked out for two weeks. Articles may be checked out for four days. Past volumes and current journals are housed in the school library. They may not be checked out but are available for use in the library. INFO TRACT is available for the students to use in the library. The Health Sciences computer lab and the school library both provide internet access for students certain references and required readings are available on reserve in the Lurleen B. Wallace Community College Library five days a week, 9-6 o'clock. On Saturday the library is open from 9-12 o'clock. A copy machine is available in the library for the student's convenience. The cost of a page of copy is fifteen cents. A student who borrows material from the department Lurleen B. Wallace Community College Library will be responsible for the care of these materials. Any books or articles not returned to the library or the department by the end of the term will result in the student not receiving his/her grades and the student will not be allowed to register for the next term. The Allied Health Department strives to provide the student access to numerous audiovisual resources that will enhance learning. These materials are available for independent student use after school hours until 4:30 p.m. An index is available to assist the student in a selection. Prior arrangement with the instructor or the office should be made if the student plans to avail himself of these resources.
LURLEEN B. WALLACE COMMUNITY COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY
STUDENT DRUG SCREEN & SUBSTANCE ABUSE POLICY

In response to requirements of certain external agencies providing clinical experiences for LBWCC sonography students, any student who enrolls in the Lurleen B. Wallace Community College Sonography Program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. The student must abide by the College’s Drug Screen Policy and Clinical Agency policy for which the student is assigned clinical practice. Students must perform in the clinical setting in such a manner that will promote safe patient care. This drug policy provides protection of patients from potential harm to the extent reasonably possible. This includes drug screening prior to the first clinical experience, random drug screening, and reasonable suspicion screening, should the student exhibit behaviors indicative of substance abuse anytime while enrolled in the sonography program.

I. PRE-CLINICAL SCREENING

1. All students will receive notice of the drug screening guidelines prior to admission to the sonography program.
2. The sonography program will maintain on file a signed consent to drug screening from each student.
3. Drug screening will be scheduled and conducted by Mizell Memorial Hospital at the cost of $31.00 per student. The fee for testing is to be pre-paid by the student as part of his/her fees.
4. Any student failing to report for screening at the designated time must complete testing with Mizell Memorial Hospital at a randomly scheduled time to be determined by the DMS Program Director or designee and Mizell Memorial Hospital.
5. Failure to complete drug screening as required by clinical agencies will prohibit the student from completing the clinical component of required sonography courses.
6. Failure to complete drug screening with a negative test result of the 7 Panel Drug Screen will prohibit the student from completing the clinical component of the required sonography courses.
7. All positive and non-negative drug screens will be confirmed and reviewed by the Medical Review Officer. **Any sample requiring review by the Medical Review Officer, will result in a $30.00 additional charge to the student.** This $30.00 charge will be paid by the student to the Business Office of Lurleen B. Wallace Community College. The student will not be allowed to attend clinical rotations until this additional fee is paid. Hours missed due to nonpayment of this fee will be recorded and maintained.
8. Results will be sent to the DMS Program Director at Lurleen B. Wallace Community College.
9. Any student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Sonography Program, although acceptance to the program is not guaranteed.

Revised 5/30/2017
II. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene, impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea, flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug test;
4. Information that the individual has caused or contributed to an incident in the clinical agency or contributed to harm of self, visitors, faculty, staff, or patients as a result of being under the influence of drugs;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program;
6. Odor of alcohol;
7. A report of drug use.

If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the clinical setting immediately and contact the DMS Program Director. The DMS Program Director will then determine if there is a reasonable suspicion to screen the student.

If the decision is made to screen the student, the DMS Program Director will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening. The student will not be allowed to drive to the designated lab. A student’s failure to consent to the screening will result in immediate termination from the sonography program. The student will be solely responsible for the cost of a drug screening that is ordered because of reasonable suspicion.

III. STUDENT DRUG SCREEN PROCEDURE

1. Students must pay the $31.00 screening fee by the end of the first week of classes.
2. Students must submit a photo ID and social security number at the time of the specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with control procedures.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will collect a monitored urine specimen.
6. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label.
7. The student will verify the information on the identification label prior to leaving the collection area.
8. The collector will forward the sealed urine specimen and a Chain of Evidence Form to the designated certified testing center/laboratory for testing.
9. Specimens will be screened for the following classes of drugs:
   a) THC – Cannabinoids
   b) OP12 – Opiates
   c) AMP – Amphetamine
   d) COC – Cocaine
   e) PCP – Phencyclidine
   f) MAMP – Methamphetamine
   g) MDMA – Methyleneoxymethamphetamine
   h) OXY – Oxycodone

Revised 5/30/2017
i) **LFAS** – The LFAS adulteration strip is used to screen for abnormal conditions in human urine samples, such as dilution or the addition of drug test interfering substances.

10. A blood or breath test will be done for suspected alcohol use at the clinical site or prior to the clinical experience.

11. Positive and non-negative screens will be confirmed by the Medical Review Officer.

12. Students will be informed of the screening results by the DMS Program Director within seven days of testing.

* DMS students will required to submit to annual drug screening.

**IV. GUIDELINE FOR A POSITIVE DRUG SCREEN**

A student with a positive or non-negative drug screen or a pending drug screen is not permitted to participate in the clinical component of a sonography course. The student will receive a zero for each clinical assignment missed as a result of a pending, positive, or non-negative drug screen.

Graduation from the Diagnostic Medical Sonography Program at Lurleen B. Wallace Community College does not guarantee eligibility to take the national licensure examinations.

**V. CONFIDENTIALITY**

The DMS Program Director will receive all test results. Confidentiality of the test results will be maintained with only the DMS Director, DMS Coordinator, and the student having access to the results with the exception of legal actions which require access to test results.

**VI. READMISSION**

Students who have had to withdraw from the sonography program due to a positive drug screen without documentation of a current, valid prescription will be eligible for readmission to the Diagnostic Medical Sonography Program at Lurleen B. Wallace Community College, but will not be guaranteed acceptance into the program.

**VII. COMPLIANCE**

Drug screening policies/programs suggested or required by Lurleen B. Wallace Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening which satisfies the program or requirement established by any clinical agency with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screenings, or reasonable suspicion screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may, nevertheless, be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the tested classes of drugs which are legally prescribed by health care practitioners does not necessarily, in and of itself, excuse the student from the effect of this policy.

If the students tests non-negative due to a prescribed drug which the student has listed on the consent form at the time of the drug screening, the Medical Review Officer will consult with the student. Information regarding the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug will be discussed. A physician will be requested to review the level of the drug present in the student’s system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to document...
the illness for which the drug was prescribed, the length of time the student will be required to take the drug, and whether the physician’s professional opinion affirms that safe patient care can be given by the student while taking the prescribed medication.

Students who begin the use of a prescription drug that may alter alertness, cognition, or safety during the course of the DMS program should disclose this information to the DMS Program Director. A release form regarding information of the prescribed drug must be completed by the prescribing physician and student in order to continue courses which require a clinical component. Failure to comply with any of the above policies may result in dismissal from the DMS program. It is the intent of the College to promote safe and effective patient care concerning its healthcare students, as well as, the patients and staff of any clinical affiliate.

VIII. CONSENT

Each sonography student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the sonography student is under eighteen (18) years of age, the sonography student’s parent or legal guardian must sign the drug testing consent form in addition to that of the sonography student. The DMS Program Director shall maintain the original of the signed consent for drug screening and may provide a copy of the consent form to the student upon request.
Attachment A

LURLEEN B. WALLACE COMMUNITY COLLEGE
DIAGNOSTIC MEDICAL SONOGRAPHY

Consent to and Permission for Drug Screening

I have read, understand, and agree to abide by the impairment and substance abuse testing policy guidelines.

I hereby release the designated testing agency, Lurleen B. Wallace Community College, and the DMS Program from any claim in connection with the drug screening guidelines.

I am providing the Medical Review Officer and/or DMS Program designee permission to contact the physician responsible for the prescribing of my current medications. Information will be requested relating to the medication’s use, dosage, anticipated length of treatment, illness for which the medication is being prescribed, and whether this medication could alter my ability to give appropriate and safe care to patients in the clinical setting.

I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained.

________________________________________________________________________  ________________
Student Signature                                                Date

________________________________________________________________________
Print Name

Revised 5/30/2017
Sonography Student, ________________________________________________, has provided the Medical Review Officer and/or DMS Program designee permission to contact the prescribing physician in regards to any current medications. Information related to the medication is required to confirm the requirement of a prescribed medication and its safe use during patient care experiences.

<table>
<thead>
<tr>
<th>Medication</th>
<th>Illness Requiring Prescribed Medication</th>
<th>Anticipated Length of Treatment</th>
<th>Dosage</th>
</tr>
</thead>
</table>

I affirm that the above documented medication(s) will not alter the Sonography Student’s ability to provide appropriate and safe care to patients in the clinical setting.

________________________________________  ________________
Physician Signature                          Date
This form will be maintained by Lurleen B. Wallace Community College’s Diagnostic Medical Sonography Program and will be disclosed to appropriate clinical agencies and/or the Medical Review Officer upon their request.

Lurleen B. Wallace Community College
MacArthur Campus

DRUG/ALCOHOL SCREEN RELEASE FORM
Allied Health Division

I understand that in order to participate in clinical agency rotations I, ___________________________ (print student name) have voluntarily agreed to a drug/alcohol screen. I request the appropriate agency personnel to check one of the following statements and forward this form to the Allied Health Division of Lurleen B. Wallace Community College. I also request LBWCC, MacArthur Campus, Allied Health Division to forward this form to the clinical agency where I will do clinical rotations when requested by the agency.

   Student Signature _____________________________
   Date _____________________________

   ______ Drug/alcohol screen is acceptable to function in a clinical agency.
   ______ Drug/alcohol screen is not acceptable to function in a clinical agency.

   Student Signature _____________________________ Date ____________

____________________________________
Employee Health Nurse/ Date Human Resources Director       Date_______________
TELEPHONE
The DMS Faculty will assist in locating a student for an emergency phone message. Students should inform family, friends, day care centers, schools, and business associates that it is a major interruption for an entire class for a student to receive a phone call. All cells phones are to be turned off and put away during classes.

CONDUCT/PARKING RULES
All students are expected to conduct themselves as responsible adults and to abide by the following rules:
1. Please do not use notebooks that have exposed wires. Bent wires scratch the surface of our desks and the glass tops in the multimedia room.
2. Food, candy, drinks, and gum are NOT allowed in any of the classrooms. Please confine any of these to the commons area.
3. Before you exit a classroom, the lab, or the commons area, please clean up after yourself. Place your chair under the desk and pick up any papers, books, lab supplies, etc., and dispose of properly.
4. The parking lot in front of the building is reserved for visitors, faculty, and staff. Please abide by these rules. Students should park in the student designated parking spaces. No parking in the Library parking lot.
5. When students are scheduled for classes in the multi-media lab, no computers are to be in use by the students who are in a theory class unless specified by the theory teacher.
6. When using the computers in the multi-media lab, turn the computers off before leaving the room.

VISITORS AT SCHOOL/CLINICALS
Students are to avoid bringing children to school with them. Friends and family members should be discouraged from interrupting students. In the case of an emergency, friends and family should check with the office. A member of the staff will locate the student for them. Friends and family members should be discouraged from visiting students at the clinical sites. Emergency situations are an exception. Repeated unauthorized interruptions will be considered grounds for disciplinary action.

CLASS ATTIRE
For classroom wear at Lurleen B. Wallace Community College, MacArthur Campus, Allied Health Division students are encouraged to dress in a manner befitting the job they will hold in the work world. The items listed are NOT appropriate:

- Short shorts (appropriate knee length are acceptable)
- Exercise attire (leggings, tank tops, etc.)
- Halter
- Tops with midriff exposure, tube tops
- Hats worn indoors
- Thin T-shirts or see through tops
- Females wearing no bra
- Wearing no shoes
- Short dresses
- Facial piercings

PRECEPTORSHIP AND LAB ATTIRE

Uniforms:

Revised 5/30/2017
• Red Scrubs: (Specifications will be provided)
• White socks or hose
• White shoes (closed toe, no crocs)
• White Lab Coat (Specifications will be provided)
• Name Tag must be worn at all times (Specifications will be provided)
• LBW DMS Uniform patch (purchase at LBW bookstore)
• Long sleeve white t-shirts may be worn under scrubs.

*DMS patches should be attached to every uniform top including lab coats. Patches should be attached one inch above cuff of sleeve on the left sleeve of scrub tops.

Jewelry:
• Watch
• Earrings (“traditional”, small studs, no larger than pencil eraser)
• No facial piercings
• Wedding band sets
• No other jewelry allowed

Personal Hygiene:
- Hairstyles should be conservative for both males and females.
- Hair should be kept away from the face, pulled back in a ponytail and kept off the collar while at clinical sites.
- Extreme hair colors are not permitted.
- Nail polish and/or artificial nails are not permitted.
- Fingernails should be short and neatly trimmed at a length no longer than ¼”
- Mustaches and beards are allowed provided they are kept neatly trimmed.
- All tattoos must be covered.
- Facial and Tongue piercings are not allowed.
- Colognes and perfumes are not permitted
- Body odor and cigarette/cigar odors are not permitted.
- Uniforms should be clean and pressed.
- Chewing Gum is not allowed in clinical setting.

If a student has a question concerning appropriateness of uniform, seek advice from the DMS faculty.

Failure to dress in accordance to the established guidelines of the DMS program is a violation of Preceptorship rules and may result in consequences ranging from an unsatisfactory clinical/lab grade to dismissal from the DMS program. Students arriving to clinical/lab inappropriately dressed may be sent home from clinic/lab and will be required to make up the missed hours, but not before meeting with the director/coordinator prior to returning to clinic/lab.

GENERAL HYGIENE
Good personal hygiene is imperative. Students are to bathe daily, use a deodorant, practice oral hygiene to prevent unpleasant breath, and wear clean wrinkle free uniforms. No perfume, cologne, after shave, etc. may be worn with the uniform. Smokers should keep breath fresheners on hand for oral hygiene. Chewing gum is NOT allowed while in uniform.

SMOKING
Smoking is considered to be an unhealthy habit and not appropriate for health care providers.
Smoking Policy:
1. NO SMOKING IS ALLOWED IN OR ON THE PROPERTY ANY HEALTH CARE AGENCY.
2. Students suspected of smoking or smelling of smoke during clinical preceptorship hours will be subject to a 10 point deduction of clinical evaluation for the first offense. Further infractions may result in DMS program dismissal.
3. No smoking is permitted in any college building.
4. Smoking is NOT permitted outside the Administration Building. Students who desire to smoke may do so between the Health Sciences Building and Conference Center.

Revised 5/30/2017
Weather and Fire Alert
Administration Building

Weather Alert:
The Administration Building is notified by the LBWCC Administration office then notifies all students and faculty. The Health Sciences Building office is also equipped with a weather alert radio.

Fire:
The Health Sciences Building is equipped with a fire alarm buzzer that sounds automatically. All occupants of the building will vacate the building when the buzzer sounds.
Signal System for Fire and Tornado

Bells — Bell System will be used for severe weather only

Four blasts on bells indicate tornado warning or severe weather.

One long blast will clear.

Siren — Siren system will be used for fire only

The siren will be used for fire only. Listen for four blasts on siren for fire or fire drill and act accordingly.

One long blast will clear.
1. Avoid Panic – Don’t alarm people by excited motions. Be calm and move with assurance.

2. Know the Disaster Code – In case of a Tornado Warning or other possible disaster, the switchboard operator will give a series of short blasts on the bell for two minutes. One long blast will clear.

3. Learn the Emergency Procedures – Memorize the locations of disaster shelter. See bulletin board in departments for procedure and plans.

4. First In The Event Of Disaster – All people to area designated as disaster shelter.

5. Reassure All Visitors – Ask them to remain with the group.
Fire and Evacuation Plan

Lurleen B. Wallace Community College

MacArthur Campus


2. Know the Fire Code – In case of a fire, fire drill, or an emergency, the switchboard operator will give several short blasts on the siren. One long blast will clear.

3. Learn the Emergency Procedures – Memorize the location of fire exists and fire extinguishers. See bulletin boards in departments for procedures and plan of evacuation.

4. First in the Event of Fire or an Emergency – Evacuate all people in the immediate danger area in a fast orderly manner. Instructors will call roll to see if all people are out and away from all buildings.

5. Turn Off All Oxygen, Electrical, and Gas Equipment as Soon as Possible – Close all doors and windows.

6. Turn in the Alarm and Notify PBX Operator the Exact Location of Fire or Other Emergency – Make sure all doors and windows are closed.

7. Reassure All Visitors – Ask them to remain with the group they are in.

8. After the Alarm or Evacuation Order has been given – All personnel and students should know which exits to be used to permit the most secure and quickest way to safety.

Avoid Panic – The Life You Save May Be Your Own.
PROGRAM INFORMATION

School and Program Title: Diagnostic Medical Sonography

Program Year: 2016-2017

Program Description: Credit Hours 76

This program of study is designed to provide didactic and clinical training in the field of general diagnostic medical sonography (ultrasound). Sonographers, also known as Ultrasound Technologists, or Diagnostic Medical Sonographers, use advanced imaging procedures. The student will receive training in the fields of acoustic principles and safety, abdominal, obstetrical, gynecologic, and small parts sonography.

<table>
<thead>
<tr>
<th>Tuition and Required Fees</th>
<th>Related Program Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Cost</td>
</tr>
<tr>
<td>Tuition (In-State)</td>
<td>8,892.00</td>
</tr>
<tr>
<td>Tuition (Out-of-State)</td>
<td>17,784.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Renewal Fee</td>
<td>684.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>684.00</td>
</tr>
<tr>
<td>Reserve Fee</td>
<td>76.00</td>
</tr>
<tr>
<td>Building Fee</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Cost

| In-State                  | 14,653.70                |
| Out-of-State              | 23,545.70                |

Revised 5/30/2017
## Pre-sonography Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI101</td>
<td>Orientation to College</td>
<td>1</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>IDS 102*</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Or other Humanities/Fine Arts Equivalent</td>
<td></td>
</tr>
<tr>
<td>PHY 115</td>
<td>Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SPH 106*</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Or SPH 107</td>
<td></td>
</tr>
</tbody>
</table>

## Program Courses Requirements

### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 202</td>
<td>Foundations of Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMS 204</td>
<td>Sonographic Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DMS 205</td>
<td>Abdominal Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMS 216</td>
<td>Sonographic Principles &amp; Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>DMS 220</td>
<td>Gynecological Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMS 225</td>
<td>Abdominal Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DMS 230</td>
<td>Obstetrical Sonography</td>
<td>3</td>
</tr>
<tr>
<td>DMS 231</td>
<td>Sonography Preceptorship I</td>
<td>3</td>
</tr>
<tr>
<td>DMS 240</td>
<td>Sonography Seminar I (Physics Review)</td>
<td>2</td>
</tr>
</tbody>
</table>

### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 206</td>
<td>Gynecological Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMS 207</td>
<td>Abdominal Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DMS 220</td>
<td>Obstetrical Sonography</td>
<td>3</td>
</tr>
<tr>
<td>DMS 230</td>
<td>Sonography Preceptorship II</td>
<td>3</td>
</tr>
</tbody>
</table>

### Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 221</td>
<td>Obstetrical Sonography II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 225</td>
<td>Superficial Sonography</td>
<td>1</td>
</tr>
<tr>
<td>DMS 231</td>
<td>Sonography Preceptorship III</td>
<td>4</td>
</tr>
<tr>
<td>DMS 240</td>
<td>Sonography Seminar I (Physics Review)</td>
<td>2</td>
</tr>
</tbody>
</table>

Revised 5/30/2017
Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 217</td>
<td>Sonographic Principles &amp; Instrumentation Lab</td>
<td>1</td>
</tr>
<tr>
<td>DMS 232</td>
<td>Sonography Preceptorship IV</td>
<td>5</td>
</tr>
<tr>
<td>DMS 241</td>
<td>Sonography Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 250</td>
<td>Introduction to Advanced Sonography</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM FACULTY

Medical Director:
John C. Tomberlin, M.D.

Program Director:
Olivia E. Bush BSRT(R), RDMS, RVT

Clinical Coordinator:
Susan Musgrove RT(R), RDMS, RDCS, RVT, BS

STUDENT MENTORSHIP

The student mentorship policy is designed to assist junior students with transitioning into the demanding requirements of the DMS program while allowing both junior and senior students the opportunity to explore the advantages of teamwork, interpersonal communication and responsibility. Senior students are expected to mentor at least one junior student. Mentoring duties may include answering programmatic questions, offering clinical advice, and being supportive and positive as needed. It is unacceptable to share specific homework, quiz, or test information. Other violations of this policy include offering negative feedback or comments of clinical sites, clinical staff, program faculty, and/or other aspects about the program. Violations of cheating and plagiarism may also violate Lurleen B. Wallace Community College policies, and may result in dismissal from the program. Any violation of this policy may result in disciplinary action ranging from a deduction in clinical/lab grade to dismissal from the program. Professionalism is expected at all times.

ON-CAMPUS LAB

In order to gain practical experience in a controlled, supervised environment, the student will participate in Laboratory sessions, practicing sonographic procedures in preparation for clinical competency testing. Some competency testing will be included during this time. Students will be evaluated by the clinical instructor to which the student is assigned. Topics for simulated exams will correlate with the course being taught (ex: Abdomen, OB/Gyn, etc.) For a student to successfully complete courses that contain labs, they must master all proficiencies listed on the assignment sheets posted in the scan lab and pass a competency test on each proficiency. Students will be assigned a scan lab time the first week of Fall Semester. Students are expected to comply with lab attire requirements.
PEER SCANNING
Every student is expected to participate as a volunteer to be scanned by other students during the course of the sonography program. If any student respectfully declines to participate as a volunteer in the scan lab for any reason, then that student may bring a volunteer to be scanned in their stead. However, it is the responsibility of the program to provide scan lab volunteers. The DMS faculty believes it is important for each and every student to experience the role of a patient in the sonography department. Student scan labs are the primary location for a student to obtain hands-on instruction throughout the length of the program. Scanning of peers or volunteers is not allowed unless a Sonography faculty member is physically present to monitor the use of the Sonography Lab. Each volunteer for peer scanning is required to sign the volunteer waiver form. The signed form will be kept in the student’s file and will be in effect throughout the length of the program. Students’ grades and evaluations will not be affected by their choice to volunteer as a patient in the on campus scan lab. Sonography students that are or become pregnant during the course of the Program may not be scanned by any student or faculty member unless the student meets the requirements stipulated for all obstetric volunteers. This will require a note/form signed by student/volunteer’s OB/Gyn Physician stating that they have had a “well baby” sonogram and that the pregnancy is progressing normally without complications and that it is okay for DMS faculty/students to perform a non-diagnostic OB study on the patient.

VOLUNTEER SCHEDULING PROCEDURE
The Sonography Program accepts volunteers wishing to assist students with attaining hands-on scanning skills and competencies. Volunteers are accepted for the DMS labs (abdominal organs, vessels, pelvic organs and structures, small parts and obstetrical). The use of external volunteers must be preapproved by a DMS faculty member. Volunteers are required to signed waivers to educate them that the purpose of the scan is for educational purposes only and not for diagnosis. If in the course of the exam an abnormality is noted, the exam is discontinued and they are referred to their family physician for further study.

LAB RULES AND PROCEDURES
1. Students are to arrive on time for the scheduled lab.
2. Students are to sign in on the sign in sheet provided.
3. No food or drink is allowed in the Sonography Programs Lab at any time.
4. Students must demonstrate professional conduct during lab sessions. Examples of non-professional conduct include, but or not limited to: loud talking, joking, clowning around, asking inappropriate questions or making comments during the ultrasound exam, inappropriate conversation with the student/volunteer, disregard of directions/instructions given by the instructor, and use of foul language. Any non-professional conduct or disruptive behavior will result in a dismissal from the scan lab and an unsatisfactory scan lab grade.
5. Students are expected to participate in any and all activities assigned for a given lab session.
6. Whenever the student utilizes the Sonography Lab, he/she is responsible for:
   a. Preparation of the scan room/station. Lights on, bed and chair at lowest settings, power-up of the ultrasound unit, gel warmer on lowest setting, and towels, gel, transducer wipes/spray are stocked. Cable brace is correctly placed, and note pad and pen are at hand.
   b. Careful, safe, ergonomic use of furniture and equipment in the scan lab/room; dims lights as necessary
   c. Providing appropriate patient care before, during and after scan, follows Standard Precautions, properly drapes volunteer during scan, keeping curtain closed while scanning, assisting student/volunteer in removing gel at the end of scan session, turning on lights and ensuring bed/table is at lowest setting before student/volunteer attempts to sit up, ensuring student/volunteer is ready to stand and ambulate.
7. Cleaning transducer, ultrasound unit, scan table and ancillary equipment after scanning at end of lab session (transducer wipes/spray is used after cleaning with damp cloth). Ensuring that the transducer cord is cleaned and that the transducer is returned to the proper holder on the ultrasound unit (cord is off the floor and away from wheels).
8. Children are not allowed in the scan lab.

Revised 5/30/2017
LAB PROTOCOL FOR SCANNING PEERS/VOLUNTEERS

When a student/volunteer is to be scanned, the student will:

a. Introduce themselves and ask the volunteer to sign a waiver form.

b. Take volunteer to scan room and explain the scan session procedure. The student explains to the volunteer what part of the body will be scanned and how the scan will be done. The instructor will explain to the volunteer that technical information and scanning instructions will be given to the student and that the instructor will answer student’s questions about anatomy, scanning technique, and image acquisition during the scan session, but no information about pathology seen will be given to the volunteer/student.

c. Give all instructions and information about the scan session within the scan room to insure HIPPA compliancy.

d. Treat student/volunteers with as respect and courtesy.

e. Ensure that he/she follows Standard Precautions, good ergonomics, and appropriate equipment usage form the beginning of the scan to releasing the volunteer.

f. The volunteer/student will be asked to hold their questions until the student scan is completed.

g. The student or instructor is not allowed to provide the volunteer with images; any images recorded are part of the Sonography student record.

h. Students are NEVER ALLOWED to give any scan information or opinions about the scan to the volunteer (if a significant or emergent atypical finding is discovered by the student and/or instructor, the scan session may be terminated and the volunteer’s health care provider will be contacted by the instructor).

i. The student and instructor will thank the volunteer for his/her time and willingness to participate in the lab session.

SONOGRAPHY LAB: OBSTETRIC VOLUNTEERS

a. The instructor and student will ensure that the volunteer understands the sequence of the events during the scan session, the limitations of ultrasound for seeing fetal anatomy and that the monitor will not be positioned for volunteer to view until the student has completed his/her scanning session.

b. Student will make sure wavier form has been signed and OB volunteer has a signed permission from her OB doctor and has had “well baby” scan showing normal pregnancy.

c. During the pregnancy scan, no discussion of fetal normalcy or diagnosis is allowed.

d. After the scan has been completed the volunteer will be repositioned so that she can see the monitor as the fetal anatomy is scanned. If a significant atypical finding is discovered by the student and/or instructor, the scan will be terminated, the volunteer’s healthcare provider will be contacted immediately and appraised of the finding; that individual will provide instruction to the Instructor regarding the volunteer (i.e. call the office immediately, come to the office immediately, keep her next appointment, etc).

e. The student will record all cases scanned (volunteers and peers) in her/his log book for the entire program.

f. Completed log book will be turned in to Sonography Program Director at the end of each semester for review.(Date will be posted)

MAKE UP SCAN LAB HOURS

If a student has a lab absence, the student must request to arrange a make up of scan lab hours:

1. Notify the Clinical/Lab Instructor and the Program Director that you will be unable to be in scan lab before the scheduled lab time.

2. Contact the Clinical/Lab Instructor to schedule make up hours.

3. Agree on a time for the makeup hours.

4. Attend the make-up scan lab as agreed.

5. Failure to make up scan labs will result in an unsatisfactory lab grade for the course.

*Two unexcused absences from scan lab will result in a letter grade deduction of the final course grade.
* Lab rules/conduct violations will also result in a letter grade deduction of the final course grade.

---

**HANDBOOK VERIFICATION FORM**

Lurleen B. Wallace Community College
MacArthur Campus

Print Name _________________ Please circle program you plan to enroll. (DMS, PN, SUR, ADN PMED/AND)  All applicants must understand that graduation from this program does not guarantee eligibility to take the National Licensure Examination. The ARDMS has the option of denying eligibility to any candidate who has ever been arrested or convicted of a criminal offense or for driving under the influence of drugs or alcohol or within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or chemical substances or within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental disorder. Any questions regarding this matter may be directed to the Allied Health Division Chair. The DMS Faculty reserves the right to require, at any time, PROOF of a student's physical, mental, and/or emotional health. You should be aware that during clinical or laboratory experiences, there may be a risk of exposure to various communicable/transferable diseases or illnesses. The College will provide instruction regarding safe health care practices when caring for patients with communicable/transferable conditions. However, it is the responsibility of the student to follow the OSHA (Occupational Safety and Health Agency) safe health care practices and become immunized when available. Students must consult their own private physician or the Department of Public Health for assistance or advice regarding immunizations or protection for conditions other that the tests and immunization included in the above assessment.

I certify that I have and will abide by the OSHA safety health care practices for self and patient. And, I understand that my personal protection against communicable transferable diseases or illnesses is my responsibility. I certify that I have read and received a copy of the DMS Student Handbook from Lurleen B. Wallace Community College, MacArthur Campus. I agree to abide by these rules and regulations.

Date: ___________________________ Signature: ___________________________

I give my permission to the instructors of Lurleen B. Wallace Community College, MacArthur Campus to post my grades according to my Student ID number on the bulletin board in the Health Sciences Department and to provide my Student ID number to clinical agencies.

Date: ___________________________ Signature: ___________________________

Pregnancy is a condition and not an illness. **All students must complete all courses required.** But, for the safety of both baby and mother, there are certain occupational hazards that a pregnant woman should avoid. I understand that failure to disclose the fact that I am pregnant to my instructors may result in failure of a clinical course. **Some clinical sites require a disclaimer to be signed to practice in the surgical arena during pregnancy.**

Date: ___________________________ Signature: ___________________________

I understand that students in the health care programs who are enrolled in a course with a clinical/lab component will be required to attend clinical sites. I am not an employee of the school or of the health care facilities used as clinical sites. I do not expect and I understand that I will not receive any compensation for participation in any clinical course from either the institution or the health care facility. I understand that I am not promised and I do not expect to be offered a job at the health care facility as a result of participation in a clinical course.

Date: ___________________________ Signature: ___________________________

I understand that patient confidentiality is of upmost importance and that I will be dismissed from the program in the event that I violate any HIPAA Compliance laws.

Date: ___________________________ Signature: ___________________________

I (Print your Name) __________________________ have reviewed the Student Catalog/Student Handbook of LBWCC and also the DMS handbook. I fully understand my rules/regulations and my responsibility as a student.

Signature __________________________ Date___________________________

Revised 5/30/2017